

EMPLOYEE HANDBOOK

2018



EMPLOYEE HANDBOOK

for



The CCI Alliance of Companies

Effective April 2018

Confidential

TABLE OF CONTENTS

TO ALL EMPLOYEES..... 5

1) INTRODUCTION..... 6

2) EMPLOYEE BASICS..... 7

EMPLOYEE STATUS.....7

EMPLOYEE CLASSIFICATIONS7

WORKWEEK.....8

OVERTIME, LEAVE WITHOUT PAY (LWOP) AND TIME REPORTING.....8

FALSE STATEMENTS OR OMISSIONS DURING HIRING PROCESS9

3) COMPENSATION 10

SALARY ADMINISTRATION.....10

PERFORMANCE APPRAISALS10

CAREER ADVANCEMENT.....10

LENGTH OF SERVICES AWARD.....11

4) EMPLOYEE RELATIONS 12

EQUAL EMPLOYMENT OPPORTUNITY12

ANTI-HARASSMENT POLICY12

POLICY ON NEPOTISM/EMPLOYMENT OF RELATIVES14

PERSONAL INFORMATION AND PERSONNEL RECORDS15

5) EMPLOYEE RESPONSIBILITIES..... 16

TIME AND ATTENDANCE REQUIREMENTS.....16

PERSONAL APPEARANCE.....16

SMOKING AND CHEWING TOBACCO USE17

6) DRIVING POLICY 18

GUIDELINES18

ACCIDENTS20

SMART PHONE USAGE21

VEHICLE CONTENTS.....21

DRIVING RECORD REVIEW (DRR) STANDARDS21

PASSENGERS22

PERSONAL USE.....22

RADAR DETECTORS22

SEAT BELTS.....22

STORAGE AND UPKEEP.....22

TRAFFIC AND NON TRAFFIC VIOLATIONS.....23

TAXATION ON PERSONAL USE OF COMPANY VEHICLE.....23

7) CONFLICT OF INTEREST 24

GENERAL STATEMENT OF POLICY24

SCOPES OF INTEREST COVERED24

MAJOR CONFLICT OF INTEREST SITUATIONS24

OUTSIDE EMPLOYMENT (MOONLIGHTING)25

8) ALCOLHOL AND DRUG ABUSE; WEAPONS; CONDUCT 26

GENERAL STATEMENT OF POLICY26

DRUG-FREE WORKPLACE27

FIREARMS AND WEAPONS 27

STANDARDS OF CONDUCT AND DISCIPLINE..... 27

COMPLAINT RESOLUTION 29

9) EMPLOYEE DRUG AND ALCOHOL TESTING STATEMENT 30

10) EMPLOYEE SERVICES 31

COMMUNICATIONS 31

COMPANY FACILITIES (INCLUDING REIMBURSEMENT) 31

11) SAFETY AND SECURITY 34

SELLING AND SOLICITATION..... 34

SAFETY 34

SECURITY 35

ACCIDENTS AND ACCIDENT REPORTS 36

12) COMMUNICATIONS, COMPUTER SYSTEM, AND NETWORK USAGE POLICY 37

POLICY..... 37

PROCEDURE..... 37

13) EMPLOYEE BENEFITS 43

GROUP INSURANCE PROGRAMS..... 43

EMPLOYEE ASSISTANCE PROGRAM (EAP)..... 43

HOLIDAYS..... 44

PAID TIME OFF (PTO)..... 45

BEREAVEMENT LEAVE 45

JURY DUTY 45

UNPAID LEAVES OF ABSENCE 46

14) EMPLOYEE ACKNOWLEDGEMENT 49

TO ALL EMPLOYEES

This Employee Handbook is intended to be a source of information to you and to serve as a guide for our employer / employee relationship. It is not a contract of employment. The company may from time to time change this Employee Handbook and its policies, practices, or procedures. This Employee Handbook supersedes all prior Employee Handbooks.

The company hopes our employment relationship will be continuing and rewarding for both sides. In order to preserve the greatest freedom of association, however, employment and compensation can be terminated at will, with or without cause, at the option of either you or the company. No company representative has the authority to enter into any agreement of employment for a specified period of time or make any representations or agreement contrary to at-will employment, unless approved in writing by the President/CEO of CCI.

1) INTRODUCTION

Welcome to CCI. We hope your employment here will be a source of great personal and professional satisfaction. This Employee Handbook should be kept throughout your employment or until superceded by a revised Employee Handbook. It is designed to provide you with information about the company and to summarize our personnel policies and procedures. It may not, however, answer all of your questions as it would be difficult for any Employee Handbook to cover all events or circumstances that could arise. If you need additional information, please speak with your Program Manager, General Manager, Operations Manager, Director or the President / CEO. We will keep you advised of changes to the Employee Handbook through employee meetings or email distribution and subsequently formalized by the issuance of Addendums to the Employee Handbook.

In addition to the material presented in this Employee Handbook, CCI has a set of core values (shown below) that guide us with respect to how we behave with our clients, fellow employees, subcontractors, and business partners. These values are embedded in our culture. These values, in conjunction with delivering exceptional performance, represent the CCI “brand,” and as such our customers know that when they choose CCI, our employees will operate according to these core values every time.



2) EMPLOYEE BASICS

EMPLOYEE STATUS

Your employment with the company is at will, has no specified length, and either you or the company may end it at any time, with or without notice or cause. You are encouraged to give at least two weeks' notice if you decide to leave, to minimize any disruptions.

The only exception to at-will employment within the company is for those employees, if any, who have a contract of employment, and the terms of which are approved in writing by the company's President / CEO. There are no oral employment contracts.

EMPLOYEE CLASSIFICATIONS

Your wages, benefits, and job duties are affected, in part, by your classification and your job title. The following are some of the classifications used throughout this Employee Handbook:

Full-Time Employee: An employee hired to work a predetermined schedule of at least 40 hours per week. This employee is eligible for all benefits offered by CCI including Medical, Dental, Vision, Life and Accidental Death and Dismemberment Insurance, Long Term Disability, Short Term Disability, 401K Plan and Employer Match, Profit Sharing (at President / CEO discretion), Holiday Pay, and Paid Time Off (PTO).

Employee Working Between 30 and 40 Hours Per Week – Benefit Eligible: An employee hired to work a predetermined schedule of **30 hours per week or more**. *Note: According to BBNC this employee is classified as "full-time" for benefit purposes only and is eligible for all benefits offered by CCI including Medical, Dental, Vision, Life and Accidental Death and Dismemberment Insurance, Long Term Disability, Short Term Disability, 401K Plan and Employer Match, and Profit Sharing (at President / CEO discretion).* Holiday Pay and Paid Time Off would be prorated according to predetermined work week schedule.

Part-Time Employee – Benefit Ineligible: An employee hired to work a predetermined schedule of *less than 30 hours per week*. This employee is not eligible for benefits.

Service Contract Act (SCA) Employee: An employee hired as a direct charge employee in support of a contract governed by the Service Contract Act. This employee's compensation includes an hourly base rate plus the applicable hourly Health and Welfare rate (fringe rate) determined by the governing SCA. This employee is eligible for all benefits offered by CCI to Full-Time employees (as long as they work over 30 hours per week). The Health and Welfare amount will be reduced for benefits provided by CCI and elected by the employee. The Health and Welfare amount is not payable for hours in excess of 40 hours per week.

Non-Exempt Employee: An employee considered non-exempt under the federal Fair Labor Standards Act or a state wage and hour law, or both, applicable to that employee. Non-exempt employees are compensated on an hourly basis and receive overtime pay at the legal rate for

overtime hours worked. Such employees are responsible for keeping complete and accurate records of all time worked, and for submitting those records to the company on a timely basis.

Exempt Employee: An employee considered exempt from minimum wage and overtime under the federal Fair Labor Standards Act.

WORKWEEK

For payroll and accounting purposes, the workweek begins on a Monday a.m. and ends the following Sunday p.m. The normal workday for a full-time employee is eight hours plus an unpaid meal period. The company may establish other workdays or workweeks for individual employees or certain positions, or for certain projects.

