



Lighting

Electrical

Inline Electric

Policy Manual for Employees



Inline Electric Policy Manual Table of Contents

Application and Revision of Policies.....	Page 4
Equal Employment Opportunity.....	Page 5
Employment of Relatives and Personal Relationships Policy.....	Page 6 - 7
Employment Practices.....	Page 8
Personnel Records and Privacy.....	Page 9 - 10
Employee Classifications.....	Page 11
Overtime: Non-Exempt Employee-Owners.....	Page 12
Non-Exempt Hourly Time Entry Policy.....	Page 13 - 14
FLSA Guideline for Compensable Work Hours for Non-Exempt Employees Either Offsite or After Regular Work Hours.....	Page 15 - 16
Work Schedules: Non-Exempt Employees.....	Page 17
Employee Benefits.....	Page 18 - 22
Education Assistance Policy.....	Page 23 - 24
Weather.....	Page 25
Family Medical Leave Act.....	Page 26 - 32
Personal Medical Leave.....	Page 33 - 34
Transitional Return to Work Program.....	Page 35 - 36
Bereavement.....	Page 37 - 38
Workers' Compensation Policy	Page 39 - 40
Service Animal Policy	Page 41
Anti-Harassment Policy and Reporting Procedures.....	Page 42 - 46
Attendance and Punctuality.....	Page 47 - 48
Dress Attire and Appearance.....	Page 49
Dress Code for Showroom.....	Page 50 - 56
Drug-Free Workplace.....	Page 57 - 59
Random Drug Screening.....	Page 60 - 62
Disciplinary Action.....	Page 63 - 64
Tobacco, Vaping and E-cigarette Free Environment.....	Page 65
Personal Guns, Weapons and Knives Free Environment.....	Page 66
Safety Shoes	Page 67 - 68
Cellular and Smartphone Device Usage.....	Page 69-70
Electronic Equipment Usage.....	Page 71
Software/Hardware Policy.....	Page 72 - 73
Company Communication Software and Hardware Guidelines	Page 74 - 75
Open Door Policy.....	Page 76

Inline Electric Vehicle and Driving Policy.....	Page 77 - 78
Employee-Owner Purchases	Page 79
Employee-Owner Separation.....	Page 80 - 81
Policy Manual Receipt.....	Page 82

APPLICATION AND REVISIONS OF POLICIES

This policy manual is a compilation of the Company's policies and procedures that are presently in effect. As policies and benefits are revised, changes will be communicated to you in writing through standard communication channels. Notice, advanced or otherwise, is not required and with the exception of at-will employment any policy or procedure contained in this manual is subject to change with or without notice.

The policies and procedures contained in this manual constitute guidelines only and have been prepared for the use and reference of members of management at all levels of supervisory responsibility. They do not constitute an employment contract or any part of an employment contract, nor are they intended to make any commitment to any employee concerning how individual employment action can, should, or will be handled.

The Company generally does not offer employment contracts, nor does it guarantee any minimum length of employment. Either party may terminate the employment relationship any time "at will," with or without cause. Any modification of an "at will" employment relationship with Inline Electric must be in writing and fully executed by the authorized contracting parties.

Throughout this manual, the masculine term "he" has been used when referring in general to the employee. Inline Electric does not support or intend to imply any form of discrimination by such usage.

If you have any questions or wish to have further information about any specific guideline in this manual, please contact Human Resources.

This policy manual supersedes all previous manuals, letters, memoranda, and understandings.

EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

To ensure equal employment, training and advancement opportunities for all applicants and employees at Inline Electric.

II. SCOPE

This policy applies to all employees and applicants of the Company.

III. POLICY

It is the policy and commitment of Inline Electric to provide equal employment in recruiting, hiring, training and promotion in all job assignments without regard to gender, race, creed, color, sexual orientation, gender identity or expression, religion, age, national origin, disability (mental or physical) or disabled veterans and Vietnam era veteran status or any other legally protected status. It is Inline Electric's intention that employment decisions be based on principles of Equal Employment Opportunity. All personnel actions, such as compensation, benefits, transfers, layoffs, training, and social and recreational programs will be administered without regard to race, creed, color, religion, disability, or Vietnam era veteran status and to comply fully with Executive Order 11246 (as amended by Executive Orders 11375 and 12096).

Anyone with questions, concerns or complaints about discrimination in the workplace is encouraged to bring these concerns to the attention of Human Resources. No adverse action will be taken against any employee who reports a claim of discrimination in good faith, and employees should have no fear of reprisal. Anyone who violates Inline Electric equal employment opportunity policy will be subject to disciplinary action up to and including termination.

EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS POLICY

I. PURPOSE

To prevent problems with supervision, safety, security, and morale within Inline Electric.

II. SCOPE

This policy applies to all employee-owners.

III. POLICY

Inline Electric strives to provide a work environment that is collegial, respectful, and productive. This policy establishes rules for conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

Applications for employment from close family relatives will be considered with other qualified applications for all internal or externally posted open positions when personnel vacancies occur. Some restrictions in job placement will apply to prevent problems of supervision, safety, security, and morale.

IV. DEFINITION

"Close family relatives" include the current spouse, children, parents, grandparents, and siblings. For the purpose of this policy "spouse" means those employee-owners having a legal marital relationship.

A personal relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

V. PROCEDURE

- A. Close family relatives will not be hired into a department where they directly or indirectly supervise or are supervised by another family member without prior approval by company management.
- B. If employee-owners become related after employment and a conflict of interest or management problem of supervision, safety, security or morale result; or, if reorganization creates such a conflict, a reasonable time may be provided to resolve the matter. If the resolution is not possible, the Company may require one or both of those employee-owners to transfer or resign.

EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS POLICY (Continued)

- C. An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as, work directly for, or supervise the employee with whom he or she is involved.

- D. When a conflict or a potential for conflict affecting terms or conditions of employment arises because of a personal relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position or terminated, if no position is available. If no decision is made in 30 calendar days of the offer to resolve the situation, Inline Electric will determine who is to be transferred or, if necessary, terminated from employment.

EMPLOYMENT PRACTICES

I. PURPOSE

To ensure job vacancies are filled by qualified applicants, Inline Electric will select candidates for employment based on their ability, experience, and character/employment references. Inline Electric is committed to filling employment vacancies in a timely manner with the best-qualified candidates without regard for gender, race, color, religion, age, national origin, and veteran status, citizenship, disability status, sexual preference or orientation, except where any is a bona fide occupational qualification or any other legally protected status.

Inline Electric will continue to abide by all government regulations regarding equal opportunity and affirmative action.

II. SCOPE

This policy applies to all employee-owners and qualified candidates.

III. POLICY

Whenever possible, job openings will be filled by promoting/transferring personnel from within Inline Electric.

When it is necessary to recruit applicants from outside the Company, all available sources of qualified personnel shall be utilized.

A. Minors

- Should summer employment or other temporary employment requirements warrant employing individuals under age 18 during summer vacations or holidays, Inline Electric may consider employing such individuals in work areas consistent with all legal obligations of the Company.
- When internal candidates are not readily available, Inline Electric will consider qualified applicants from outside the Company.

B. Temporary Employment

- Temporary personnel may be hired to substitute for absent employee-owners or to alleviate increased workloads due to special job assignments.
- Human Resources will conduct all actions for hiring temporary/contract employees.

PERSONNEL RECORDS AND PRIVACY

I. PURPOSE

To establish standards by which information contained in personnel records will be managed to achieve accuracy, privacy and legal compliance.

II. SCOPE

This policy applies to all employees of the Company.

III. POLICY

- A. Personnel records. Personnel records will be maintained containing information on each Company employee to meet state and federal legal requirements and to assure efficient personnel administration.
- B. Notification of Changes. Changes of address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) must be reported immediately either by making the changes directly in Paycor or by written notification to Human Resources, as an employee's income tax status and group insurance may be affected by these changes.
- C. File Access. Access to personnel files is restricted to authorized employee-owners of Human Resources and employee's manager, on a "need to know" basis. Personnel files are the property of the Company and may not be removed from Human Resources.

IV. PROCEDURE

- A. Personnel File Contents. When an employee is hired at the Company, Human Resources will ensure that a personnel file is established generally containing the following information:
 - 1. Application for employment and related hiring documents, such as employee information forms.
 - 2. Personal information changes and personnel action notices of pay and employment status changes.
 - 3. Performance documents including performance appraisals.
 - 4. Other documents pertaining to employment such as appreciation letters, corrective action reports, employment contracts, training records, and references from previous employers.

Personnel Records and Privacy (Continued)

- B. Medical records, documents necessary for the administration of Company benefit programs, and any investigatory information will be kept in a separate confidential file. I-9 forms are also kept in a separate file. These files may be examined only by appropriate officials conducting an investigation or by appropriate approval.
- C. The Examination of an Employee Personnel File by the employee himself and members of management staff may be accomplished at reasonable times during office hours. Examination by appropriate parties is allowed under the following conditions:
1. Employee. Employee may examine their files upon prior notice submitted to Human Resources. This review will take place in Human Resources presence.
 2. Government Inquiries. The Company will cooperate with federal, state and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, the Company may first seek the advice of legal counsel. The Company may permit a government investigator to review a personnel file on Company premises, but the investigator will not be allowed to remove or reproduce this information without consent from Human Resources and/or the Company's attorneys.
- D. Information Requests and Employment References. If employees wish the Company to verify information requested by outside sources for credit or other purposes, a release form with the employee's signature must accompany the request.

Upon receipt of the employee's authorization, the Company will provide the following information:

- Date of hire and date of separation
 - Job title(s)
 - Verification of salary (only with specific consent by Employee)
 - Employee is eligible for rehire or not
- E. File Retention. Originals of personnel records will be retained after an employee's separation date, according to ADEA and FLSA recordkeeping requirements.
1. EEOC notice of charge will be kept until Final Disposition

EMPLOYEE CLASSIFICATIONS

I. PURPOSE

Inline Electric shall classify employees by type of work and number of hours in which it is performed.

II. SCOPE

This policy applies to all employees.

III. POLICY

Human Resources is responsible for the administration of this policy and will determine the appropriate employee classifications.

The guidelines as set forth in the "Fair Labor Standards Act" will be utilized in determining an employee's exempt versus non-exempt status for both Full Time Employee-Owners and Part Time Employees

Exempt Status Determination: Employee-owners who are employed in a bona fide executive, administrative, professional or outside sales capacity are classified as "Exempt".

Full-Time Exempt: Individuals employed for an indefinite period of time to work a standard number of 5 full days or more per week. These employee-owners are exempt from overtime pay provisions as provided by the Fair Labor Standards Act (FLSA) shall be classified as full-time exempt employees-owners.

Full-Time Non-Exempt: Individuals employed for an indefinite period of time to work a standard number of forty (40) hours per week. These employee-owners are entitled by law to overtime pay for hours worked in excess of forty (40) hours per workweek (or as defined by state law).

OVERTIME NON-EXEMPT EMPLOYEE-OWNERS

I. PURPOSE

To provide guidelines to administer overtime pay to comply with applicable federal and state wage and hour regulations.

II. SCOPE

This policy applies to all non-exempt employee-owners.

III. POLICY

Company overtime pay policy conforms to overtime provisions of the Federal Fair Labor Standards Act and applicable state laws. Exemption from these provisions will be claimed for an employee-owner only when it can clearly be established that the employee-owner's duties and responsibilities meet the requirements for such exemption.

Overtime pay policy for employee-owners includes the following principal elements:

- A. Non-exempt employee-owners will be paid straight time for all hours worked through forty in one week.
- B. Non-exempt employee-owners will be paid time-and-one-half for hours worked in excess of forty in one week.
- C. Employee-owners who are non-exempt and work on a Company recognized holiday will receive overtime pay at time-and-one-half their regular rate for hours worked and will receive eight hours pay for the holiday.
- D. Paid time off for Holidays, jury duty, bereavement, office closures, or any leave of absence will not be considered "hours worked."
- E. Overtime worked by non-exempt employee-owners must be authorized in advance by the employee-owner's supervisor and approved in Paycor bi-weekly.
- F. Compensating time off in lieu of overtime payments will not be granted.

NON-EXEMPT HOURLY TIME ENTRY POLICY

I. PURPOSE

The purpose of this policy is to provide employee-owners with the correct procedure for recording time worked as well as paid absences.

II. SCOPE

This policy applies to all Non-Exempt employee-owners.

III. POLICY

It is the policy of Inline Electric that hours for time worked is entered for each day. A work week at Inline Electric is defined as Saturday through Friday. Each employee-owner must account for their hours each week based on their employment classification. For example, a full time, 40-hour employee-owner must account for 40 hours each week. Falsifying a time entry is grounds for immediate disciplinary action up to and including termination.