Changes in the work schedules are established by your immediate Program Manager, General Manager, Operations Manager, Director or President / CEO. You are expected to work all of the hours and days assigned. Requests for particular days off must be made ahead of time and approved in advance by your Program Manager, General Manager, Operations Manager, Director or President / CEO.

OVERTIME, LEAVE WITHOUT PAY (LWOP) AND TIME REPORTING

Exempt employees (salaried employees that do not receive overtime pay) must record a minimum of 40 hours of time on their timesheets for each work week – the 40 hours can consist of a combination of regular time, Paid Time Off (PTO), Holiday, and LWOP (leave without pay). If an exempt employee works more than 8 hours in a day, accurate reporting of hours actually worked should be reflected on their timesheet as regular time and no hours should appear on their timesheet as overtime.

Unpaid leave of absence will not be authorized until all available paid leave is exhausted. Once paid leave is exhausted, leave without pay may be authorized in eight (8) hour increments.

Exempt employees will be reasonably expected to work in excess of 40 hours during busy periods. For exempt employees working on projects on Federal installations the work hour guidelines outlined in EM 385-1-1 01.A.20 apply.

Additionally, the CCI Program Manager, Operations Manager, General Manager, Director or President / CEO shall take into consideration the employees' travel time to and from the project as part of the above calculation and approval process. Variations to the above shall be reviewed on a case by case basis with approval by the CCI President/CEO. Variations will also be considered under national emergency situations.

For non-exempt employees (hourly employees that are eligible for over time), the regular workweek is 8 hours per day, 40 working hours, but occasions may arise during which you may be required to work overtime. Any overtime work must be authorized in advance by your Program Manager, Operations Manager, General Manager, Director or President / CEO.

Accurate records of the hours you work ensure you will be paid correctly and you will receive full credit for the work you do. All employees submit their time sheet through UNANET to record hours worked.

Any additions, corrections, or changes to your time card must be re-approved by your Program Manager, Operations Manager, General Manager, Director, or President / CEO. You are responsible for the accuracy and completeness of the information on your time card.

If you are entering time into UNANET on another person's behalf, you must be setup in UNANET as an alternate to enter time. Under no circumstances are you to share your UNANET username and password with another employee.

Time cards are a legal record and the company's property. An alteration of the time card invalidates it and requires the employee verify the time worked to the satisfaction of the Program Manager, Operations Manager, General Manager, or President / CEO. No one may enter time for another employee without proper authorization from a Program Manager, Operations Manager, General Manager, or President / CEO (and as noted above, must be setup in UNANET as an alternate to enter the other persons time).

You may not report earlier or stay later than normal business hours without the specific advance approval of your Program Manager, General Manager, Operations Manager, Director or President / CEO.

For CCI employees that self-perform work (i.e. HVAC, mechanical, electrical, laborers, etc.) the work hour guidelines outlined in EM 385-1-1 01.A.20 apply.

FALSE STATEMENTS OR OMISSIONS DURING HIRING PROCESS

Any false statements or omissions made by the employee on his/her application, resume, employment forms, or during an interview, or any supplementary or subsequently submitted material may be grounds for immediate discipline, up to and including discharge, and disqualification from any further employment opportunities.

Employees agree to promptly disclose convictions, pleas of *nolo contendere* (i.e., no contest), or instances of adjudication of guilt withheld for a felony or first-degree (class A) misdemeanor. Failure to completely disclose this information to the President / CEO within five days of the action may be grounds for immediate discipline, up to and including discharge.

3) COMPENSATION

SALARY ADMINISTRATION

When you begin work, you will be informed of your rate of pay or salary in writing via an offer letter. That rate or salary is based on an assessment of your position, training, experience, and the market for similar jobs. Increases in your pay will depend on our review of your job performance and marketplace conditions.

CCI employees typically are paid weekly. However pay periods may be determined by the work site, contract, or management. Wages are paid by direct deposit – a paper check is available upon special request.

PERFORMANCE APPRAISALS

Your pay is based on your job classification, the marketplace, and your performance. Annual performance appraisals provide you and your Program Manager, Operations Manager, General Manager, Director, or President / CEO with the opportunity to discuss how well you are meeting our expectation, to clarify your job responsibilities, and to explore possibilities for your advancement within the company. Your performance appraisal is part of your personnel record. You are asked to sign your performance appraisal to indicate it was reviewed with you; however, your signature does not necessarily imply agreement with the evaluation.

Performance appraisals are conducted annually (typically by end of May). Performance appraisals may also be conducted at other times for specific reasons, such as promotion, poor work performance, or disciplinary problems.

Wage increases are tied into your overall performance appraisal. However, increases may be granted at any time they are deemed warranted by increased responsibilities or due to changes in market conditions. Similarly, there may be no increase if performance or market conditions do not warrant it. When employees are on disciplinary review, wage increases may be withheld or delayed until the disciplinary review is lifted.

CAREER ADVANCEMENT

CCI's position progression for exempt employees is based on contribution and capability. Job descriptions for all positions are available to all employees to allow clear understanding of requirements for advancement. Please direct any questions regarding Career Advancement to your Operations Manager, General Manager, Director or President/CEO.

LENGTH OF SERVICES AWARD

CCI offers awards to recognize the contributions that long-term employees have made toward CCI's success. Employees accrue a year of service for every year that they work. Awards are made based on the following schedule and are taxable:

Tenure	Award
One Year	\$100
Three Years	\$300
Five Years	\$500
Ten Years	\$1,000
15 Years	\$1,500
20 Years	\$2,000
25 Years	\$2,500

4) EMPLOYEE RELATIONS

EQUAL EMPLOYMENT OPPORTUNITY

The company believes every employee has the right to work in surroundings free from all forms of unlawful discrimination. The company does not unlawfully discriminate in any employment decision based on an applicant's or employee's race, color, creed, sex, sexual orientation, religion, age, disability, marital status, changes in marital status, parenthood, national origin, or any other basis protected by local, state, or federal law.

ANTI-HARASSMENT POLICY

THE COMPANY MAINTAINS ZERO TOLERANCE TOWARD ANY TYPE OF HARASSMENT

The company is committed to providing a workplace free of verbal, physical, and visual forms of harassment so everyone can work in a productive, respectful, and professional environment.

Harassment based on race, color, creed, sex, sexual orientation, religion, age, disability, marital status, changes in marital status, parenthood, national origin, or any other basis protected by local, state, or federal law is strictly prohibited. The company does not tolerate harassment by *anyone* in the workplace. Employees who violate this policy are subject to discipline, including possible termination.

WHAT IS HARASSMENT?

Examples of harassment based on race, national origin, religion, age, or disability can include, but are not limited to:

- Cartoons or other visual displays of objects, pictures, or posters that depict such protected groups in a derogatory way; and/or
- Verbal conduct, including making or using derogatory comments, epithets, slurs and jokes toward such groups.

Sexual harassment is generally defined as unwelcome sexual advances; requests for sexual favors; or other visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct affects employment opportunities; and/or
- The conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

Sexual harassment includes harassment based on another person's gender or harassment based upon pregnancy, childbirth, or related medical conditions. It also includes harassment of another employee of the same gender.

Examples of sexual harassment include, but are not limited to, the following types of behavior:

- Unwelcome sexual advances, like requests for dates or propositions for sexual favors;
- Excessive, one-sided, romantic attention in the form of requests for dates, love letters, telephone calls, e-mails, or gifts;
- Offering or conditioning an employment benefit, like a raise, a promotion, or a special job assignment, in exchange for sexual favors;
- Making or threatening reprisals, or changing performance expectations after an employee has turned down a sexual advance;
- Visual or physical conduct, such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, calendars, or posters in the workplace;
- Verbal conduct, such as making or using derogatory comments, epithets, slurs, teasing, and jokes of a sexual nature;
- Graphic verbal or written comments (including e-mails or other electronic documents) about an individual's sex life or body;
- Sexually degrading words used to describe an individual;
- Suggestive or obscene letters, e-mails, notes, or invitations; and/or
- Unwelcome physical contact, including pats, hugs, brushes, touches, shoulder rubs, assaults, or impeding or blocking movements.