IV. PROCEDURES

A. General

Management is responsible for ensuring that all employee-owners are fully aware of proper timekeeping policies and procedures, through the electronic process utilizing the automated web clock.

B. Electronic Time Entry Procedure.

All time worked will be accurately recorded on the electronic timesheet. Employee-owners are responsible for recording on the automated web clock their actual time worked. If unable to access the automated web clock, employee-owners are required to notify their current supervisor and Human Resources immediately. Failure to do so will result in discipline as listed in the Occurrence/Points Chart which outlines warnings and disciplinary action up to and including termination.

C. Automated Time Clock Failures Include the Following:

Missed punches on the automated time clock at the beginning and or end of the employee-owner's assigned shift.

Missed punches on the automated time clock for all non-paid break periods

Failure to accurately and timely report time worked.

Clocking in/out early or late of assigned shift without prior approval.

Employee-owners and their respective managers will receive email auto notification from Paycor of all Automated Time Clock Failures.

Non-Exempt Hourly Time Entry Policy (Continued)

Human Resources, Branch Managers, and Supervisors will have access to employee-owners time entries. All other individuals are not permitted to review other employee-owner's time entries. Violation of the policy is considered grounds for disciplinary action up to and including termination

Any period of time away from the employee-owners designated work area shall be considered as a non-paid break and should be entered into the automated time clock.

Smoking, vaping, or e-cigarette breaks in the permitted designated areas will be considered part of the total time allowed daily for breaks. These breaks will be combined in time with all other breaks, including but not limited to, lunch, dinner and snack breaks and must be entered separately per occurrence in the automated time clock.

Maximum allowed combined break time per full day worked is 1 hour. Minimum combined break time per full day worked is 30 minutes. Any exceptions must be approved by the Branch Manager and be reported to HR.

Punches for clock-in and out daily must be upon arrival to the designated work area and within the guidelines of the designated shift for the employee-owner. Unless approved in advance, remote punches are not allowed. Punches from the parking lot, breakroom, or punches outside the designated work are not permitted.

Inline Electric does not pay employee-owners to drive to or from work.

If a non-exempt employee-owner has been approved for remote work, remote punches to the automated time clock are to be entered when the employee-owner arrives at the remote work site. Likewise, remote punches out are only permitted when the employee-owner leaves the remote work site.

Per Calendar Year

	Occurrences/Days	Discipline Step and Action
	4 Occurrences	Step 1: Verbal Warning
Occurrence	6 Occurrences	Step 2: Written Warning and 1 Day Unpaid Suspension
1 Occurrence is equal to:	8 Occurrences	Step 3: Final Written Warning and 3 Day Unpaid Suspension
* 2 Tardies * 2 Missed Clocks	10 Occurrences	Step 4: Termination

FLSA GUIDELINES FOR COMPENSABLE WORK HOURS FOR NON-EXEMPT EMPLOYEES EITHER OFFSITE OR AFTER REGULAR WORK HOURS

I. PURPOSE

The purpose of this policy is to provide employee-owners with the correct procedure for proper compensation for hours worked offsite and/or after normal work hours for Non-Exempt employees.

II. SCOPE

This policy applies to all Non-Exempt employee-owners.

III. POLICY

FLSA defines the term “employ” to include words “suffer to permit to work”. Suffer or permit to work means that if an employer requires or allows employees to work, the time spent is generally hours worked and are compensable hours.

IV. PROCEDURES

A. General

Hours worked include all time during which an employee is required or allowed to perform work for an employer, regardless of where the work is done, whether on the employer’s premises, at a designated workplace, at home, or at some other location and during or after normal work hours.

B. Voluntary and Mandatory Work Hours

Management must determine prior to any event if the attendance by a Non-Exempt Inline Electric employee at offsite locations or after regular working hours constitutes “voluntary” or “required” work hours and that all “required” work hours are compensable.

The Non-Exempt employee’s attendance is not voluntary if **any** of the four criteria listed here apply:

1. Inline Electric’s management, the employer, requires it.
2. the employee understands or is led to believe that not attending will adversely affect his or her present working conditions.
3. if not attending the event will adversely affect the employee’s continued employment; or
4. disciplinary action will be taken against our employee for not attending.

FLSA Guidelines for Compensable Work Hours for Non-Exempt Employees either Offsite or after Regular Work Hours (Continued)

Additionally, if Inline Electric reimbursed business expenses for the event, attendance at the event will not be considered “voluntary” for any Non-Exempt employee receiving those business expense reimbursements and those work hours will be compensable.

C. Travel Time

Travel time to and from work is not compensable.

D. Exclusions

All receptions and social events will not qualify for compensable work hours and will be automatically considered “voluntary” events.

WORK SCHEDULES – ALL NON-EXEMPT EMPLOYEES

I. PURPOSE

To establish procedures for hours of operation, retail business hours, and work schedules.

II. SCOPE

This policy applies to all Non-Exempt Employees.

III. POLICY

Establishing company hours of operation and individual work schedules is solely the responsibility of Inline Electric Supply Company, Inc.

Because of the nature of our business, it is necessary to have normal hours of operation and retail business hours where employees will be scheduled at the direction of management.

Inline Electric may work with employees in good standing for occasional or temporary periods to be flexible concerning established and assigned individual work schedules without adversely interrupting the daily business operation.

Any variations in non-exempt employees' individual work schedules must be requested and approved in advance by management before job assignments, hourly, or shift changes are made.

EMPLOYEE BENEFITS

Inline Electric offers a wide variety of benefits to full-time and part-time employees who work on average more than 30 hours per week. Inline's benefit package includes health insurance plans, vision, dental, flexible spending account, basic and voluntary life insurance, short- and long-term disability plans, and other ancillary benefit products.

Employees may enroll in these plans at the time they are hired, during annual open enrollment, or if there is a qualifying life change event. Benefit plans and costs are subject to change at any time. Employees are not guaranteed a fixed benefit plan or premium.

A number of the programs (such as Social Security, Worker's Compensation, and Unemployment Insurance) cover all employees in the manner prescribed by law.

I. PAID TIME OFF

This policy applies to all eligible employees. *Thirty (30) hour employees will accrue paid time off on a prorated basis. PTO accruals will be suspended during periods when an employee is not on protected leave. (Workman's Compensation, Short and Long-Term Disability). In certain situations, an employee on approved FMLA may continue to accrue PTO while on leave. PTO is a combination of vacation, sick, and personal leave.

A. ELIGIBILITY

Accrued PTO is based on the number of years of service from the date of hire. Years of Service Tiers are adjusted annually on January 1st.

Tiers	Years of Service	Monthly Accrual Rate	Annual PTO Potential
Tier 1	0- 4 Years	10.66 Hours	128 Hours (16 days)
Tier 2	5 - 9 Years	14 Hours	168 Hours (21 days)
Tier 3	10+ Years	17.33 Hours	208 Hours (26 days)

** The accrual rates above are reflective of a full-time employee. Employees that work 30 hours a week will accrue PTO at a prorated amount of 75% the full-time accrual rate**

All annual PTO allocations are front loaded on January 1st each year. PTO may only be requested during the current calendar year.

B. PROCESS

PTO may be taken in separate weeks and can be requested and approved in 1-hour increments or full days (8 hours). Employees must use the electronic time system in Paycor to request PTO. All time off must be requested and approved in Paycor.

Employees may request PTO in advance but cannot exceed 56 hours of indebtedness at any point.

Employees who leave employment with Inline will be paid their accrued and available PTO balance. If an employee leaves the company prior to accruing the appropriate hours to cover the PTO they have used, the difference will be deducted from their final paycheck.

At the end of each calendar year an employee who has a negative PTO balance will have the amount deducted from their last paycheck of the year or the first check of the next year.

Employees are not allowed to voluntarily take unpaid leave, except as allowed in specific protected leave policies like FMLA.

Non-exempt employees may elect to roll over up to a maximum of 24 hours of remaining PTO to the following year OR may choose to have up to a maximum of 24 hours paid out on the last paycheck of the calendar year. Any PTO balances above 24 hours will be lost at the end of the year.

All PTO requests for November and December must be submitted in Paycor for approval by October 1 of the same calendar/ fiscal year.

Requests not submitted in Paycor for approval by October 1 for November and December of the current year, for employees with a positive PTO balance, will be considered “unused”.

Maximum allowed PTO per employee for November and December will follow the guidelines listed:

- All November and December PTO requests must receive final approval of the Branch Manager.

Tiers	Maximum Days Allowed (November & December)
Tier 1	5 PTO Days
Tier 2	8 PTO Days
Tier 3	10 PTO Days

Multiple PTO requests for the same day within a branch will follow the approval priority listed:

1. Date of Request in Paycor
2. Seniority

All PTO disputes, conflicts, and resolutions are at the final discretion of the Branch Manager

II. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Full time employees and eligible dependents may obtain professional assistance through the EAP by one of the following

- 1.) Self-Referral: A full time employee or eligible dependent who desires confidential assistance with personal problems or workplace issues can contact the employee assistance program directly to schedule an appointment.
- 2.) Supervisor Recommended Referral: Supervisors may utilize the EAP to seek assistance for an employee whose work performance has deteriorated and/or whose mood or attitude has suddenly changed when it appears to be the result of a personal problem. Supervisors should meet with employees to discuss the sudden changes in order to place the employee on notice and to inform the employee that they are aware and concerned with the employee’s performance, and that disciplinary action may be taken if immediate improvement is not made to correct the issues. If the supervisor determines the root cause of the issues to be personal problems, the employee will be reminded of the assistance available through the EAP. If the employee chooses to participate in the EAP in order to seek help with correcting the problems, the supervisor will contact the Human Resources

Department to establish the referral. Employees who refuse help from the EAP will be reminded of the performance expectations, work requirements for their position, and the consequences for failing to meet those expectations.

- 3.) Medical Referral: Full time employees who need assistance with a substance abuse or alcohol problem should contact the EAP provider directly or contact the HR Department for assistance in seeking help.
- 4.) Disciplinary Proceedings Referral: Employees who are referred to the EAP as part of a disciplinary proceeding will be required to participate in a maximum of 6 visits per fiscal year. Failure to complete the EAP process could result in disciplinary action, up to and including termination of employment. Supervisors who wish to require an employee to submit to an EAP process will notify the HR Department to establish the referral.

COMPENSATION WHILE PARTICIPATING IN THE EAP

Full time employees who voluntarily take part in the EAP should make every effort to schedule appointments outside of their normal work hours. Should an appointment occur during an employee's normal work hours, the employee must use accrued PTO to substitute for regular work hours. Employees who are required to take part in the EAP will receive their regular hourly rate if an appointment falls during their normal work hours for the maximum number of free visits included in the benefit per fiscal year.

Employees who wish to continue treatment or seek assistance beyond the 6 visits per fiscal year included in this benefit must use accrued PTO to substitute for regular work hours if appointments fall during their normal work hours.

DISCIPLINARY ACTIONS

The EAP is not a substitute for disciplinary actions being taken when deemed necessary by a manager or a supervisor. Neither special privileges nor exemptions from performance standards will be granted to an employee participating in the EAP. While an employee may be referred to the EAP as a result of a disciplinary action, responsibility for completing the treatment program under the EAP rests with the employee.

III. HOLIDAYS

There are usually *seven paid holidays per the calendar that are recognized by Inline Electric Supply.

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

Any bonus holiday or time granted by management in conjunction with a paid holiday will be compensated as holiday pay.

We only pay for full or half day holidays with no provision for holiday hours. If we close early in conjunction with a paid holiday, the accepted hours for that day for all non-exempt full time and thirty-hour level staff employee-owners will be the designated closing time or actual hours worked.

**Holidays are subject to change each year.*

IV. BEREAVEMENT LEAVE

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of Inline Electric Supply Company.

A. Eligibility

All full-time, alive employees are eligible for benefits under this policy.

B. Procedures

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Bereavement Leave will normally be granted unless there are unusual business needs or staffing requirements. An employee-owner may, with his or her supervisor's approval, use any available vacation for additional time off as necessary.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

Paid Bereavement Leave will be granted according to the following schedule:

- 1.) Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, or death of child before birth, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson, or stepdaughter. To be eligible for paid Bereavement Leave, the employee generally must attend the funeral of the deceased relative.
- 2.) Employees are allowed one day off from regularly scheduled duty with regular pay in the event of the death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild, or spouse's grandparent. To be eligible for paid Bereavement Leave, the employee generally must attend the funeral of the deceased relative.
- 3.) Employees are allowed up to four hours of Bereavement Leave to attend the funeral of a fellow regular employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the company.

V. JURY DUTY

Both full-time and part-time employees called for jury duty will qualify for paid jury duty leave. Employees must show the jury duty summons to their manager or supervisor

immediately after receipt so that the supervisor can arrange to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

EDUCATION ASSISTANCE PROGRAMS

Inline Electric Supply Company supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers at Inline. In keeping with this philosophy, Inline Electric has established a reimbursement program for expenses incurred through approved institutions of learning

POLICY

This policy covers tuition reimbursement for currently enrolled employees and post-graduate employees seeking assistance towards student loan debt. Employees may not receive both assistance programs within the same calendar year. The maximum amount of reimbursement or assistance an employee can earn is \$5,000.00 per calendar year. To qualify for participation in either of these Educational Assistance Programs, an employee:

1. Must work full-time.
2. Has completed at least one year of employment.
3. Must be in good standing, having not received a written disciplinary action or suspension without pay in the last six months.

For Employees Currently Enrolled in Continuing Education

Inline Electric Supply Company will reimburse up to a maximum of \$5,000.00 per calendar year incurred by an employee for continuing education through an accredited program that offers growth in an area related to his or her current position or might lead to promotional opportunities. This education may include college credit courses, both undergraduate and master's degree programs, continuing education unit courses, seminars, and certification course work and testing. The employee must score a passing grade of "B" or its equivalent or obtain the certification completion to receive any reimbursement. All expenses must be documented and validated by receipts and a copy of the final grade transcript or certification hours completed

PROCEDURES

1. Employee will complete the Educational Reimbursement Application and attach a copy of course/program registration and a detailed breakdown of the associated costs. This application should be submitted to their manager for review and approval. Approved application will be forwarded to the HR Department.
2. After the course/program is completed, employee will provide HR documentation of supporting evidence for the passing grade or certification from the educational institution.
3. The HR Department will then coordinate the reimbursement with the payroll department not to exceed \$5,000.00 per calendar year.
3. After any educational assistance reimbursement to an employee from Inline Electric, the employee must complete one full year of full-time service to Inline Electric Supply Company, or refund on a prorated basis, the equivalent ratio of the reimbursement amount to the incomplete term of service.
 - a. Example: If the employee only completes 50% of the full year of service commitment after receiving the educational reimbursement, 50% of the paid reimbursement amount would be deemed payable to Inline Electric Supply Company immediately.

For Post-Graduate Employees for Qualifying Assistance Towards Student Loan Debt

Inline Electric will provide for employees meeting the qualifications for participation in an assistance program, a reimbursement for recent college graduates to cover substantiated student loan debt for an associate degree, an undergraduate degree, or a master's degrees that was completed within the last two years from the start date at Inline Electric that is within an approved field of study that is relevant to the employee's job.

PROCEDURES

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1. Employee will complete the Educational Reimbursement Application and attach documentation substantiating student loan debt, and proof of receiving a degree, and submit to their manager for review and approval. Approved applications will be forwarded to the HR Department.
 2. The HR Department will then coordinate the reimbursement with the payroll department not to exceed \$5,000 per calendar year
 3. Employee may request a reimbursement for this program for five consecutive years for a total five-year maximum payout of \$25,000.
 4. After any educational assistance reimbursement to an employee from Inline Electric, the employee must complete one full year of full-time service to Inline Electric Supply Company, or refund on a prorated basis, the equivalent ratio of the reimbursement amount to the incomplete term of service.
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- a. Example: If the employee only completes 50% of the full year of service commitment after receiving the educational reimbursement, 50% of the paid reimbursement amount would be deemed payable to Inline Electric Supply Company immediately.
-

WEATHER POLICY

I. PURPOSE

To provide employee-owners with the Company's position regarding office hours due to inclement weather conditions.

II. SCOPE

This policy applies to all employee-owners.

III. POLICY

It is the policy of Inline Electric to remain open during normal working hours; however, where extraordinary weather circumstances warrant, the company reserves the right to close.

- *Store Closure* - If Inline Electric decides to close a store (i.e., for a given day or at a certain time), all full-time non-exempt and thirty-hour level staff enter their time as normal through Paycor. If the store remains closed five consecutive days due to adverse weather conditions, employee-owners will need to use their paid time off or take leave without pay.
- *Store Open* - If the store remains open during adverse weather, employee-owners will receive their normal pay for hours worked. If an employee-owner elects not to report to work or leave early due to adverse weather, the employee-owner can: 1) use paid time off or 2) use leave without pay.

Regardless, if the office is open or closed, all employee-owners must inform their manager of their attendance status.

FAMILY MEDICAL LEAVE ACT

I. PURPOSE

Inline Electric has adopted this policy to implement the terms of the Family and Medical Leave Act of 1993 (FMLA). Eligible employee-owners are entitled to family and medical leave on the terms and conditions stated in this policy, the regulations issued by the Department of Labor under the FMLA and in INLINE's other applicable leave policies.

II. SCOPE

This policy applies to eligible employee-owners.

III. DEFINITION

For purposes of this policy, the following definitions apply:

1. "Eligible Employee Owner" means an individual who has been employed by INLINE for at least 12 months, has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave and is employed at a worksite with at least 50 employees within 75 miles of that worksite.
2. "FMLA Leave" means leave that qualifies under the Family and Medical Leave Act of 1993, as amended by the National Defense Authorization Act of 2008, Pub. L. 110181, and the Department of Labor's regulations and is designated by Inline Electric as so qualifying.
3. "Leave Year" means the 12-month period measured backward from the date each employee-owner's leave commenced
4. "Serious Health Condition" means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a healthcare provider
5. "Inpatient Care" means an overnight stay in a hospital, hospice or residential medical care facility, including a period of incapacity or any subsequent treatment in connection with the inpatient care
6. "Continuing Treatment" includes any one or more of the following:
 - a. A period of incapacity of more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - i. Treatment by a health care provider two (2) or more times within 30 days of the first day of incapacity
 - ii. Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of a healthcare provider
 - b. A period of incapacity due to pregnancy or prenatal care
 - c. A period of incapacity or treatment for such incapacity due to a chronic serious health condition
 - d. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective
 - e. Any period of absence to receive multiple treatments by a healthcare provider

Family Medical Leave Act (Continued)

7. Covered Service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, 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
8. “Covered Military member” means the employee-owner’s spouse, son, daughter or parent on active-duty status
9. “Active Duty or call to active duty” means duty under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as either a member of the reserve components or a retired member of the Armed Forces or Reserve
10. “Serious Injury or Illness,” in the case of a member of the Armed Forces including a member of the National Guard or Reserves, means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.
11. “Qualifying Exigency” means one or more of the following circumstances:
 - a. Short-notice deployment- to address any issues that may arise because that Covered Military Member received notice of the deployment seven (7) or less calendar days prior to the date of deployment
 - b. Military events and related activities - to attend any official ceremony, program, or event sponsored by the military that is related to the Covered Military Member’s active duty; or to attend family support or assistance programs and informational briefings sponsored by the military
 - c. Childcare and school activities- to arrange for alternative childcare; to provide childcare on an urgent or immediate basis; to enroll staff that are made necessary by the Covered Military Member’s active duty or call to active duty
 - d. Financial and Legal arrangements – to make or update financial or legal arrangements related the Covered Military Member’s absence while on active duty; and to act as the Covered Military Member’s active duty or call to active duty
 - e. Counseling – to attend counseling sessions related to the Covered Military Member who is on short-term, temporary rest and recuperation leave.
 - f. Rest and recuperation – to spend up to five (5) days with a Covered Military Member who is on short-term, temporary rest and recuperation leave
 - g. Post-deployment activities – to attend ceremonies and reintegration briefings for a period of 90 days following the termination of the Covered Military Member’s active-duty status, and to address issues arising from the death of a Covered Military Member
 - h. Other activities that the Company and employee-owner agree will qualify as an exigency

Family Medical Leave Act (Continued)

IV. REASON FOR FMLA LEAVE

An Eligible Employee-Owner is entitled to a total of 12-weeks of unpaid leave during each leave Year in the event of one or more of the following:

1. The birth, adoption or placement for foster care of a son or daughter of the employee-owner and to care for such child. (Leave must be taken in a single consecutive period and may not be taken intermittently or on a reduced schedule.)
2. A serious health condition of a qualifying family member, *i.e.*, spouse, son, daughter or parent of the employee-owner, if the employee-owner is needed to care for such family member
3. A serious health condition of the employee-owner that makes the employee-owner unable to perform any one or more of the essential functions of his or her job
4. Any "qualifying exigency" arising out of the fact that an employee-owner's spouse, parent,
Son or daughter is on active duty or has been called to active duty in the Armed Forces in support of a contingency operation

An Eligible Employee-Owner is entitled to a total of 26-weeks of unpaid leave during a single 12- month period to care for a parent, son, daughter, spouse or next of kin who is a Covered Service member, regardless of whether the employee-owner has taken leave for another FMLA qualifying reason in the past 12-months.

Any leave taken under one or more of these circumstances will be counted against the employee-owner's total entitlement to FMLA leave for that Leave Year.

V. PAID LEAVE BENEFIT COORDINATION with FMLA LEAVE

FMLA leave under this policy is generally unpaid leave. If, however, the employee-owner is eligible for any paid leave under any other benefit programs such as accrued vacation, unused sick or personal days, the employee-owner will be required to exhaust the paid leave upon, the commencement of, and concurrently with, FMLA leave (unless the employee-owner's own serious health condition has caused the leave and the employee-owner is receiving workers' compensation benefits).

Paid leave will run concurrently with and be counted toward the employee-owners' total 12-week or 26-week period of FMLA leave.

Family Medical Leave Act (Continued)

VI. INTERMITTENT or REDUCED SCHEDULED LEAVE

FMLA leave may be taken intermittently or on a reduced work schedule basis. If FMLA leave is taken intermittently or on a reduced schedule basis, then the Company may require the employee-owner to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave due to foreseeable medical treatment.

Every employee-owner is obligated to make a reasonable effort to schedule medical treatment so as not to unduly interrupt the Company's operations. Any employee-owner who needs an intermittent or reduced schedule leave shall submit an application for such leave on a form supplied by the Company. The employee-owner shall also, within the time limits set forth, furnish the Company with the proper medical certification on Form WH-380-E, which will be supplied by the Company, regarding the need for such intermittent or reduced scheduled leave must advise the Company of the reasons why the intermittent/reduced scheduled leave is necessary and of the schedule for treatment, if applicable. The employee-owner and Inline Electric shall attempt to work out a schedule for such leave that meets the employee-owner's needs without unreasonably disrupting the Company's operations.

VII. EMPLOYEE-OWNER NOTICE REQUIREMENT

Employee-owners are required to provide the Company with sufficient information to make it aware that the employee-owner needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

Sufficient information may include the following:

- the employee-owner is unable to perform his or her job functions
- the employee-owner's family member is unable to perform his or her daily activities
- the employee-owner or his or her family member must be hospitalized or undergo continuing treatment, or the circumstances supporting the need for military family leave

When an employee-owner seeks leave due to an FMLA-qualifying reason for which the Company has previously provided FMLA-protected leave, the employee-owner must specifically reference the qualifying reason for the leave and the need for "FMLA" leave.

If the need for leave is foreseeable, the employee-owner is required to provide such notice to Human Resources at least 30 days before the commencement of the leave, unless impracticable to do so under the circumstances, in which case notice must be given as soon as possible, generally the same or the next business day.

The employee-owner also must follow any Company policy requiring advance notice, reasons for leave and anticipated start and duration of the leave. Failure to provide advance notice or follow the Company policy when the need for leave is foreseeable may result in delay or denial of FMLA leave. If the leave is not foreseeable, the employee-owner must provide notice to the Company of any need for as soon as practicable and must follow the Company's normal calling procedures. Failure to follow

Family Medical Leave Act (Continued)

the Company's call-in procedures, absent unusual circumstances, may result in delay or denial of the leave.

In case of planned medical treatment for a serious health condition, the employee-owner is required to make a reasonable effort to schedule the treatment so as not to disrupt the operations of the company.

Employee-owners are required to give additional notice as soon as practicable whenever there is a change in the dates of the scheduled leave. The Company requires that the employee-owner's health care provider complete a fitness-for-duty certification that specifically addresses whether the employee-owner can return to work. If the Company has a "reasonable safety concern," it may also require periodic fitness-for-duty certifications prior to the employee-owner's return from intermittent FMLA leave, up to once every 30 days. A "reasonable safety concern" means a reasonable belief of significant risk of harm to the individual employee-owner or others.

Upon receiving sufficient notice of an employee-owner's need for FMLA-qualifying leave, the company will notify the employee-owner of his or her eligibility to take FMLA leave of the request.