This policy is also violated if an employee is fired, denied a job, or denied some other employment benefit because the employee refused to grant sexual favors, complained about harassment, or assisted in a harassment investigation.

The company is committed to taking reasonable steps to prevent harassment from occurring, and will take immediate and appropriate action when we know unlawful harassment has occurred. To do this, however, we need the cooperation of all employees at all levels.

WHAT TO DO IF HARASSMENT OCCURS

Each employee is responsible for supporting and adhering to this policy. Employees should never tolerate inappropriate behavior. They should first make their feelings known to the offending employees. In many cases, if an employee makes his/her feelings known to the offending persons, tells them the conduct is inappropriate, and asks them to stop, this may take care of the situation. However,

if any employee is not comfortable doing this, he/she should promptly report any offending behavior, whether such behavior is directed toward them personally or to other employees within the company. Reports of offending behavior should be made immediately to your Program Manager, General Manager, Operations Manager, Director or President / CEO. If the situation is not handled and addressed immediately by your Program Manager, General Manager, Operations Manager or Director report the issue directly to the CCI President / CEO at 1.207.557.3339. Available also to CCI employees is the Ethics Hotline where business ethics concerns can be anonymously reported either through the toll free number 1.866.513.7078 or online through <https://bbnc.ethicaladvocate.com/>.

Employees are strongly encouraged to report concerns about discrimination or harassment before behaviors become severe or pervasive, as the company prefers to stop discrimination or harassment before it violates anti-discrimination laws. If a Program Manager, General Manager, Operations Manager, or Director knows or receives complaints of offending behavior they must promptly notify the company President / CEO, so appropriate action can be taken.

The company will promptly and thoroughly investigate all claims of harassment. Complaints of discrimination or harassment will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means allegations of discrimination or harassment are shared with those who have a need to know, so the company can conduct an effective investigation.

The employee who registers the complaint is usually requested to provide as many details as possible, such as the date(s), location(s), name(s) of witnesses, or information about the alleged harasser(s). Persons with relevant information will be interviewed. During the investigation, appropriate steps may be taken to minimize contact between the employee registering the complaint and the alleged harasser. These may include schedule changes, temporary transfers, or investigatory leave, usually directed toward the alleged harasser. After the investigation is completed, the company will share its findings with the employee registering the complaint, the alleged harasser, and, if appropriate, other employees directly concerned with the incident.

If it is concluded unlawful harassment occurred, prompt and effective remedial action will be taken. No action will be taken against any employee who in good faith files a complaint of harassment or assists in the investigation of such a complaint. Employees, who believe they have suffered retaliation for having reported harassment, or for having participated in an investigation, should promptly notify a company manager so their concerns can be investigated. The identities of witnesses or other individuals who participate in an investigation of any retaliation claim will be protected to the best ability of the investigator and revealed only on a need-to-know basis while performing any such investigation. Appropriate corrective measures will be taken if allegations of retaliation are substantiated.

CCI employees receive mandatory annual training on Avoiding Harassment and Discrimination in the Workplace.

POLICY ON NEPOTISM/EMPLOYMENT OF RELATIVES

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, CCI will hire or consider other employment actions concerning relatives of persons currently employed only if:

- a. candidates for employment will not be working directly for or supervising a relative, and
- b. candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative.

Such decisions include hiring, retention, transfer, promotion, wages and leave requests.

If two employees (present or future) develop a close or spousal relationship, engage in dating activities, cohabit, or marry during their employment, the company will consider such circumstances in terms of all relevant business and potential conflict factors and take the least restrictive action necessary to resolve any such conflicts. This action may include, but is not restricted to, requiring one of the two employees to change departments, to transfer to a different facility, or to resign from the company. The decision as to which employee will change departments, transfer, or resign will be left to the individuals involved, unless business necessity requires the company to make the decision, and the decision must be made by either the individuals or the company within 30 days of notification.

This policy is intended to avoid problems inherent when business and professional relationships are not kept separate in the workplace from personal and family relationships. Finally, this policy is also intended to (a) prevent one employee from assuming the role of “spokesperson” for both, (b) avoid involving or angering a second employee when an employee is reprimanded, and (c) avoid marital or equivalent strife or fraternization in the workplace.

PERSONAL INFORMATION AND PERSONNEL RECORDS

Your personnel records are confidential. Although the company is required to comply with valid court orders, discovery requests, and government inquiries directing us to provide information from your personnel records, in most cases, without specific written authorization from you, only the fact that you are an employee will be released.

As a requirement of your employment you may be required to provide your Personal Identifiable Information (PII) to be able to gain access to federal installations. This information will only be provided by you and will follow the protocol established by contract and associated pass office. At no time will your PII be shared without your permission or saved in any unsecured medium. If records of transmission of PII to pass office or government point of contact is required, these records will be saved in a secured location. If you have any questions regarding this process or obtaining to the security of your PII please contact your Program Manager, General Manager, Operations Manager, Director or President / CEO immediately.

Since sharing your PII is required as a condition of your employment, CCI provides you, as an additional benefit, with a subscription to LifeLock to help protect you against fraud and theft.

When you move or have other changes in your personal information, advise the Human Resources Department via an Employee Action Form so your personnel records are kept accurate and up-to-date. It is your responsibility to ensure the company has your address and other information so we can communicate with you as needed. If you need access to an Employee Action Form please contact your regions Office Manager (or Program Manager, General Manager, Operations Manager, Director or President / CEO).

5) EMPLOYEE RESPONSIBILITIES

TIME AND ATTENDANCE REQUIREMENTS

Regular attendance is essential to the smooth operation of our company and shows respect for your fellow employees who must do your job in your absence. It is necessary for you to report to work regularly and on time. If you will be unable to report to work, or will be late, you must let your Program Manager, General Manager, Operations Manager, Director or President / CEO know as soon as you know you will be absent or tardy, and always before your scheduled starting time. If your Program Manager, General Manager, Operations Manager, Director or President / CEO is unavailable, send a message (voice, email, or text) stating your reason for being late or for not being able to report to work, and a telephone number where you can be reached. If your absence or tardiness is due to an emergency, you must call in, or have someone call in for you, as soon as possible. Attendance or tardiness problems, as well as failure to call in, may result in discipline, up to and including discharge. Any employee who fails to report for work and does not call in for three days in a row will be deemed to have abandoned his/her job and may be terminated.

Although the company realizes that on occasion everyone misses work for valid reasons, even legitimate absences or tardiness may be cause for discipline or discharge if, in the opinion of management, the absence or tardiness is excessive and adversely impacts your ability to properly perform your job.

PERSONAL APPEARANCE

Every CCI employee owns and is responsible for policing professional and safe appearance in the market place.

Employees with a neat, clean, and appropriately *businesslike* appearance are important to our business, especially when those employees are greeting the public or our customers. How you look is the image the public and our customers have of the company. Employees are expected to wear neat, clean, and respectable clothing appropriate to their job. When in doubt, ask your Program Manager, General Manager, Operations Manager, Director or President / CEO.

For field operations, due to safety concerns, clothing or personal appearance deemed a safety hazard shall be removed or corrected before commencing work. Examples include but are not limited to wearing unsecured long hair near operations with rotating equipment or machinery or wearing jewelry when supporting electrical operations. Shirts, with a minimum sleeve length of four inches, are to be worn at all times. Full length trousers are required. Sagging pants will not be allowed (due to ladder safety requirements obligating 3 points of contact at all times.) Sweat pants, shorts, or clothing with offensive symbols/language are prohibited at all time.

Noncompliance may result in a worker's removal from site or until acceptable attire is being worn.

SMOKING AND CHEWING TOBACCO USE

It is the company's intent to create a smoke-free environment for our employees, customers, and guests. Rules about smoking are consistent with the provisions of local and state laws. Smoking is not permitted in the work place, in company vehicles, or at company-sponsored events. Smoking is also not allowed on customer premises, unless the customer has designated smoking areas. Smoking is generally permitted out-of-doors at the company or customer premises during your lunch break periods and before or after work, unless you are instructed smoking is not permitted at those locations or times. However, you must be at least 20 feet away from all doorways and air vents. Additionally, there is no smoking on any facility roof top or in any maintenance room.

Chewing tobacco and e-cigarettes use follows the same restrictions as noted above.

6) DRIVING POLICY

GUIDELINES

The CCI has made a commitment of safety, service, and quality to our employees and customers. CCI requires employees to operate all vehicles owned or leased by CCI in a safe and economical manner. The following summarizes policy guidelines:

1. Drivers must have a valid, unencumbered driver's license.
2. Drivers must be physically and mentally able to drive safely. Impairment due to prescriptions or non-prescriptions drugs or alcohol will not be allowed. (See item 7 below for additional explanation).
3. Drivers must first provide CCI with a signed release form allowing a review of their current driving record. Driving Record Reviews (DRR) will be conducted annually.
4. Smoking is not allowed in company vehicles.
5. All CCI employees must successfully complete required training that includes defensive driving. Drivers that are assigned CCI fleet vehicles or perform significant driving duties as part of their regular work assignment may receive additional training.
6. Drivers must conform to all traffic laws with allowances made for adverse weather and traffic conditions.
7. Drivers must respect the rights of other drivers and pedestrians.
8. Drivers may not be under the influence of drugs (including prescriptions drugs or over the counter medicines such as cold / flu medications that may negatively affect driving) or alcohol while operating a vehicle owned by or used by the company. In addition to pre-employment drug testing, CCI will test following any accident or actionable odd behavior.
9. Vehicles will be operated in a safe / serviceable operating condition. Issues such as damaged / inoperative lights, broken seatbelts, etc. shall render the vehicle "unserviceable." If you have been assigned one of the CCI Fleet vehicles it is your responsibility to maintain your vehicle in a safe / serviceable operating condition. Major repairs (greater than \$500) should be pre-approved by your General Manager. If an employee assigned a vehicle cannot maintain their assigned vehicle in a safe / serviceable operating condition, the General Manager and President / CEO reserve the right to take the vehicle away.
10. Vehicles will be kept clean and presentable, inside and out, as they are a reflection of the company. Periodic inspections will be done by the Regional Safety Manager and General Manager. If an employee assigned a vehicle cannot maintain the condition of their assigned vehicle, the General Manager, Operations Manager and President / CEO reserve the right to take the vehicle away.

11. A documented monthly inspection shall be accomplished on all CCI owned or leased vehicles. This inspection will be conducted on the first duty day of each month with the checklist being maintained in the vehicle. On a monthly basis the checklists and the miles driven for the month are to be collected by each Region and then be provided to Regional CCI Safety Manager. The Regional Safety Manager shall compile all forms into one regional report and send this to the CCI Corporate Safety Manager for Trend Analysis by the 5th Duty Day of the month. This report will include any maintenance/damage findings or safety shortfalls that may render the vehicle unserviceable. Vehicle Operators who fail to complete their reports run the risk of disciplinary action up to and including dismissal.
12. Drivers must be familiar and / or proficient with particular functions of the vehicle such as four-wheel drive system, ABS braking system, etc.
13. Drivers must operate vehicles in a manner consistent with the Driving Policy of CCI. Operating any vehicle outside the rules of this Driving Policy may result in forfeiture of all driving privileges and disciplinary action up to and including termination.
14. Drivers operating under a commercial driver's license (CDL) requirement must submit a Medical Examiner's Certificate to CCI as well having an original or photographic copy of certificate on his / her person. Employees operating under the CDL requirement are also subject to all Federal and / or State DOT required rules and regulations.
15. Any operator required to tow a company trailer shall receive and successfully complete CCI's Trailer Towing Course. The training credential shall be kept on the operator's person at all times while in the process of towing a trailer. This requirement is nullified if the operator is towing heavy equipment and falls under DOT/CDL requirements.
16. Backing collisions historically generate a majority of a fleet's accident rates. To combat this, all CCI employees shall back into all parking slots (where legal / feasible) and upon departing, make the vehicle's first move, forward. Additionally, all fleet vehicles (owned / leased) shall be equipped with back up alarms. Finally, when backing any vehicle into a parking slot, passengers in the vehicle shall be requested to perform spotter duties before the operator parks the vehicle. This of course requires the spotter to depart the vehicle. Spotters shall safely position themselves (out of path of travel) to where they can see the rear of the vehicle, avoiding any tripping / adjacent hazards, and shall maintain eye contact via mirrors with the operator. If the operator cannot see the spotter they shall cease all movement until the spotter repositions themselves and reestablishes visual contact. Additionally, all drivers shall conduct a 360° walk-around of the parked vehicle before departing for travel. All company vehicles assigned to field personnel will be equipped with a backup camera or backup alarm. Backup alarms are to be hard wired in the vehicle.
17. Motorcycles and motorcycle type licensed vehicles (vesspers, scooters, CanAms, trikes) shall not be used for company business.
18. Off-Road Vehicles (OVRs) such as ATVs, golf carts, "side by side" 4X4 transporters, Argos, and snowmobiles, may be allowed to support project activities but shall conform to all state and local laws. ORVs shall not be allowed on public roadways, and do require documented training

and appropriate personal protective equipment (PPE) before their use. Contact your Regional Safety Manager for specific training materials. The project PM should work with the Regional Safety Manager during the selection process and favor the use of side by side transporters with manufactures' designed and engineered roll cages and seatbelts.

ACCIDENTS

After securing the scene, all accidents are to be reported to your immediate supervisor and Regional Safety Manager immediately who will then notify the General Manager, Safety Manager and President/CEO. The Regional Safety Manager shall ensure the Corporate Safety Manager receives initial notification via a phone message, followed by a brief E-mail stating known factual information. The Program Manager, General Manager, Operations Manager, Director or President / CEO (working with the Regional Safety Manager) of the CCI employee involved in the accident, shall complete the CCI Initial Accident Report and deliver (via E-mail) it to the Corporate Safety Manager within 24 hours from the accident date/time.

If you do have an accident please follow the following steps:

1. Render aid if necessary and make the area safe. Secure the scene ensuring your personal safety above all else. This includes protecting (reasonably speaking) any other on-scene victim from additional injuries/hazards. If damage is minimal and allowed in the state, move vehicle to the side of the road and away from the flow of traffic.
2. Call for police or medical assistance or send someone for help. **(Do not leave the scene.)**
3. Contact your Regional Safety Manager and if not available your General Manager or immediate supervisor.
4. Complete CCI's Initial Incident / Accident Investigation Report – please see your Program Manager, Regional Safety Manager, Operations Manager, Director or General Manager for electronic version of form.
5. Obtain the following:
 - a. Names, addresses, contact numbers of any witnesses.
 - b. Make, model, insurance company, injuries, initial statements of the other party (do not rely on police to secure this information).
6. If possible, take as many on-scene photographs as possible.
7. Do not make a statement of any kind i.e. guilt, fault, injury, etc., to anyone other than your employer, an enforcement officer or a representative of our insurance company.
8. The Regional Safety Manager will be the one to report the accident to Zurich – the employee is not to call Zurich directly.
9. All employees involved in an accident will be required to take a post-accident drug and alcohol test.

SMART PHONE USAGE

Using a smart (cell) phone while driving a company vehicle is strictly prohibited, except when using a headset / hands-free device. If a call requiring writing or looking up is taken while an employee is driving, the employee is required to find a safe spot to pull over and park until the call is complete. Texting, reading and / or replying to emails while operating a vehicle is strictly prohibited.