VIII. APPLICATION and MEDICAL CERTIFICATION

A leave to care for the employee-owner's own serious health condition, or the serious health condition of a covered family member must be supported by a medical certification completed by the health care provider for the employee-owner or the covered family member. A qualifying exigency leave or a leave to care for a Covered Service Member with a serious injury or illness must also be supported by a certification.

The employee-owner must return a complete and sufficient copy of the appropriate certification to the Company within 15 calendar days of receiving the certification unless it is not practicable. If the employee-owner returns an incomplete or insufficient certification, then the Company shall advise the employee-owner in writing what additional information is necessary to make the certification complete and sufficient. In order to cure the deficiency, the employee-owner must then return a complete and sufficient certification to the Company within seven (7) calendar days. If the employee-owner fails to cure a deficiency in a certification or fails to return a certification, within the prescribed time period, the Company may deny the taking of leave.

Human Resources (other than the employee-owner's direct supervisor) may contact the employee-owner's health care provider to clarify or authenticate the medical certification submitted for leave for the employee-owner's own serious health condition or the serious health condition of a family member. If the Company has reason to doubt the validity of a medical certification, the employee-owner will be required to obtain a second or third opinion at the Company's expense. Failure to comply with these certification requirements will result in the delay, denial or termination of leave.

Family Medical Leave Act (Continued)

The Company may request recertification at any time during the course of leave for the employee-owner's own serious health condition, if:

- 1) the employee-owner requests an extension of leave
- 2) The circumstances of the employee-owner's condition as described in the previous certification have changed significantly
- 3) if the Company has reason to suspect that an employee-owner on FMLA leave has fraudulently obtained the FMLA leave

If desired by the Company, a second or third certification in the manner provided above may be required. If the employee-owner's leave to care for his or her own serious health condition or that of a family member is expected to last more than 30 days, the Company will require a new certification from the employee-owner's health care provider when leave is scheduled to expire or every 6 months.

When the Company learns of an FMLA reason for leave after a leave has commenced under another of the Company's policies, the Company will designate the leave as FMLA-qualifying from the commencement of the leave. Employee-owners are required to cooperate in providing the Company with information needed to make this determination.

VIII. CONTINUATION of GROUP HEALTH BENEFITS

The Company will maintain the employee-owner's coverage under a group health plan during the period of FMLA leave under the same terms and conditions as though the employee-owner were actively working. During the leave, the employee-owner will be required to continue to make all premium payments that he/she otherwise would have had to make if actively employed. Where feasible, the Company will advise the employee-owner concerning the necessary arrangements for such payments prior to the commencement of the leave. If the employee-owner fails to return to work following the expiration of FMLA leave for a reason other than a serious health condition or circumstances beyond the employee-owner's control, the Company will be entitled to the repayment by the employee-owner of any premiums paid by the Company during the leave.

Failure to make prompt payment of the employee-owner's portion of such premium may result in the loss of medical insurance coverage for the duration of the FMLA leave, but upon the employee-owner's return to work, the medical insurance will be restored as of the date that the employee-owners returns. If the employee-owner does not remain an active employee-owner for at least 30 days, the Company may seek to recover its portion of the amount paid for such insurance premiums from the employee-owner.

An employee-owner on FMLA leave shall be responsible for the payment of the full premium for all other insurance, pensions and other benefits. Failure of the employee-owner to pay the entire premium for such items shall result in their lapse for the duration of the FMLA leave. If the employee-owner returns from FMLA leave, all such insurance, pension, and other benefits shall be restored without any break in service.

An employee-owner shall not accrue any credit for paid time off, or other benefits based upon time worked for the time that he or she is on FMLA leave.

Family Medical Leave Act (Continued)

X. RETURN TO WORK/FITNESS –FOR-DUTY CERTIFICATION

Consistent with the Company's practice, before returning to work following a medical leave due to employee-owner's serious health condition, the employee-owner will be required to present a fitness-for-duty certification from his/her health care provider that the employee-owner is medically able to resume work and to perform the essential functions of his or her job. If the date on which an employee-owner is scheduled to return to work from an FMLA leave changes, the employee-owner is required to give notice of the change, if foreseeable, to the Company within two (2) business days of the change.

Subject to the limitations below, an employee-owner returning from FMLA leave will be restored to the position of employment held when the leave commenced or to an equivalent position.

Job restoration may be denied if conditions unrelated to the FMLA leave have resulted in the elimination of the employee-owner's position or if the employee-owner qualifies as a "key employee-owner" (generally the highest paid 10% of the workforce). Key employee-owners may be denied job restoration if it would cause substantial and grievous economic injury to the Company, in which case the key employee-owners will be notified of this decision.

In summary, upon expiration of an FMLA leave, an employee-owners who returns to work shall be restored to the same or an equivalent job if the employee-owners shall have:

1. Called Human Resources in accordance with terms above
2. Furnished Human Resources with proper certifications and recertification in accordance with terms above
3. Submitted to any second or third examination by a health care provider upon request of the Company
4. Furnished Human Resources with a medical certification of the employee-owner's ability to return to work and to perform the essential functions of the job
5. Returned to work immediately upon expiration of the FMLA leave

Failure to call Human Resources, to provide the required medical recertification or to return to work immediately upon expiration of an FMLA leave may result in termination of the employee-owner. Failure to furnish a fitness-for-duty certification of the employee-owner's ability to return to work and to perform the essential functions of the job may result in the delay of job restoration or the termination of the employee-owner.

PERSONAL MEDICAL LEAVE POLICY

Purpose:

Inline Electric (Inline) complies with all federal and state leave laws. However, when these laws do not apply or an employee does not meet the eligibility requirements, Inline will use its discretion in considering an employee's request for a Personal Medical Leave. This leave may provide up to a maximum of 8 weeks in a rolling 12-month period. Each leave request will be considered on an individual basis.

With this policy, Inline is not extending the benefits of the Family and Medical Leave Act to employees who do not qualify for FMLA leave. Instead, Personal Medical Leave is a benefit that Inline may provide in its sole discretion to employees who do not qualify for FMLA leave. Employees who are eligible for FMLA leave are not eligible for Personal Medical Leave.

Eligibility

An employee who has completed at least 12 months of service with Inline may request leave under this policy. Personal Medical leave may be requested for conditions such as those that would be covered under the Family and Medical Leave Act.

Leave approval or denial is done at the discretion of Inline with input from the employee's supervisor and the Human Resources Department. Personal Medical Leave is not granted to allow employees to engage in employment outside of Inline, or pursue an independent business venture. Personal Medical Leave is not additional leave after exhaustion of FMLA or other leave(s). Intermittent leave will not be granted as part of Inline's Personal Medical Leave policy.

Inline reserves the right to make any Personal Medical Leave contingent upon the employee's provision of records, forms, or documents which Inline deems necessary in its sole discretion to approve the leave.

Pay Status

An employee who requests Personal Medical Leave must exhaust all available PTO prior to being placed in an unpaid Personal Medical Leave status.

When all PTO is exhausted, the Personal Medical Leave will be unpaid. No additional paid time off will be accrued during a period of unpaid Personal Medical Leave.

Paid time off accrual will restart upon the employee's return to paid status.

Employee Benefits While on Leave

While an employee is on approved Personal Medical Leave, Inline will continue the employee's benefits at the same level and under the same conditions as if the employee had continued to work, as long as the employee continues to pay the employee's portion of all benefit premiums.

While on unpaid Personal Medical Leave, the employee must pay his/her portion of premiums by either mail to the Human Resources Department located at the Huntsville Branch, or directly to their branch location. The payment must be made each payroll week. A 45-day grace period applies. If full payment is not postmarked within the grace period, your benefits may be terminated.

If the employee fails to return to work as scheduled, Inline may require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave. Exceptions may be made, at the manager's discretion, if the reason for not returning as scheduled is the continued serious health issue of the employee's family member or a circumstance beyond the employee's control. The employee must inform their supervisor in writing that they are not planning to return to work. Upon receipt of this notice, the employee will be provided information pertaining to COBRA.

Job Restoration

There are no job restoration rights associated with Personal Medical Leave. However, Inline will attempt to reinstate an employee to the same position or a position with equivalent status, pay, benefits, and other employment terms upon his or her return. In the event this cannot be done, the employee will receive written notice from the Human Resources Department no later than the employee's scheduled return date.

Returning to Work

Employees are expected to return to work at the end of their approved leave. If an employee on Personal Medical Leave plans to return to work sooner than scheduled, the employee must notify his or her supervisor at least two business days in advance of reporting to work.

Failure to Return to Work

Any employee who fails to return to work as scheduled will be considered to have voluntarily terminated his or her employment with Inline. Employees who exceed their leave without approved extension may be subject to disciplinary action up to and including termination.

Attendance and Personal Leave

Absences while on approved Personal Medical Leave will not be counted as occurrences of absenteeism under the company's attendance policy. However, employees may be subject to discipline up to and including termination if, during their leave, they engage in activities inconsistent with the stated purpose for the leave. For example, employees may be prohibited from engaging in other employment during leave. Misrepresentations or any act of dishonesty related to the leave will also be grounds for discipline up to and including employment termination.

Failure to Follow Policy Requirements

Failure to comply with this leave policy will result in denial of the leave request. Absence without leave approval will subject the employee to disciplinary action up to and including termination.

No Employment Contract

Nothing in this policy is an employment contract or part of an employment contract. At all times, employment with Inline is "at will" meaning that the employee or Inline can end the employment relationship at any time, with or without cause. Inline may modify or deviate from this policy at any time in its sole discretion.

TRANSITIONAL RETURN TO WORK PROGRAM

Purpose:

Inline Electric strives to assist employees to safely return to work at the earliest possible date following an injury or illness. However, this policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Employees with permanent restrictions are encouraged to follow the ADA Reasonable Accommodation request procedures to determine if a reasonable accommodation can be made. Inquiries about the ADA or FMLA should be directed to the Human Resources Department (HR).

Eligibility:

The policy only applies to Regular Full-Time and Part-Time employees who:
Have a temporary medical restriction as a result of an injury or illness and
Have been released by their physician to return to work with specific yet temporary work restrictions.

Transitional Work:

Inline Electric defines “transitional work” as temporary, modified work assignments within the worker's physical abilities, knowledge, and skills.

When possible, transitional positions will be made available to injured workers to minimize or eliminate time lost from work. Inline Electric cannot guarantee a transitional position will be available and is under no legal obligation to offer, create, or encumber any specific position for purposes of offering placement to such a position. Assignment of transitional work will be based on the availability of productive and beneficial job assignments that meet the employee's physical restrictions.

Employees accepting transitional work assignments may be required to work various shifts and perform job duties outside their normal positions. Employees are expected to maintain the same standards of work and attendance as expected from other employees in the department. Failure to do so may result in removal from the temporary transitional assignment or disciplinary action, up to and including termination.

Approved transitional work assignments are temporary accommodations and should not be construed as being or becoming permanent work assignments. Transitional work assignments are available for a maximum of 45 calendar days. Restrictions lasting longer than 45 calendar days should follow the ADA Reasonable Accommodation request procedures and contact the HR Department.

Return to Work Program (Continued)

Procedures:

To obtain a transitional assignment, the employee must provide a copy of their physical restrictions from their treating physician directly to their supervisor. The employee's supervisor will review the restrictions and determine if a transitional work accommodation can be made for the employee.

If a transitional work assignment is available, the employee will be asked to review the modified duties and must agree to the temporary position. If an employee chooses to reject a transitional work assignment and is currently receiving Workers' Compensation (WC) benefits, the insurance carrier will be notified, and WC benefits will be suspended until the employee is able to return to work in a full-duty capacity.

Transitional positions are developed based on the physical capability of the employee, the business needs of the department, and the availability of transitional work. Inline Electric will determine appropriate work hours, shifts, duration, and locations of all work assignments. Inline Electric reserves the right to determine the availability, appropriateness, and continuation of all transitional work assignments.

The employee must notify their supervisor and HR within 24 hours of any and all changes in restrictions or their medical condition.

It is the responsibility of the employee or the employee's supervisor to notify HR immediately of any work-related injuries, or of any changes to transitional work assignments. HR will communicate with relevant parties as necessary.

BEREAVEMENT LEAVE POLICY

I. PURPOSE

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employee-owners for absences related to the death of immediate family members and fellow employee-owners or retirees of Inline Electric Supply Company.

II. Eligibility

All full-time, active employee-owners are eligible for benefits under this policy.

III. Procedures

An employee-owner who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement Leave will normally be granted unless there are unusual business needs or staffing requirements. An employee-owner may, with his or her supervisor's approval, use any available vacation for additional time off as necessary.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime, or shift differentials.