VEHICLE CONTENTS

The driver of a vehicle is responsible for all contents in and on the vehicle. When an employee is assigned a vehicle the Regional Safety Manager will inspect and inventory the vehicle and ensure vehicle contains the items listed below. The employee taking possession of their assigned vehicle will sign off on the condition of vehicle and note any body or interior damage. Contents of the vehicle are not to be removed without company management approval. Minimum vehicle contents include:

1. Proof of insurance / vehicle registration / lease agreement
2. Accident Report Packet (Red Pouch)
3. Spare tire, tire tool, and jack
4. First Aid Kit
5. Fire Extinguisher
6. One set (total of 3) of road triangles (reflective)
7. One flashlight

DRIVING RECORD REVIEW (DRR) STANDARDS

Driving Record Reviews (DRR's) will be requested every twelve months from all employees. The DRR will be reviewed to ascertain whether the employee holds a valid driver's license and whether his / her driving record is within the parameters set by company management. The following standards have been set by CCI, and may disqualify a driver from driving company vehicles, or those vehicles in the care and custody of the company:

- A driver with two or more traffic violations and/or fault accidents over a 3-year period;
- A driver refusing to take a Breathalyzer test;
- A driver having their driver's license suspended, revoked, or cancelled;
- Reckless operation of a vehicle that results in injury to persons or property;
- Driving under the influence of alcohol or controlled substances;
- A driver passing a stopped school bus when red lights are flashing;
- A driver leaving the scene of an accident without stopping to make a report and rendering aid;

- A driver committing homicide or assault arising from the operation of a motor vehicle or criminal negligence in the operation of a motor vehicle; and
- A driver racing.

Please note that “Traffic Violations” includes seat belt violations.

PASSENGERS

Hitchhikers are not permitted at any time. Only authorized passengers are allowed to ride in CCI fleet or leased vehicles. Authorized is defined as another CCI employee or any person conducting business with CCI personnel / projects.

PERSONAL USE

Company-owned vehicles assigned to individual employees will be used for company business purposes only. Exceptions shall be made by the General Manager allowing travel to / from work and home for those positions which require 24-hr on-call-notice and / or odd business hours. The employee is not given permission for the vehicle to be driven by any other person, including family members. Specific permission must be obtained from the Program Manager, General Manager, Operation Manager, Director or President / CEO for any personal use of the vehicle, including personal passengers.

RADAR DETECTORS

The use of radar or laser detectors or jammers are forbidden in all vehicle owned or used by the company. Drivers using radar / laser detectors or jammers will have their driving privileges revoked.

SEAT BELTS

Seat belts must be worn whenever the vehicle is in motion. Passengers will be seated in a manufacture installed seat and seatbelt. Riding is not allowed in the pickup bed or any non-passenger areas.

STORAGE AND UPKEEP

1. Non-assigned company vehicles will be kept at the office location with the keys stored in a locked key box.
2. Vehicle defects and needed repairs are to be reported immediately to your Program Manager, General Manager, Operations Manager, Director or President / CEO so necessary repairs and or maintenance can be authorized and made. Annotate these issues on the monthly inspection log.
3. Vehicles are to be serviced every 3,000 or 5,000 miles or as recommended in the owner’s manual.
4. Vehicle fluid levels should be checked at least once a week with refills as necessary.

5. Vehicle tires should be checked at least once a week with maintenance as necessary.
6. Company vehicles will be kept clean and neat in appearance. They must be kept clean at all times. Company vehicles are a reflection of our company and double as an advertisement for business. If an employee assigned a vehicle cannot maintain the condition of their assigned vehicle, the Program Manager, Operations Manager, General Manager, Director or President / CEO reserve the right to take the vehicle away.

TRAFFIC AND NON TRAFFIC VIOLATIONS

All traffic and non-traffic violations received while the employee is operating a company vehicle will be paid for by the employee and the employee will immediately notify their Program Manager, Safety Manager, General Manager, Director or President / CEO.

TAXATION ON PERSONAL USE OF COMPANY VEHICLE

The personal use of a company vehicle, including commuting, is a taxable fringe benefit. This applies to use of company vehicles that are used personally and/or are assigned to go home with employees. This does not impact employees who are assigned vehicles that 1) are parked overnight (during “off” hours) at the jobsite and/or office and not used personally **or** 2) are used by employees on a temporary work assignment away from home for less than 12 months and not used personally. Employees that are assigned a vehicle will be required to complete a Vehicle Assignment Form and submit quarterly to txak@bbsllc.com. For further information on this policy please contact your General Manager, Operations Manager, Director of Business Administration or President/CEO.

7) CONFLICT OF INTEREST

GENERAL STATEMENT OF POLICY

All employees should avoid situations that might cause their interests to conflict with those of the company, or might compromise the company's integrity and reputation. A conflict, or the appearance of one, occurs when you or an immediate family member use your position for personal benefit through an investment, association, or business relationship that interferes with your ability to exercise independent judgment on behalf of the company. An example would be having a financial interest in, or being employed by, any company that is a customer, supplier, or competitor of the company. Failure to comply with this policy and the procedures established to implement it may result in disciplinary action, termination of employment, and/or the initiation of appropriate legal action.

It is company policy that employees at all levels be free from any interest, influence, or relationship that might conflict or appear to conflict with the best interest of the company, and that they perform their work with undivided loyalty as measured by the highest standards of law and ethics.

In any uncertain situation, the employee should protect himself/herself by immediately discussing the matter fully and frankly with his/her Program Manager, General Manager, Operations Manager, Director or President / CEO. Where there is doubt as to the existence of a conflict of interest, the situation should be explained fully, in writing, and sent to the company President / CEO.

SCOPES OF INTEREST COVERED

This policy applies to both direct and indirect interests of the employee and members of his/her immediate family. It extends to transactions by any person who may act on behalf of the employee or members of his/her immediate family in connection with such interests. In general, an employee will be regarded as having a beneficial interest in any property owned or any transactions entered into by his/her spouse or minor children.

MAJOR CONFLICT OF INTEREST SITUATIONS

The following sections describe a number of common categories of conflict of interest. They illustrate the application of the company policy to particular situations where conflicts are most likely to arise. They are not all-inclusive, however, and do not cover all possible situations where conflicts might occur in violation of the company policy:

RELATIONSHIP WITH SUPPLIERS AND COMPETITORS OF THE COMPANY

Any employee who holds any position or employment, or who owns or acquires, directly or indirectly, a beneficial interest in any concern he/she has reason to believe may supply goods or services to, or compete with, the company is required to disclose the full details concerning such interest or relationship. In such circumstances, a conflict may arise if such employee is in a position to influence decisions with respect to any company transaction involving such other party and if his/her interest or relationship is such that it might bring into question his/her continued ability to make independent

impartial judgments in the company's best interest. Accordingly, the mere ownership of securities in other companies listed on a national securities exchange does not necessarily represent any conflict of interest.

GIFTS OR FAVORS

Acceptance of money, gifts, or favors from any individual or concern that an employee has reason to believe may supply goods or services to the company constitutes a violation of this policy, unless such gifts or favors involve no more than an ordinary social amenity in keeping with the employee's position with the company. Immediately report all offers of gifts or favors of more than nominal value to your Program Manager, General Manager, Operations Manager, Director or President / CEO and return them to the offeror with a letter explaining that acceptance is contrary to company policy.

All CCI employees are required to take annually the Bristol Bay Native Corporation on-line training for Business Conduct and Ethics.

OUTSIDE EMPLOYMENT (MOONLIGHTING)

Full-time employees are discouraged from accepting second jobs outside the company, whether self-employment or otherwise. All employees holding or considering second jobs must notify their General Manager, Operations Manager, Director or President / CEO to ensure the job will not create a conflict of interest or interfere with the proper performance of their duties.

8) ALCOLHOL AND DRUG ABUSE; WEAPONS; CONDUCT

GENERAL STATEMENT OF POLICY

The company regards the misuse of drugs or alcohol by employees to be an undesirable practice that results in poor health and unacceptable work performance. Employees using any drugs in improper or illegal manners create an increased risk to the safety of themselves and their co-workers. Also, people actively engaged in the illegal use, sale, possession, or distribution of drugs are not satisfactory employees, frequently become the objects of criminal action on the part of law enforcement agents, and will be subject to disciplinary action up to and including discharge if they participate in any such activities on or off company premises. CCI takes a zero tolerance approach to the use/mis-use of alcohol/drugs to include marijuana or medical marijuana in the workplace.