Paid Bereavement Leave will be granted according to the following schedule. To be eligible for paid Bereavement Leave, the employee-owner generally must attend the funeral of the deceased relative.

- Up to **five** consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, child, or death of child before birth.
- Up to **three** consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter, grandparent, grandchild or spouse's grandparent.
- One **day** off from regularly scheduled duty with regular pay in the event of the death of the employee brother-in-law, sister-in-law, aunt, or uncle. To be eligible for paid Bereavement Leave, the employee-owner generally must attend the funeral of the deceased relative.
- Up to **four hours** of bereavement leave to attend the funeral of a fellow.

- Employees or retirees of the company provided such absence from duty will not interfere with normal operations of the company.

WORKERS' COMPENSATION POLICY

I. PURPOSE

The Workers' Compensation Policy establishes uniform guidelines for employees who sustain personal injuries due to an accident arising out of and the course of their employment. Employees may be eligible for benefits under the Alabama Workers' Compensation laws (Code of Alabama, §§ 25-5-1 through 25-5-50).

Waiting Periods by state for Workers' Compensation:

State	Initial Waiting Period	Waiting Period Waved After
Alabama	3 Days	21 Days
Georgia	7 Days	14 Days
Tennessee	7 Days	21 Days

Employees who are not able to work due to an injury arising out of the course of their employment must use accrued PTO to cover their absence from work through the waiting period established by the state in which they work (3 or 7 days).

If your absence from work is longer than 14 or 21 consecutive days depending on the state in which you work, you will be paid Workers' Compensation Income Benefits for your 3 or 7-day waiting period unless you received regular wages from your employer.

State laws dictate when and how much an employee is paid when there is lost time due to an on-the-job injury.

Injury Notification Requirements:

- Employees must notify their supervisor immediately after an injury occurs. Employees who fail to report injuries or accidents in a timely manner are subject to discipline, up to and including termination.
- The supervisor and the injured employee must call the Nurse Triage Hotline (1-855-232-2594) to report the injury and receive direction on how to proceed with treatment for the employee. The supervisor is to call 911 if the employee is seriously injured.
- Employees must report for a drug and/or alcohol breathalyzer test within twenty-four (24) hours or on the next business day following an injury. An employee's refusal to submit to a required drug/and or alcohol test may result in termination. A positive drug or alcohol test could disqualify the employee for Workers' Compensation Benefits. The employee's supervisor is responsible and will be held accountable for ensuring the drug and/or alcohol testing

process is complete.

Family Medical Leave benefits may run concurrently with Workers Compensation benefits.

SERVICE ANIMAL POLICY

ADA Reasonable Accommodation Policy: Service or Therapy Animals

Inline Electric offers the Service or Therapy Animal Accommodation as listed below:

Service Animals

A service animal means any animal that is individually trained to do work or perform tasks for an individual with a disability, including physical, sensory, psychological, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the individual's disability.

Therapy Animals

A therapy animal is an animal that provides emotional support or passive comfort that alleviates one or more of the identified symptoms or effects of a disability. A therapy animal (also known as an emotional support or comfort animal) is not a service animal under this policy. Access for a therapy animal is evaluated similarly to any other request for accommodation and should be directed to Human Resources.

Requirements of service animals and their owners include:

All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.

Animals must wear a rabies vaccination tag.

All dogs must be licensed per state law.

Service animals must wear an identification tag at all times with current contact owner information.

Animals must be in good health.

Animals must be on a leash, harness or other type of restraint at all times, unless the owner partner is unable to retain an animal leash due to a disability. Animals may be held in a secure crate or kennel.

The owner must be in complete control of the animal at all times. The care and supervision of the animal is the sole responsibility of the owner/partner.

The owner/partner must provide the HR department staff with information as to how the animal accommodates for the individual's disability.

Reasonable behavior is expected from service animals while on company property. The owners of aggressive or disruptive service animals may be asked to remove them from Inline Electric property. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any Inline Electric facility.

Cleanliness of the service animal and any assorted accessories, such as crate, kennel or resting structure, is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The owner/partner is expected to clean and dispose of any animal waste.

All Inline Electric employee/owners must agree to sign and date an INDEMNITY, WAIVER and RELEASE of LIABILITY form.

ANTI-HARASSMENT POLICY AND REPORTING PROCEDURES

Inline Electric strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the company should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. Inline Electric maintains a zero-tolerance policy of unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, Inline Electric will seek to prevent, correct, and discipline behavior that violates this policy.

The purpose of this policy is to communicate to employees that Inline Electric will not in any instance tolerate harassing behavior. All employees, regardless of their positions or department, are covered by and are expected to comply with this policy and take appropriate measures to ensure prohibited conduct does not occur. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including the failure to immediately report such misconduct to human resources (HR), are in violation of this policy and subject to disciplinary action, up to and including termination.

Prohibited Conduct Under This Policy

Inline Electric, in compliance with all applicable federal, state, and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of Inline Electric's policy to discriminate in the provision of employment opportunities, benefits, or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, or marital status.

Discrimination is strictly prohibited by a variety of federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures, up to and including termination.

Harassment

Inline Electric prohibits harassment of any kind, including sexual harassment and bullying, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any unwelcome or offensive verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, or any person working for or on behalf of Inline Electric. Harassment becomes unlawful when:

-
- 1.) Enduring the offensive conduct becomes a condition of continued employment, or
 - 2.) The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
-

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- 1.) Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, body, disability, or appearance, including epithets, slurs, and negative stereotyping.
 - 2.) Non verbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital status, or other protected status.
-

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, an employee of another area, or someone who is not an employee of the employer, such as a client or customer.

Sexual Harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Inline Electric's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile, or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- 1.) Is made explicitly or implicitly a term or condition of employment.
 - 2.) Is used as a basis for an employment decision.
 - 3.) Interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.
 - 4.) Is unwanted, unwelcome, or inappropriate for the workplace.
-

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

1. Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats, requests for any type of sexual favor (this includes repeated, unwelcome requests for dates), and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
2. Nonverbal sexual harassment includes the distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive

or show hostility toward an individual or group because of sex, suggestive or insulting sounds, leering, staring, whistling, obscene gestures, content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and internet postings, or other forms of communication that are sexual in nature and offensive.

3. Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.
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Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Workplace Bullying

Inline Electric defines bullying as repeated mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

1. Threatening, humiliating, or intimidating behaviors.
 2. Work interference/sabotage that prevents work from getting done.
 3. Verbal abuse.
-

Inline Electric considers the following types of behavior examples of bullying:

1. Verbal bullying: Slandering, ridiculing, or maligning a person or his or her family, persistent name-calling that is hurtful, insulting, or humiliating, using a person as the focus of jokes, abusive and offensive remarks, shouting or raising one's voice at an individual in public or in private, personal insults and use of offensive nicknames, or making inappropriate comments about a person's appearance, lifestyle, family, or culture.
 2. Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property (defacing or marking up property), or interfering with a person's personal property or work equipment.
 3. Gesture bullying: Nonverbal gestures that can convey threatening messages, obscene signs, or intimidating gestures.
 4. Exclusion: Socially or physically excluding or disregarding a person in work-related activities, such as meetings.
-

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

1. Persistent singling out of one person.
2. Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
3. Public humiliation in any form.
4. Behavior or language that frightens, humiliates, belittles, or degrades, including criticism or feedback that is delivered with yelling, screaming, threats, or insults.
5. Constant criticism on matters unrelated or minimally related to the person's job performance or description.
6. Public reprimands.
7. Repeatedly accusing someone of errors that cannot be documented.
8. Deliberately interfering with mail and other communications.
9. Spreading rumors, misinformation, and gossip regarding individuals.
10. Encouraging others to disregard a supervisor's instructions.
11. Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).

12. Assigning menial tasks not in keeping with the normal responsibilities of the job
 13. Taking credit for another person's ideas.
 14. Refusing reasonable requests for leave in the absence of work- related reasons not to grant leave.
 15. Circulating inappropriate or embarrassing photos or videos via e-mail or social media.
-

Individuals who feel they have experienced bullying should report this to their supervisor or to Human Resources before the conduct becomes severe or pervasive. All employees are strongly encouraged to report bullying conduct they experience or witness as soon as possible to allow Inline Electric to take appropriate action to prevent, correct, and discipline behavior that violates this policy.

Bullying vs. Supervision

It is important to distinguish between bullying behavior and appropriate workplace supervision. Reasonable supervisory actions, when carried out in an appropriate manner, include:

1. Coaching or providing constructive feedback.
 2. Monitoring or restricting access to sensitive information for legitimate business reasons.
 3. Scheduling ongoing meetings to address performance issues.
 4. Setting aggressive performance goals to help meet departmental goals.
 5. Counseling or disciplining an employee for misconduct.
 6. Investigating alleged misconduct.
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Differences of opinion, interpersonal conflicts, and occasional problems in working relations are an inevitable part of working life and do not necessarily constitute workplace bullying.

Retaliation

It is central to the values of Inline Electric that any individuals who believe they may have been the target of prohibited discrimination, bullying, or harassment feel free to report their concerns without fear of retaliation or retribution.

Inline Electric strictly prohibits retaliation against an employee or any other individual who opposes or reports in good faith any practices prohibited under this policy, including bringing a complaint of discrimination or harassment, assisting someone with such a complaint, attempting to stop such discrimination or harassment, or participating in any manner in an investigation or resolution of a complaint of discrimination or harassment.

Any individuals who believe they have been subjected to or affected by retaliatory conduct for reporting a suspected violation of this policy or participating in an investigation should report the concern immediately to the HR Department.

Filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline, up to and including termination of employment.

Confidentiality

All reports and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to- know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the HR Director will take adequate steps to

ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the HR department.

Reporting Procedures

Every employee has the right to work in an environment free of harassment and discrimination. If you hear or see something that you believe to be illegal or unethical, speak up.

All reports of harassment are important and will be fairly, timely, and discreetly investigated. The company will treat all aspects of the procedure confidentially to the extent possible. When the investigation is completed, you will be informed of the outcome of the investigation.

Any employee who believes that he or she is being harassed, or who is aware of behavior that may violate this policy, should make a report to their supervisor and/or one of the following individuals: Director of Human Resources, Jermie Howell, or Human Resources Coordinator, Tammy O'Neal. There is no chain of command for reporting harassment activity; employees may step outside their normal chain of command to report harassment of any kind.

A supervisor or manager who observes or is made aware of possible sexual or other unlawful harassment or discrimination must immediately report it to the Human Resources Department, so the matter can be investigated in a timely manner. A supervisor's failure to notify HR will be subject to disciplinary action, up to and including termination of employment.

Such conduct does not have to be directed toward the reporting party. A victim of harassment does not have to be the person harassed but could be anyone affected by the offensive conduct.

Following a report, the HR director will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.

If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.

ATTENDANCE AND PUNCTUALITY

I. PURPOSE

To provide a method to control employee attendance to maintain efficient operations.

II. SCOPE

This policy applies to all employees.

III. POLICY

It is the policy of Inline Electric that while recognizing that any employee may occasionally be late or absent, or be required to leave work early, an employee who has developed a record of absenteeism or tardiness may be subject to disciplinary action, up to and including termination.

IV. DEFINITIONS

An absence is defined as any absence from work during scheduled working hours (including overtime), excluding absence for work-incurred injuries, vacation, jury duty and death in the family or approved leave of absence without pay.

Tardiness is defined as an employee that is not at his/her work-station by the start of each workday, or shift, at the time designated by their manager, the department guidelines or branch location policies, will be considered tardy for work.

V. PROCEDURE

Managers will administer the attendance standards and procedures outlined below, regardless of employee's position, eligibility for sick leave benefits, or length of service.

A. Notification.

1. **Advance Notice.** Managers will require employees to give advance notice, when possible, of tardiness or absence. If advance notice is not possible, the employee must give notification by phone to his supervisor. Notification calls must be made within fifteen minutes following the start of the business day.
2. **Employee to Maintain Contact.** Managers will require employees to maintain contact for any period of absence beyond one day unless the employee has provided a doctor's certification covering a specific period. The frequency of contact between employee and supervisor will be by mutual agreement.

Attendance and Punctuality (Continued)

- B. Absence without Notice. After three consecutive days of absence without notice, the employee will be considered to have voluntarily resigned. The employee will be eligible for reinstatement only if exceptional circumstances explain why the employee could not have called in.

- C. Performance Appraisal. Each manager, in connection with employee performance appraisals, will evaluate employee attendance. The records of employees with attendance problems will be reviewed more frequently.