Illegal use, sale, or possession of narcotics or drugs (except as authorized and prescribed by a physician) while on company property, time, or in any other circumstance that might adversely affect company operations, safety, job performance, or corporate image, is prohibited and may result in discipline or discharge.

Employees should not report to work (or should request an accommodation) if they are taking prescription drugs that, according to their physician or pharmacist, might affect their ability to perform their duties in a safe and effective manner. They should reflect this time off as PTO.

Alcohol is prohibited from company property and operations. Consuming alcohol while on company property, time, in a company vehicle, or in other circumstances that might adversely affect company operations, job performance, safety, or corporate image, including consuming such substances prior to reporting to work or during breaks or lunch periods, is prohibited.

If an employee appears to be under the influence of drugs or alcohol, the company will require the employee to submit to appropriate tests, including observed urinalysis (as allowed by state law) or breath tests, to confirm the existence of such alcohol or prohibited drug or substance in his/her system. Failure to promptly permit such tests upon management's request shall be grounds for discipline, including immediate termination.

The company requires a pre-employment drug test, and may require periodic drug and alcohol tests on designated projects when such tests are requested or required by the client or by applicable law or regulation. You will be notified if you are subject to these tests. Random drug/alcohol testing supports our zero tolerance policy and you are on notice that you are subject to these tests as part of your employment with CCI. If a drug test yields a negative dilute a retest will be required within 24 hours

The company encourages employees with drug or alcohol problems to come forward and seek help. If you have a drug or alcohol problem, and discuss it with management **before** it impacts your performance or is discovered by management, the company will refer you to a treatment program and, if possible, hold your job for your return.

DRUG-FREE WORKPLACE

It is company policy to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. Use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines efficient performance of job duties. The manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace, or while engaged in company business off company premises, is strictly prohibited. Such conduct is also prohibited during non-working time to the extent that, in the company's opinion, it impairs an employee's ability to perform on the job or threatens the company's reputation or integrity.

To educate employees about the dangers of drug abuse, the company has established a drug-free awareness program. Periodically, employees will be required to attend training sessions at which the dangers of drug abuse, company policy regarding drugs, the availability of counseling, and the company Employee Assistance Program will be discussed. Employees convicted of controlled substance-related violations in the workplace (including pleas of *nolo contendere*) must inform the company immediately of such conviction or plea. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, the company may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

FIREARMS AND WEAPONS

Except as part of an approved safety plan (remote locations), weapons are not allowed at the work place. Firearms or weapons are not allowed on company property or worksites or in vehicles parked on company property or worksites. For remote location exceptions approval from President / CEO must be received in writing in advance.

STANDARDS OF CONDUCT AND DISCIPLINE

The company is involved in a highly competitive business in which many individuals and companies rely on the quality and reliability of our products and services; thus, all employees are expected to provide excellent and reliable performance. Any failure to meet this high standard is grounds for concern, discipline, or possible discharge.

The company generally administers progressive discipline. This means the company will take appropriate action based on the seriousness of the situation and the circumstances. Discipline less than termination may take the form of a verbal warning, a written warning, a performance appraisal indicating substandard performance in one or more areas, probation, or suspension. Which of these options is chosen, or whether any of them are used prior to termination of employment, is a decision for management, and will be made solely at management's discretion.

While employees have an at-will status, examples of some offenses that may result in discipline, up to and including termination, are listed below. (Note: These examples are not all-inclusive; other behavior may also be grounds for discipline or discharge.)

- Failure or refusal to carry out job assignments and management requests, unauthorized release of company customer information, swearing or verbal abuse while on company premises, or falsification of any work, personnel, or other company records;
- Knowledge of, and failure to disclose, negative reputational information that has the potential to impact CCI's performance;
- Inconsistent performance in carrying out job responsibilities resulting in loss of management confidence;
- Unauthorized taking or removal of funds or property (this includes recycling of salvage / scrap metals) or unauthorized charges against a company account;
- Dishonesty;
- Insubordination;
- Fraud, embezzlement, or theft;
- Borrowing money from subordinates, fellow employees, subcontractors, vendors, customers, etc.;
- Discrimination against or harassment of co-workers;
- Possession, consumption, or being under the influence of alcohol or a controlled substance at work or on company premises;
- Deliberate damage to company property;
- Fighting or threatening to fight with another employee, participation in a business directly competing with the company, or serious misconduct of any kind;
- Inefficient, negligent, or substandard performance of an assigned duty or responsibility;
- Excessive absenteeism or tardiness, or failure to report in when absent or tardy;
- Failure to comply with safety or security rules and procedures, or sleeping on the job;
- Violation of company policy; and/or
- Any false statements or omissions made by the employee on his/her application, resume, employment forms, or during an interview, or any supplementary or subsequently submitted material, may be grounds for immediate discipline, up to and including discharge, and disqualification from any further employment opportunities within CCI.

These examples are not all-inclusive; other behavior may also be grounds for discipline or discharge.

COMPLAINT RESOLUTION

It is our intent to be fair and reasonable in our day-to-day relations with our employees. Therefore, you are urged to bring any problem or concern about any term or condition of employment to your Program Manager, General Manager, Operations Manager, Director or President / CEO to provide management the opportunity to review and resolve the situation. Your Program Manager, General Manager, Operations Manager, Director or President / CEO will acknowledge receipt of complaint within 1 working day and respond as soon as reasonable from the date you brought your concern to his/her attention.

While we encourage you to discuss problems first with your immediate Program Manager, General Manager, Director or Operations Manager, we recognize the problem could involve one of them and make you reluctant to discuss it with that person. In that case, or if you were not satisfied with your Program Manager, General Manager, Operations Manager or Directors response, please call the President / CEO who will investigate your concern and discuss it with you. The President / CEO or his designee will investigate, review, and discuss your concern with you as soon as possible, and will respond within five working days.

This complaint-resolution procedure is available to employees with harassment concerns or complaints. However, employees should also feel free to bring harassment complaints directly to the President / CEO for investigation and resolution.

Each employee's feelings and problems are important. We believe our employees are our strength and we feel your needs and concerns must be addressed. We realize not all people feel comfortable presenting their grievances to management, but we urge you to do so. You will not suffer retaliation in any way for bringing your complaints to management. If we all take the time to raise questions and work together to reach solutions, our workplace will continue to be a productive and enjoyable place to be.

Available also to CCI employees is the BBNC Ethics Hotline where business ethics concerns can be anonymously reported either through the toll free number 1 (866) 513.7078 or online through <https://bbnc.ethicaladvocate.com/>. CCI encourages all employees to try and resolve issues through ordered professional escalation – i.e. through their direct Program Manager, General Manager, Operations Manager or Director first, the President / CEO second, and then the hotline.

9) EMPLOYEE DRUG AND ALCOHOL TESTING STATEMENT

CCI is a drug free work place.

Abuse or under the influence of prescriptions/non-prescribed drugs or alcohol, is grounds for immediate dismissal.

This includes impairment from common over the counter cold/flu medications.

Additionally, marijuana use in any form (medical/recreational) is not allowed.

CCI conducts drug/alcohol testing through a third party service provider.

Drug testing will be accomplished (at no cost to the employee) as part of:

- New Hire, pre-employment testing.
- Random, company-wide testing.
- Post Accident/Incident testing.
- For Cause/Unusual Behavior.

Any General Manager, Program Manager, Operations Manager, Director or the President/CEO, may direct a CCI Employee for immediate testing due to unusual or irrational behavior.

The CCI Corporate Safety Manager is the point of contact (POC) for all issues associated with our Drug Testing program administration.

Additional information on CCI's Drug and Policy is available from your Program Manager, General Manager, Operations Manager, Director, or President / CEO.

10) EMPLOYEE SERVICES

COMMUNICATIONS

At the company, our intention is to keep you well-informed.

General distribution memos and newsletters (or electronic mail, etc.) are used for rapid dissemination of information.