DRESS ATTIRE AND APPEARANCE

I. PURPOSE

The purpose of this policy is to establish standards for appropriate business attire among all Inline Electric employees, in order to maintain a positive professional image during normal business hours. According to schedules provided by Branch Managers.

(7:00 am to 5:00 pm Monday through Friday and 7:00 am to 2:00 pm Saturday).

II. SCOPE

This policy applies to all employees.

III. POLICY

Appropriate Business Attire is clothing intended to look neat and professional while allowing you to feel comfortable at work during normal business hours (7:00 a.m. to 5:00 p.m. Monday through Friday and 7:00 am to 2:00 pm Saturday). According to schedules provided by Branch Managers. Appropriate Business Attire requires you to use good judgment. We ask each of you to police yourself and your colleagues on appropriate business attire and its presentation.

Hair should be neat and clean and personal hygiene habits must be maintained. Clothing should fit appropriately (should not be too tight, too loose or too low cut). Wearing of apparel designed for exercising or athletics, e.g., yoga pants, spandex jerseys or pants, warmups etc., are not acceptable workplace attire.

The excessive use of perfume or cologne is unacceptable, as are odors that are disruptive or offensive to others that may exacerbate allergies.

Employees assigned to work in the warehouse or on deliveries will be required to wear safety shoes.

Direct Supervisors, Managers, Branch Managers and members of the Senior Management Team should address any employee's non-compliance to the Dress Attire and Appearance directly with the employee and report the event to Human Resources.

DRESS CODE GUIDELINES FOR SHOWROOM

The dress code guidelines outline how customer facing employees are to dress at work. Employees should note that their appearance matters when representing Inline Electric in front of clients, customers, or other parties. An employee's appearance can create a positive or negative impression that reflects on our company and culture.

1. SCOPE

This policy applies to employees with customer facing roles.

2. POLICY

This policy establishes a clear standard of acceptable business casual dress for employees with customer facing roles.

Attached to this policy are illustrations, examples, and clear guidelines of acceptable dress for both men and women. No policy can capture or provide examples of what is or is not acceptable dress. Employees covered under this policy should refer to the attached list of illustrations and examples or seek guidance from their manager or supervisor if they have questions. Managers reserve the right to make determinations regarding appropriate dress regardless of what is covered or provided in this policy or its attachments.

Failure to comply with the established dress code will result in the following actions being taken: First violation will require the employee to go home to change and return to work in a reasonable amount of time. The second violation will result in the employee being sent home without pay or the loss of a vacation day. Any further violations of this policy may result in advanced disciplinary action up to and including termination of employment.

WHAT IS WORK APPROPRIATE?



BUSINESS/BUSINESS CASUAL

Everyone's idea of "business casual" is not the same. These next few photos should help define what is and is not appropriate for customer facing roles.

WOMEN'S

MONDAY-FRIDAY:

- Dresses/Skirts that meet the end of your index finger.
- Sleeveless dresses (Spaghetti or thin straps must be covered with a cardigan or jacket at all times).
- Dress pants, dark jeans with no holes/rips, leggings may be worn if the shirt/sweater/dress covers rear.
- Collared shirts, blouses, and sweaters.
- Dress shoes, dress sandals (Open toe acceptable), nice flats.

FRIDAY, SATURDAY & MAINTENANCE DAYS:

- Inline shirts (T-shirts, sweatshirts, polos).
- Clean tennis shoes/work shoes.

INAPPROPRIATE WEAR:

- Any shirt with a large logo/graphic that is not Inline or a related vendor.
- Low-cut shirts (If you think it might be too low, it is).
- Open flannels/button downs over t-shirts.
- Shirts, pants, or shoes with holes.
- Shorts, skirts or dresses shorter than your index finger.
- Overly worn out shoes, flip flops, Texas, or Chaco style shoes.
- Dresses or shirts less than 3-finger width straps

APPROPRIATE WOMEN'S CLOTHING:



INAPPROPRIATE WOMEN'S CLOTHING:



MEN'S

MONDAY-THURSDAY:

- Shirts with a collar, sweaters.
- Dress pants, dark jeans with no holes/rips.
- Dress shoes, boots.

FRIDAY, SATURDAY & MAINTENANCE DAYS:

- Inline shirts (T-shirts, sweatshirts, polos).
- Clean tennis shoes/work shoes.

INAPPROPRIATE WEAR:

- Any shirt with a large logo/graphic that is not Inline or a related vendor.
- Open flannels/button downs over t-shirts.
- Joggers or sweatpants.
- Shirts, pants, or shoes with holes.
- Shorts.
- Overly worn out shoes, flip flops, Texas, or Chaco style shoes.

APPROPRIATE MEN'S CLOTHING:



OTHER THINGS TO CONSIDER:

- Hair should be a natural color.
 - Not acceptable: purple, pink, blue, green, etc.
- No facial piercings.
- Large tattoos should be covered.
- Daily personal hygiene is expected.
 - Exceptions may be made on a case by case basis.

Remember, dress for the job you want, not the job you have!

QUESTIONS?

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DRUG-FREE WORKPLACE

I. PURPOSE

It is Inline Electric's policy to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The Company is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position. The rules apply during working hours to all employees of the Company while they are on Company premises or elsewhere on Company business.

II. POLICY

- A. The distribution, sale, purchase, use, possession, or reporting to work under the influence of intoxicants, no-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances while on company property or during work hours is prohibited.
- B. The distribution, sale, purchase, use or possession of equipment, products, and materials which are used, intended for use, or designed for use with non-prescribed controlled substances while on company property or during work hours is prohibited.
- C. Reporting to or being at work with a measurable quantity of intoxicants, non-prescribed controlled substances in blood or urine are prohibited.
- D. Employees who use alcoholic beverages on the job, or report or return to work under the influence of alcohol will be the subject of immediate discharge.
- E. Reporting to or being at work with a measurable quantity of prescribed or over-the-counter-narcotics or drugs in blood or urine, or use of prescribed or over-the-counter narcotics or drugs, where in the opinion of Inline Electric, such use prevents the employee from performing the essential functions of his or her job or poses a risk to the safety of the employee, other persons or property is prohibited. Any employee taking a prescribed or over-the-counter narcotic or drug must advise his or her supervisor of its use. The employee may remain on his or her job or may be required to take a leave of absence or other appropriate action as determined by management.
- F. Adherence to the Company's policy on drugs and alcohol is a condition of employment for all employees. All employees will be required to sign the attached acknowledgment form and to consent to this policy.
- G. All employees shall notify the company of any criminal drug violation arising from conduct outside their place of work within five (5) days of such conviction.
- H. Managers and Supervisory employee-owners are responsible for enforcing company policies. Their possession, distribution or use of illegal drugs or unauthorized controlled substances whether on or off duty impacts their ability to enforce these policies and may result in disciplinary action up to and including termination.

Drug-Free Workplace (Continued)

III. DRUG/ALCOHOL TESTING

Under the company Drug & Alcohol Testing Policy, an employee may be required to undergo a breath, urinalysis, hair analysis, blood test or additional diagnostic tests. Inline reserves the right to test on the following occasions:

- 1) As a postcondition of an employment offer
- 2) After the occurrence of any work-related accident or injury while on company property or during work hours which requires off premise medical treatment
- 3) When there is reasonable suspicion to believe in the opinion of the company management or supervision that an employee has reported to work or is on company property with a measurable quantity of intoxicants, drugs or narcotics in blood or urine
- 4) On a random basis
- 5) As part of any periodic medical examination provided or required by Inline Electric

IV. TESTING PROCEDURES

All testing will be performed by a laboratory, which has been certified by the National Institute on Drug Abuse as qualified to perform drug testing under federal workplace testing programs. Testing procedures include a screen for the following drugs: amphetamines, cannabinoids, cocaine, opioids, phencyclidine, and alcohol. All positive test results will be subject to confirmation testing and verification by a qualified Medical Review Officer.

V. SEARCHES

When there is reasonable suspicion on behalf of Inline management that an employee is under the influence of intoxicants, drugs or narcotics, or is in possession of any intoxicants, drugs, narcotics or equipment, products or materials which are used, intended for use or designated for use with non-prescribed controlled substances, the company may search his or her person, company property within his or her control (including offices, lockers, desks, cabinets, closets) and personal property brought onto company premises, including vehicles. Inline Electric employees consent to such reasonable suspicion searches as a term and condition of their employment.

Drug- Free Workplace (Continued)

VI. DISCIPLINE

An employee who refuses to submit immediately upon request to a search of his or her person or property, or to a blood test, urinalysis, hair analysis, breath test or another diagnostic test, or who otherwise is in violation of this policy, and is subject to disciplinary action up to and including termination. Employees who are injured at work, or in the course of employment, will be tested for drugs and alcohol and if impaired, may be denied certain benefits under the Alabama Workers' Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment. An employee who refuses to submit to or cooperate with a blood, urine or hair analysis after an accident may forfeit his or her right to recover certain Worker's Compensation benefits under Alabama Code 25-5-51 and is subject to disciplinary action, up to and including termination.

VII. INTERPRETATIONS

The company property covered by this policy includes property of any nature owned, controlled, or used by Inline including parking lots, offices, desks, lockers, and personal and INLINE vehicles on company property.

Nothing in this policy alters the fact that employees are employed for an indefinite period and that either the employee or Inline may terminate such employment with or without cause at any time for any reason. Neither this policy nor any related policies, practices nor guidelines are employment agreements or contracts or parts of any employment agreement or contract. Due to the nature of the company's operations and the possible need to accommodate individual situations as required by law, the provisions of this policy or of any related policies, practices or guidelines may not apply to every employee in every situation. Inline reserves the right to rescind, modify or deviate from this or any other policy, practice or guideline as it considers necessary in its sole discretion in either individual, group or company-wide situations with or without notice.

RANDOM DRUG SCREENING

I. PURPOSE

This policy describes Inline Electric's policy and procedures for conducting random drug tests of employees.

II. SCOPE

This policy applies to all employees.

III. POLICY

Inline Electric will randomly test employees for compliance with its drug-free workplace policy. As used in this policy, "random testing" means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested. Furthermore, Inline Electric has no discretion to waive the selection of an employee selected by this random selection method.

IV. SCHEDULED PERIODIC TESTING

Inline Electric reserves the right to conduct periodic testing on a regularly scheduled basis for employees in designated departments, classifications or workgroups.

V. POST-REHABILITATION TESTING

When an employee has had a confirmed positive test result or has been sent to a drug dependency program at the request of the company, Inline Electric, as a condition of continued employment, will require the taking and passing by the employee of follow-up drug tests during a probationary period within the two-year period after the employee's return to work.

VI. SUBSTANCES COVERED by DRUG and ALCOHOL TESTING

Employees will be tested for their use of commonly abused controlled substances, which include amphetamines, barbiturates, benzodiazepines, opioids, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances.

Employees must advise testing lab employees of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

VII. TESTING METHODS and PROCEDURES

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted on either a urine sample or hair sample provided by the employee to the testing laboratory under procedures established by the laboratory to ensure the privacy of the employee while protecting against tampering/alteration of the test results.

Random Drug Screening (Continued)

Employees will be considered to be engaged at work for the time spent in taking any tests and will be compensated for such time at their regular rate.

Inline Electric will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with state law, so that an employee may request a retest of the sample at his or her own expense if the employee disagrees with the test result.

VIII. REFUSAL TO UNDERGO TESTING

Employees who refuse to submit to a test are subject to immediate discharge.

IX. POSITIVE TEST

If an employee tests positive on an initial screening test, the employee will be temporarily suspended while the confirmation test is being conducted. On receipt of the confirmation test, the employee will be subject to disciplinary action, up to and including discharge. Discipline selected by Inline Electric will depend on a variety of factors, including the prior work record of the employee, the length of prior employment, the prior accident and attendance record of the employee, the circumstances that led to the testing and the proposals by the employee to address the problem.

X. RIGHT TO EXPLAIN TEST RESULTS

All employees and applicants have the right to meet with the testing laboratory personnel, and with Inline Electric, to explain their test results. These discussions should be considered confidential except that information disclosed in such tests will be communicated to personnel within Inline Electric or within the lab who need to know such information to make proper decisions regarding the test results or regarding the employment of the individual.

XI. RIGHT TO REVIEW RECORDS

Employees have a right to obtain copies of all test results from the testing laboratory, or from Inline Electric. When an employee disagrees with the test results, the individual may request that the testing laboratory repeat the test. Such repeat testing will be at the expense of the individual unless the repeat test overturns the original report of the lab, in which case Inline Electric will reimburse the employee for the costs incurred for the retest.

XII. CONFIDENTIALITY REQUIREMENTS

All records concerning test results will be kept in medical files that are maintained separately from the personnel file of the employee.

Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual and may not conduct general testing related to the medical conditions of the individual that are unrelated to drug use.

Random Drug Screening (Continued)

XIII. RETESTING

Employees may request a retest of their positive test results within five working days after notification by Inline Electric of such positive test result. This retest is at the expense of the individual unless the original test result is called into question by the retest.

Where the employee or applicant believes that the positive test result was affected by taking lawful or prescribed substances, the individual may be suspended without pay pending receipt of confirming information to substantiate the claims of the individual. Normally, the individual will be provided no more than five business days in which to provide this additional information.

Once Inline Electric has determined whether there is evidence to indicate that the test results are incorrect, Inline Electric will advise the individual of its decision.

XIV. TREATMENT, TERMINATION, and REHIRE

Employees who test positive for any drug(s) listed on the disclosure list have two choices. The employee may agree to enter an authorized treatment program approved by Inline Electric and agree to subsequent retesting for a period of two years after returning from treatment, or the employee will be terminated immediately and will not be considered for rehire until he or she can show that he or she has remained drug-free for a period of two years or more.

DISCIPLINARY ACTION

I. PURPOSE

To set forth general managerial guidelines for a corrective action process aimed to document and correct undesirable employee behavior.

II. SCOPE

This policy applies to all employees.

III. POLICY

The Company seeks to establish and maintain standards of employee conduct and supervisory practices that will, in the interest of the Company and its employees, support and promote effective business operations. Such supervisory practices include administering corrective action when employee conduct or performance problems arise. Major elements of this policy generally include:

Constructive efforts are to be made by the Manager to help employees achieve fully satisfactory standards of conduct and job performance.

Correcting employee shortcomings or negative behavior to the extent required. In addition, employee failures under the safety policies may result in corrective action.

Notice to employees through communicating this policy that discharge will result from violation of employee standards of conduct or unsatisfactory job performance where the Company deems appropriate.

Written documentation and record of verbal or disciplinary warnings given and corrective measures taken.

Documentation will always be retained in the personnel file.

IV. OPTIONS FOR DISCIPLINARY ACTION

Depending on the facts and circumstances involved in each situation, management may choose to begin corrective action at any step up to and including immediate discharge: Verbal Warning, Written Warning Notice, Discharge.

Verbal Warning: For infractions, the Company deems to be minor, the employee should at a minimum be issued a documented oral warning. If the situation does not improve within a reasonable time (not longer than three months, depending on the seriousness of the issue), the Manager may repeat the measure in writing, or implement a more severe option with details to Management only.

Disciplinary Action (Continued)

Written Warning Notice: For repeated minor infractions or a more substantial infraction, the employee should at a minimum be issued a first written warning notice. Human Resources must approve the written warning prior to it being given to the employee. If the situation does not improve within a reasonable time (not longer than three months, depending on the seriousness of the issue), the supervisor may repeat the written warning. The written warning notice should be prepared following a corrective action discussion with the employee. The employee will be given an opportunity to comment in writing and should be asked to sign the notice, acknowledging receipt.

Discharge: For infractions, management deems to be sufficiently serious or continued failure to respond appropriately to prior corrective action, discharge is appropriate. The approval of Human Resources must be obtained prior to the discharge of an employee under any circumstances.

This policy in no way modifies or supersedes the at-will employment relationship between the Company and its employees. Thus, the employee may be terminated at any time for any reason and may resign at any time for any reason, with or without notice.

V. OTHER OPTION FOR DISCIPLINARY ACTION

Suspension: If events compel a manager to take immediate action when discharge appears possible, the manager may immediately suspend the employee for a specified period, pending an investigation. The employee will be required to leave the premises immediately. Human Resources will be notified immediately.

The suspension/ investigation period may last no longer than three working days, except in highly unusual circumstances. The objective of this suspension will be to determine if discharge is the proper decision. Responsibility for managing the investigation will be that of Human Resources.

TOBACCO PRODUCT, E-CIGARETTE, VAPING FREE ENVIRONMENT

I. PURPOSE

To provide a tobacco product, e-cigarette, and vaping free environments for all employees and visitors.

II. SCOPE

This policy applies to all employees.

III. POLICY

No use of tobacco products, e-cigarette, or vaping will be allowed within the facilities at any time. The designated smoking area will be located at least 100 feet from the Main Showroom Entrance and 20 feet from the Electrical Counter Entrance.

All materials used for smoking in this area, including cigarette butts, e-cigarettes, and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or another decision-making body.

Supervisors will discuss the issue of taking breaks with their staff, smokers, vapors, and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff.

No use of tobacco products, e-cigs, or vaping will be allowed within any company vehicles.

Any violations of this policy will be handled through the standard disciplinary procedure.

PERSONAL GUNS, WEAPONS AND KNIVES FREE ENVIRONMENT

I. PURPOSE

To provide a personal guns, weapons and knives free environment for all employees and visitors.

II. SCOPE

This policy applies to all employees.

III. POLICY

An employee-owner cannot knowingly bring a carried or worn gun, weapon or knife, open or concealed, inside any Inline Electric building or facility during regular business hours, regardless of whether an employee-owner has a Concealed Weapon Permit, without express permission of the company president.

Inline Electric reserves the right to choose select security personnel designated to permit handguns inside any Inline Electric building. Those security personnel must be approved by the company president and their approved arms will be locked in a fixed safe and secured storage space. (i.e. locked and mounted gun safe etc.)

Alabama, Georgia and Tennessee all have versions of "*Parking Lot Law*" or "*Guns in Trunks Law*" as of this policy in effect. Guns are allowed in personal vehicles of our employee-owners provided all state gun laws and ordinances are followed, such as proper permits and licenses or Concealed Weapon Permits etc., and the weapon is stored out of sight.

Small foldable pocket knives with blades < 4" long and box cutters will be allowed.

Any violations of this policy will be handled through the standard disciplinary procedure up to and including termination for a first-time offense.

SAFETY SHOES

I. PURPOSE

Inline Electric Supply Company (Inline) is committed to the safety of our employees. This policy helps ensure the safety of employees by requiring that appropriate safety shoes be worn by eligible employees when working in designated areas or positions.

II. SCOPE

This policy applies to employees who are assigned to work in a warehouse position, drive or operate machinery or delivery vehicles for Inline.

III. POLICY

Inline will provide an annual monetary reimbursement allowance of up to \$150.00 to both full-time and part-time employees who are assigned to positions as outlined in the Scope of this policy for the purchase of safety shoes.

Appropriate safety shoes are defined as a shoe that meets OSHA and ASTM safety requirements. No reimbursement will be given to employees for the purchase of shoes that do not meet these requirements.

Eligible employees receive reimbursement for the purchase of safety shoes in the anniversary month of their most recent date of hire. For example, if an eligible employee was hired or rehired in July, the eligible employee may purchase a new pair of safety shoes and receive a reimbursement in the month of July each calendar year. An employee may not receive more than one monetary safety shoe reimbursement within a calendar year.

Eligible employees identified in this policy are required to wear safety shoes while performing their work duties. Failure to wear the required footwear may be grounds for disciplinary action, up to and including termination.

Footwear which is defective or inappropriate to the extent that its ordinary use creates the possibility of foot injuries shall not be worn. Employees may not perform any duties in areas outlined in the Scope of this policy until they have adequate safety shoes to wear while performing their duties.

To be eligible for a reimbursement, an employee must present an original receipt for the purchase of the safety shoes and complete the Safety Shoe Reimbursement Form and submit to their Branch Manager for approval.

The Branch Manager will submit approved reimbursement forms to the HR Department for processing.

New hired or rehired employees who have received a reimbursement for the purchase of safety shoes and leave employment for any reason within six months

of being hired or rehired will have the reimbursement amount deducted from their final paycheck.

CELLULAR AND SMARTPHONE DEVICE USAGE

I. PURPOSE

This policy outlines the use of cell phones and smartphones at work, personal or company owned, regarding the safe use of cell phones and smartphones by employees. This policy applies to incoming, outgoing cellular calls, instant messaging, and texting.

II. SCOPE

This policy applies to all employees.

III. POLICY

Cell phones and smartphones shall be turned off or set to silent or vibrate mode during meetings, conferences, and in other locations where incoming calls may disrupt normal workflow.

Personal cell phone and smartphone use, including calls, instant messaging, texting, and social media or website browsing shall be kept to a minimum during working hours. Department Managers reserve the right to request that employees provide cell phone bills and usage reports during working hours, for both company and privately-owned devices, to determine if personal use is excessive.

Inline Electric Supply will not be held liable for the loss of personal cell phones and smartphones brought into the workplace.

Cell phones and smartphones may not be used to defame, harass, intimidate or threaten any other person.

Employees whose job responsibilities include driving must refrain from using their cell phones and smartphones while driving a company vehicle or while driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting company business, unless the vehicle is equipped and set up for Bluetooth hands-free operation or the employee has Bluetooth equipment, such as a headset or earplug.

Drivers shall comply with all federal and municipal laws and regulations regarding the use of mobile technology devices including cell phones and smartphones. Incoming or outgoing phone calls are not allowed while driving unless the vehicle is equipped and set up with Bluetooth which allows for hands-free operation. Sending or reading text messages, emails, dialing cell phones, viewing televisions, videos or DVD's and inputting data into laptop computers or tablets, personal digital assistants or navigation systems are prohibited while driving.

The cell phone and smartphone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked. Acceptance of a call is allowed only through the use of a certified Bluetooth device (where allowed by law) or by safely pulling over. Special care should be taken in situations where there is traffic, inclement weather, school/playground zones, or the employee is driving in an unfamiliar area or unfamiliar vehicle.

Failure to follow this policy may result in disciplinary action up to and including termination

ELECTRONIC EQUIPMENT USAGE POLICY

I. PURPOSE

To define what acceptable use in relation to all electronic equipment means for employees with access rights for both company-owned and personally owned devices that are used to conduct Inline Electric's business. The policy may be revised as Inline Electric needs and desires.

II. SCOPE

This policy applies to all employees.

III. Policy

The IT Department is responsible for the administration of this policy and will communicate all violations of this policy to the employees involved, their direct managers, and the Human Resources department. The IT Department will determine the corrective action needed to correct electronic violations. Human Resources will recommend any disciplinary measures up to and including termination based on a case-by-case basis.

IV. Procedures

- A. E-mail, text, or instant message messages sent on company-supplied devices, or on personal devices while conducting Inline Electric business, designed to threaten, intimidate, or harass the recipient with racial slurs, or sexual implications, or to forward information that is proprietary, derogatory, defamatory, or obscene and disruptive to the workplace, are prohibited.
- B. Incidental and occasional personal use that does not interfere with the employee's work performance or have an adverse effect on the operation of the company computer and communication systems, is permitted.
- C. Employee electronic activity is not private and belongs to Inline Electric. The employee should have no expectations of privacy for the file, image, or data created, sent, or retrieved.**
- D. Employee Internet activity is not private and should not be used to distribute to receive copyrighted materials, harassing content, obscene, offensive or disruptive information, including but not limited to, sexually explicit content, racial jokes or slurs, sexual orientation, ancestry, and disability.
- E. Uploading or downloading non-work-related applications such as peer-to-peer or file-sharing tools, unauthorized computer enhancements and/or plug-ins is prohibited.
- F. Inline Electric at any time may monitor or limit any or all electronic use by employees without notice. The monitoring may include all traffic in the system including messages, attachments, websites visited, files downloaded and cell or smartphone records including text messaging and instant messaging.

SOFTWARE/HARDWARE POLICY

I. PURPOSE

The presence of a standard policy regarding the use of software and hardware will enhance the uniform performance of our IT systems in delivering, implementing, and maintaining software and hardware that enhances the goals of all Inline Electric Supply entities. This policy may be revised as Inline Electric Supply needs and desires.

II. SCOPE

This policy applies to all employees.

III. POLICY

The IT Department is responsible for the administration of this policy and will communicate all violations of this policy to the employees involved, their direct managers and the Human Resources department. The IT Department will determine the corrective action needed to correct hardware, software, and network systems violations. Human Resources will recommend any disciplinary measures up to and including termination based on a case-by-case basis.

IV. PROCEDURES

- A. Hardware devices, software programs, and network systems purchased and provided by Inline Electric Supply are to be used only for creating, researching, and processing company-related materials, and other tasks as necessary for discharging one's employment duties. By using the company's hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable company policies as well as city, state, and federal laws, and regulations.
- B. All hardware devices acquired by Inline Electric Supply, or developed by Inline Electric Supply employees, or by hired contractors to develop hardware devices is and at all times shall remain company property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.
- C. All purchasing of computer hardware devices shall be procured, or purchasing approved in writing, by the IT Department in order to ensure that all equipment conforms to corporate hardware standards and is purchased at the best possible price.
- D. Employees will be given access to appropriate network printers. In limited cases, employees may be given local printers if deemed necessary by the IT Department manager or Branch/Senior Management team.
- E. No outside equipment may be installed, temporarily or permanently, into the company's network without the IT Department's written approval in advance. Any outside equipment installed into Inline Electric Supply equipment instantly becomes the property of Inline Electric Supply with no reimbursement.