Bulletin boards are used to communicate announcements required by law and official company postings such as safety information and other employer notices.

COMPANY FACILITIES (INCLUDING REIMBURSEMENT)

EMPLOYEE PARKING

Employee parking spaces are provided at each company location. A number of parking spaces are reserved for disabled employees/visitors. Please park only in the spaces provided for employees. Please lock your car while it is parked as the company does not assume responsibility for vehicles or their contents in these parking areas.

VOTING TIME ALLOWANCE

Most employees should be able to vote before or after work. If you cannot, you may take up to one hour off work with pay to vote. You must request such time off in advance from your supervisor and have a reason why you cannot vote other than during working hours. You will be expected to take the time off at the time of day where it will require the least time missed from work, usually at the beginning or end of the workday.

EXPENSE REIMBURSEMENT

It may be necessary for you to incur expenses while on company business. Such expenses include mileage for use of your personal vehicle, or meals, lodging, and transportation if traveling on company business.

Mileage for use of your personal vehicle on company business will be reimbursed at the current federal rate currently in effect. While the amount of mileage need not be approved in advance, use of your personal vehicle on company business should be approved by your Program Manager, General Manager, Operations Manager, Director or President / CEO in advance.

Major travel expenses, such as airfare and hotel costs, must be approved in advance by your Program Manager, General Manager, Operations Manager, Director or President / CEO. Other expenses, such as meals (alcoholic beverages are not reimbursable) and parking, etc., will be reimbursed without prior approval as long as they are reasonable and as long as you are not on per diem (see below). If you have questions about what expenses are reasonable, ask your Program Manager, General Manager, Operations Manager, Director or President / CEO.

Reimbursement is contingent upon expense reimbursement forms via UNANET being filled out and approved by your Program Manager, General Manager, Operations Manager, Director or President / CEO. They must be submitted as close as possible to the date that the expense being incurred.

For direct charge employees that are assigned a project that requires overnight lodging, the company will pay for overnight accommodations with the lodging rate pre-approved by their Program Manager, General Manager, Operations Manager, Director or President / CEO (this includes lot rent for RVs or campers) – these expenses can be placed on employees company P-card supported by a receipt. Meals will be paid to employees based on a per diem rate of \$50/day. Travel days (getting to the job location and getting back from job location) count as 1 day. Example: For an employee traveling to job site on Monday and returning from job site on Friday they would show \$25 for each of the travel days and \$50 for each of the non-travel days. **Direct charge employees with per diem are not to use their P-card for any meals.**

Administrative per diem is available for indirect employees based on the same logic as explained above. The \$50 per diem is based on a reimbursement rate of \$8.00 for breakfast, \$14.00 for lunch and \$28.00 for dinner. If a meal is provided by others during their travel then the per diem will be reduced accordingly. Administrative per diem is submitted using the UNANET expense module and should be submitted on a weekly basis.

TAXABLE PER DIEM

If you are assigned to a location where you will be collecting per diem for more than 12 months, your per diem is taxable from day one. If you are collecting per diem and have been in a location for more than 12 months your per diem is considered taxable compensation. In either of these cases you will be required to select the categories in UNANET dependent on the type of per diem you are being paid:

- 1) Travel-Per Diem/Meals (TAXABLE)
- 2) Travel-Per Diem/Lodging (TAXABLE)
- 3) Travel-Per Diem/Meals&Ldg (TAXABLE)

Since the company should be paying for your lodging including RV or camper lot, this should only impact the per diem you are receiving for meals.

If you have any questions regarding this, please contact your Program Manager, General Manager, Operations Manager, Director, or President/CEO.

PROFESSIONAL REGISTRATION/CERTIFICATION REIMBURSEMENT

Purpose

To further encourage individual professional development, the company may reimburse employees for fees incurred in becoming registered or licensed professionals in states as required by their job responsibility. Regular full-time employees may be eligible for reimbursement under this policy.

In addition to state registration, some professional associations have programs through which individual professionals may be certified or accredited. Fees incurred in successfully completing such a recognized

program may be reimbursed by the company, provided the employee is credentialed in the primary profession or occupation in which that employee is currently working.

Approval to take programs or courses need to be approved in writing by an employees General Manager, Operations Manager or President / CEO.

Reimbursement

The following types of reimbursement apply:

- Reimbursement for initial registration or certification fees, and annual renewal fees;
- Reimbursement for fees in connection with registration or certification, such as fees required for taking examinations. These fees will be reimbursed if approved by the employee's General Manager, Operations Manager or President / CEO prior to being incurred and when the employee submits a documented employee expense statement to his/her
- General Manager, Operations Manager or President / CEO; and
- Costs of continuing education required to maintain professional standing (with pre-approval from employee's General Manager, Operations Manager or President / CEO).

Cost of preparation or refresher courses for initial registration will not be reimbursed .

Approvals and Reporting

Fee Reimbursement requires the prior written approval of the employee's General Manager or President/CEO and a demonstration that the training furthers company goals and is in the company's best interest.

Educational Assistance

If you have been with the company longer than one year and take job-related courses at accredited local colleges, universities, vocational technical institutes, or community colleges, or via the Internet at non-local but similar institutions, you may apply for the company's tuition reimbursement program. **The application must be approved by the President / CEO prior to taking the course.** It must have a narrative supporting why the company should pay the expense. If the application is approved, and when the course has been completed successfully, the company will reimburse all tuition costs and approved fees. You must submit a request for reimbursement after completion of the class. Additionally, you must include an official transcript ("C" or better, or the equivalent) and a copy of the approval to Accounting to be reimbursed. The decision as to whether a particular course is sufficiently job-related to qualify for reimbursement is solely at management's discretion.

11) SAFETY AND SECURITY

SELLING AND SOLICITATION

The following policies are made for the safety and security of all employees and shall be strictly enforced.

The purpose of this policy is to maintain an orderly workplace, to avoid intrusion upon employees at their work, and to preserve employee safety and security throughout the company as to funds, supplies, records, and confidential information. Accordingly, all employees are to observe the following rules and report violations to their Program Manager, General Manager, Operations Manager, Director or President / CEO:

- Except for legitimate purposes, and with prior authorization, individuals not employed by the company may not at any time solicit, survey, petition, or distribute literature on any company property. This policy includes charity solicitors, salespersons, questionnaire surveys, union organizers, or any other solicitation or distributor; and
- Employees may not solicit, except with prior authorization, for any purpose during work time. Work time includes that time for which the employee is paid and expected to be performing services for the company. Work time includes both the soliciting and/or the solicited employee's work time. Employees may not distribute literature for any purpose during work time or in work areas.

SAFETY

SAFETY IS A NUMBER ONE CONCERN

All individuals working at potentially hazardous sites will receive entry, exit, and annual physicals at the company's expense.

All employees have the right to refuse any assignment they believe to be unsafe for any reason, including all HAZWOPER assignments, without risk of reprisal or retribution. Management will make every effort to reassign employees to non-HAZWOPER assignments and fill HAZWOPER project needs in other ways. Should other assignments not be available, or the employee not be qualified to perform other work, the President/CEO reserves the right to terminate or reduce work hours of the employee. Employees should follow the policies outlined in the company's current Safety Manual or project specific Accident Prevention Plan to protect the health and safety of employees and other people.

Employees that are part of our self performance team will be required to undergo pre-employment medical exams, specific to their career field activities.

In addition to the foregoing, we need your help in our efforts to ensure the safety of our employees. Please observe the special safety rules of your work area, as well as the following general rules of safety at all times:

- Report any injury, safety hazard, or damage to property immediately to your Program Manager, General Manager, Operations Manager, Director or President / CEO and the Regional Safety Manager (it is the responsibility of the Regional Safety Manager to ensure the corporate Safety Manager is notified);
- Keep your individual work area clean and orderly. Untidiness and clutter invite accidents;
- Do not smoke or permit others to smoke in “NO SMOKING” areas;
- Know and follow the safety rules established for your job - when in doubt, ask before proceeding;
- Do not allow unauthorized persons to operate equipment or have access to restricted areas;
- If you are assigned to a job requiring protective clothing or equipment, use it without fail – and always dress in a way that will not invite job-related injuries;
- Store all materials and equipment in their proper areas;
- When you find potential safety hazards, bring them to the attention of your Program Manager, General Manager, Operations Manager, Director or President / CEO;
- Never run or engage in rough or boisterous play on company property;
- Drive safely and courteously when operating company vehicles;
- If you must lift heavy objects, lift properly and with the appropriate number of persons; and
- Ensure you are qualified / current before operating any equipment or specialty power tools.