Software/Hardware Policy (Continued)

- F. All software acquired by Inline Electric Supply, or developed by Inline Electric Supply employees, or by hired contractors to develop software, is and at all times shall remain company property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.
- G. All purchasing of computer hardware devices shall be procured, or purchasing approved in writing, by the IT Department in order to ensure that all equipment conforms to corporate hardware standards and is purchased at the best possible price.
- H. Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, and agreements for software that they use or seek to use on company computers or networks. If an employee needs help in interpreting the meaning/application of any such licenses, notices, contracts, and agreements, they should contact the IT Manager for assistance.
- I. Unless otherwise provided in applicable license, notice, contract or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of Inline Electric Supply's Software/Hardware Policy.
- J. The It Department is exclusively responsible for installing and supporting all software on company computers, electronic devices, or network equipment.

COMPANY COMMUNICATION SOFTWARE AND HARDWARE GUIDELINES

I. PURPOSE

To provide guidelines for all Company Communications, both internally and externally, transmitted by all Company owned email or Eclipse (blue mail) accounts, phones, fax machines, computers, laptops, tablets, courier and branch transfer, or via the internet.

II. SCOPE

This policy applies to all employees.

III. POLICY

Inline Electric has established the following guidelines for employee use of the Company's technology and communication networks including the internet and email, in an appropriate, ethical and professional manner.

A. Confidentially and Monitoring

All technology provided by Inline Electric, including computer systems, communication networks, company-related work records and all information stored electronically, is the property of Inline Electric and not the employee. In general, use of the Company's technology systems and electronic communications should be job related and not for personal convenience. Inline Electric reserves the right to examine, monitor, and regulate email and other electronic communications, directories, files and all other content, including internet use, transmitted by or stored in its technology systems onsite or offsite. Internal and external email, blue mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigations. Employees must be aware of the potential risks when communicating electronically within and outside the Company.

B. Inline Electric employees are expected to use Company provided technology responsibly and productively as necessary for their jobs. Internet access and email/blue mail use is for job related activities. Personal commentary expressing political, religious, or social views on company correspondence is not a job-related activity and is prohibited.

C. Employees may not use Inline Electric's Internet, email, blue mail, or other electronic communications to transmit, retrieve, or store any communications or other content of defamatory, discriminatory, harassing, or pornographic nature. Messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, marital status, or sexual preference may not be transmitted. Harassment of any kind is prohibited.

D. Disparaging, abusive, profane, sexually suggestive, or offensive language and any illegal activities connected with the same are forbidden.

Company Communication Software and Hardware Guidelines (Continued)

- E. No email, blue mail, or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. Inline Electric's Corporate Identity is attached to all outgoing email/blue mail communications, which should reflect corporate values and appropriate workplace language and conduct.
- F. Direct all requests for references for current or former Company employees to the Human Resources Department. Comments you post about current and former employees can have legal consequences, even if you make the comments personally and not on the Company's behalf.
- G. Avoid hostile or harassing communications in any post or other on-line communications involving the Company. Harassment is any offensive conduct based on a person's age, race, sex, gender, gender identity, nations origin, color, disability, sexual orientation, veteran status, marital status, religion or any other status protected by law.
- H. If you choose to disclose your affiliation with the Company in an on-line communication or via email/blue mail, you must treat all communications associated with the disclosure as professional communications governed by this and other Company policies.

Employees who don't adhere to the present policy will face disciplinary action up to and including termination.

OPEN DOOR POLICY

IV. PURPOSE

To provide a process for employees to discuss complaints or problems with management, to receive careful consideration and a prompt resolution.

V. SCOPE

This policy applies to all employees.

VI. POLICY

Each employee of the Company is encouraged to:

- A. Discuss work-related complaints or problems with management or Human Resources
- B. Appeal an unfavorable decision to a higher authority in the Company.

VII. DEFINITION

"Complaint" is defined as a condition of employment or application of a policy that the employee thinks is unjust or inequitable.

V. PROCEDURE

- B. **Manager's Role.** To resolve complaints and problems, the employee is encouraged to first seek assistance from his immediate manager, who should attempt to resolve the problem. The manager is responsible for handling the complaint as an important business matter, striving to arrive at a prompt, equitable solution.
- C. **Appeals.** If the employee's complaint is not settled satisfactorily with the immediate manager, the employee is encouraged to appeal the complaint to the next higher level of management.
- D. **At any time, both employees and managers are encouraged to discuss any and all concerns with Human Resources.**

INLINE ELECTRIC VEHICLE DRIVING POLICY

POLICY

Inline Electric Supply Company (Inline) is committed to promoting safety and responsible driving. Inline has adopted this Vehicle and Driving Policy (Policy) that requires all employees who operate a vehicle on behalf of Inline to do so in a lawful and safe manner and in accordance with the requirements herein.

COMPANY RESPONSIBILITIES

Inline has the sole discretion to determine who may operate a company vehicle, be reimbursed for a personal vehicle, or receive a monthly car allowance. Inline has the right to review any appropriate personal documents including driving records, automobile insurance information, background report, etc. to determine eligibility.

EMPLOYEE RESPONSIBILITIES

- ✓ Never drive any company vehicle while impaired in any way, or if you are mentally and physically unable to drive safely.
- ✓ Ensure all occupants of the vehicle, including yourself, wear a safety belt when the vehicle is in operation.
- ✓ Ensure the vehicle is clean, organized and maintained in a safe driving condition.
- ✓ Comply with all respective laws governing motor vehicle operations.
- ✓ Never allow someone who is not authorized by Inline to operate a company vehicle.
- ✓ Refrain from smoking and allowing occupants to smoke in a company vehicle.

AGE REQUIREMENTS FOR OPERATING VEHICLES

Employees must be at least 19 years of age to operate an Inline Electric Company vehicle that does not require a commercial driver's license or other special certification or license.

MOTOR VEHICLE RECORD (MVR) CRITERIA

- ✓ **Type A Violations:** Includes, but not limited to, refusing a substance or alcohol test, reckless driving, manslaughter, hit and run, eluding a police officer, any felony, drag racing, license suspension due to a driving infraction, or driving while license suspended, or DWI, DUI, OWI, OUI.
- ✓ **Type B Violations:** At fault accidents.
- ✓ **Type C Violations:** Includes all moving violations not classified as Type A or Type B, (speeding, improper lane change, failure to yield, running red lights or stop lights, etc.

- ✓ **Type D Violations:** Includes all non-moving violations (for example, license suspension for failure to appear), distracted driving, and other minor violations (illegal parking, vehicle defects, etc.)

USING MVR CRITERIA TO DETERMINE ELIGIBILITY

The following will be used to determine eligibility status for driving either a company or personal vehicles for company business:

- ✓ Current employees who operate company vehicles
- ✓ Current employees who operate their personal vehicle for company business and receive a monthly auto allowance or are reimbursed for mileage.
- ✓ Prospective applicants and candidates that will be operating a company or personal vehicle for business purposes
- ✓ Employees transitioning into a position and will be required to operate a company vehicle or drive their personal vehicle for company business

Employees who fall outside the established criteria will be subject to reassignment to a non-driving position, and in addition may be subject to disciplinary action up to and including termination of employment.

- ✓ One or more **Type A Violations** in preceding 36 months
- ✓ Three or more **Type B Violations** in preceding 36 months
- ✓ Three or more **Type C Violations** in preceding 24 months
- ✓ **Type D Violations:** Suspension of license for any non-moving violations
- ✓ One **Type B Violation** and two **Type C Violations** in preceding 24 months

DRIVING VIOLATIONS/ACCIDENTS REPORTING REQUIREMENTS

Employees falling under this policy must immediately inform their manager and the Human Resources Department of any **Type A Violation, or changes to their license status**, even if the violation occurs while operating a personal vehicle and not on company time. Failure to report could result in disciplinary action up to and including termination of employment.

- ✓ An employee who is on company business and involved in an automobile accident whether in a company vehicle or in a personal vehicle must report the accident immediately to their manager.
- ✓ Accidents occurring in a company vehicle: Employees should follow the procedures established in the company provided accident kit.

MEDICAL TESTING REQUIREMENTS FOR DELIVERY DRIVERS

Employees who operate an Inline delivery vehicle must be able to pass the necessary medical and physical requirements to both obtain and maintain a health card. Employees are required to carry the health card with them at all times while operating an Inline delivery vehicle.

EMPLOYEE PURCHASES

I. PURPOSE

To provide Inline Electric employees purchasing guidelines for items in stock and non-stock items.

II. SCOPE

This policy applies to all employees.

III. POLICY

- Full-time employees may purchase items from Inline Electric stock which are for personal use in their own homes at 5% above cost.
- Purchases for full-time employee's immediate family may be approved for 5% above cost; however, must be approved by management prior to the purchase transaction.
- Non-stock items must be approved by management prior to being ordered. If approved by management, the non-stock item will be billed at 5% above cost plus any shipping and handling charges.
- Any items not for use in the employee's own household will be billed at current retail.
- Employee purchases must be paid for at time of purchase.
- Exiting Employees - balance(s) for purchased items will be payroll deducted from the employee's last paycheck.

EMPLOYEE SEPARATION

I. PURPOSE

To ensure timely and accurate processing of employees who are being removed from the Company payroll, consistent with positive employee relations practices.

II. SCOPE

This policy applies to all employees.

III. DEFINITIONS

The categories of separation and their definitions are:

- A. Resignation. A voluntary separation of employment initiated by the employee. While not required, employees are requested to give the Company a two (2) week written notice of their resignation.

Management of the Company will determine the need for an employee to work through his or her notice and will notify the resigning employee of the Company's decision and approve the last day of work. In some cases, it may not be necessary and/or desirable for the resigning employee to work through the entire period of notice given to the Company. Employees will, however, be compensated for any days upon which they are approved to work and paid out in lieu of notice

- B. Job Abandonment. An employee of the Company will be deemed to have abandoned his or her position:

1. Following an absence of three (3) or more consecutive working days without notice to and/or contact with his or her supervisor within the Company; or
2. Failure to return from a Leave of Absence as arranged with the Company.

In accordance with governing federal and state law, employees who are deemed to have abandoned their job with the Company may not be compensated for those days/hours the employee was scheduled to - but did not actually - work.

- C. Release. A separation in which the employee is not qualified or adapted for the type of work assigned and no other assignment is available. Release usually results from no fault of the employee.

- D. Deceased. The death of an employee in active employment.

- E. Retirement. A voluntary separation initiated by the employee. Retiring employees are encouraged to give the Company as much notice as possible of his/her retirement date.

Employee Separation (Continued)

- F. Reduction in Force.
 - 1. Temporary Reduction. Work is no longer available, but recall is expected within six (6) months.
 - 2. Permanent Reduction. Work is no longer available.
- G. Discharge. A separation in which the employee is removed from the payroll for violation of employee standards of conduct or safety regulations, unsatisfactory job performance, or any other reason deemed by the Company to warrant discharge.

IV. PROCEDURE

- A. Notice to the Employee. There are no requirements for advance notice from the Company to employees upon separation.
- B. Management Approvals. When an employee is released, separated due to a reduction in force, or discharged, written approvals will be required from management in addition to the acknowledgment of Human Resources.
- C. Resignation. When an employee resigns, with or without notice, Human Resources will request a written notice of resignation if one has not been provided. This will be filed in the employee's file.
- D. Final Paycheck. A terminated employee's final check will be available to them following the next regularly scheduled payroll run unless state law requires otherwise. Where state law requires checks to be available within a certain time frame, the Company will comply.
- E. Return of Equipment and Keys. Prior to the last day of work, the manager must obtain all equipment and keys from the separated employee.
- F. Employment References for Separated Employees. Refer to Policy No. 1.5 Personnel Records and Privacy.

V. BENEFIT ELIGIBILITY

When an employee is terminated, benefit credits are lost (beyond those paid for at the time of termination).

POLICY MANUAL RECEIPT

RECEIPT FOR INLINE ELECTRIC POLICY MANUAL

I have received and understand it is my responsibility to read the Inline Electric Supply Company Policy Manual for employees and I understand that I am expected to follow the policies and procedures.

Date: _____

Employee Name (Print): _____

Employee Signature: _____