SECURITY

Everyone owns situational awareness and should report any suspicious activities to their Program Manager, General Manager, Operations Manager, Director or President/CEO. If in doubt do not hesitate to call 911.

Company personnel on duty should make every effort to be aware of strangers on the premises. Anyone who notices an unfamiliar or unauthorized person on company premises should contact their Program Manager, General Manager, Operations Manager, Director or President / CEO. **ALL** non-company individuals should check in.

The exterior doors to all business offices should be locked if at all possible. If you are working during times other than standard business hours, leave the exterior doors (and interior doors if applicable) locked at all times.

If you are working during times other than standard business hours, take the time necessary when arriving and leaving to let others know that you are in or leaving the office.

ACCIDENTS AND ACCIDENT REPORTS

If you sustain an injury or suspected injury while on the job, you must notify your Program Manager, General Manager, Operations Manager, Director or President / CEO and Regional Safety Manager immediately. The Regional Safety Manger will notify their General Manager and Corporate Safety Officer immediately. Your Program Manager, General Manager, Safety Manager, Director or President / CEO and Regional Safety Manager will evaluate your injury or suspected injury and help you secure appropriate medical assistance. If you witness an accident or are involved in an accident you must note this on your timesheet.

As soon as practically possible, but in no case later than 24 hours following your injury or suspected injury, you must complete a CCI Initial Incident / Accident Investigation Report documenting the circumstances surrounding the incident.

12) COMMUNICATIONS, COMPUTER SYSTEM, AND NETWORK USAGE POLICY

POLICY

This policy applies to everyone working for the company. The company's communications, computer systems, and network infrastructure ("the system") is provided only for the conduct of company business. Telephones, cell phones, smartphones and fax machines are for communications and are considered to be part of the system and as such there is no expectation of privacy when it comes to the utilization of them.

This policy covers all internal and external electronic communications and all use of the system.

For the purpose of this policy, references to "employee", "staff member", "staff", or "user" are not intended as words of limitation but include the class of people covered by this policy, namely all users/employees. In the event clients or other agents are given authorized access to the system for specific purposes, they too are deemed to be users/employees subject to this policy.

The company's telephone, internet, and e-mail systems are important business systems and must be regarded as such. In addition to security, privacy, and liability considerations, there are also issues such as the potential for misuse, abuse, and/or distractions to staff.

Employees should note the system is designed to block at the "gateway" various types of incoming e-mail (viruses, "spam", or other inappropriate material) not sent for business purposes. The company is entitled to stop such e-mail and will do so without notice. On rare occasions, this may prevent a legitimate e-mail from being delivered to an employee if it is mistakenly identified by the filtering systems as unwanted mail. It is an employees responsibility to **not** open suspicious emails from unknown senders or click on any embedded hyperlinks within suspicious emails – these emails should be reported immediately to hdesk@syseng.com.

Employees are deemed to have understood and agreed to abide by the requirements in this policy when they use the system. Violation of this policy or other improper use of the system or anything related to the company's communications systems, computer systems and network infrastructure may be subject to discipline, termination, and personal responsibility for any civil liabilities or criminal penalties. Disciplinary measures taken by the company will be assessed on an individual basis, taking into consideration the facts and circumstances comprising the violation. The company retains the right to administer discipline in any manner it sees fit, based on the individual circumstances of the incident. This policy does not modify the status of employee-at-will.

PROCEDURE

SECURITY AND PRIVACY

Security of the company's data, computer systems, and network are paramount. Breach of security may cause loss and damage or heavy penalties to the company as well as to individuals. These outcomes can result in legal action as a consequence of:

- ❖ Damage to the system causing loss of service, data, and business to the company or our Clients;
- ❖ Breaches of law or of duties owed to other parties such as by private data or information being provided to or accessed by unauthorized persons; and
- ❖ Damage caused to other parties using the system as a tool.

A heavy responsibility rests with all employees; they are expected to assist in the protection of our data and all aspects of the computer network.

ACCOUNTS AND PASSWORDS

On being given access to the system, employees are given a username and password that constitute a “computer account”. Each employee is responsible for the integrity of his or her computer account and must not authorize anyone else to use this account for any reason. The unauthorized use of computer accounts and the provision of false or misleading information for the purpose of obtaining access to computing facilities is expressly prohibited.

Passwords must not be given to others and should be changed every 90 days.

Passwords should never be written down, such as on labels attached to computer terminals, on calendars, or on any other materials on the desk. If the password must be written down it **must** be stored in a private, physically secured location away from the desk on which the terminal is placed. If you detect unauthorized use of your computer account, contact your Program Manager, General Manager, Operations Manager, Director or President / CEO and help@syseng.com to immediately change your password . Employees should not elect to have their computer remember/save their password as it creates a security risk that could result in unauthorized access to their account and ultimately our network.

Employees must report any violation of this policy by another individual to their Program Manager, General Manager, Operations Manager, Director or President / CEO.

Attempting to log on to another employee’s computer account without proper authorized permission is not permitted. Accounts must be logged out at the end of each workday.

PROJECT RELATED FILES AND DOCUMENTS

All company files, documents and spreadsheets are considered the property of CCI. All company files must reside on the shared drive. Project specific information should be filed logically within existing project or solicitation file. External hard drives or thumb drives are not to be used to store company information unless written permission is provided by your General Manager or President/CEO. Emailing work files to your personal email address is strictly prohibited unless written permission is provided by your Program Manager, General Manager, Operations Manager, Director or President/CEO. Failure to comply with this practice policy can result in termination.

SHARED DRIVE RESTRICTIONS

All efforts are made to restrict employees to files relevant to their region. Employees within each region should not be reading or viewing files on the shared drive that are not relevant to their job assignments. Unauthorized viewing of folders and files can be grounds for termination.

PERSONAL FILE STORAGE

Each employee is allowed with a “personal” area on a file server for saving files that only the user may access i.e. your “H” drive. This area is intended to be a storage facility for any files the user may create that do not need to be shared with others. It is not intended nor may it be used for permanent storage of files for proposals and jobs/projects. These must be saved in the relevant areas of the network drives. If there is doubt as to where to save material, ask your Program Manager, General Manager, Operations Manager, Director or President / CEO. Furthermore, this area is not to be used for storing personal music or video files. Employee personal areas will be intermittently monitored to ensure compliance with this policy. The company will not reimburse any lost personal music or video files that were purchased and saved to any of the company’s computers or network storage. Any such files may be deleted without notice.

COMPUTER SOFTWARE

Employees are provided with approved software. Under no circumstances is software to be downloaded or installed on computers or smartphones without express authorization from your Program Manager, General Manager, Operations Manager, Director or President / CEO. Additionally, the following are not permitted to be downloaded and used on the system without express authorization from the IT Department, as they may compromise network security:

- Web browser toolbars and add-ons; or
- Programs for downloading and reading e-mail from an employee’s personal e-mail account.

Employees are prohibited from developing or using programs that attempt to:

- Bypass system security mechanisms;
- Capture network traffic;
- Capture or decode passwords;
- Break encryption protocols;
- Replicate themselves or attach themselves to other programs; and
- Evade software licensing or copying restrictions.

LEGISLATIVE CONTROL

State and Federal Laws have been passed to govern the privacy, security and protection of computer systems, employees, and data. The system (comprising our communications devices, computer system, network, and infrastructure) is owned by the company. The system must not be used by any person in breach of any law.

Breaches may arise as follows:

- Inappropriate use of the company system;

- Use of the system with the intent of committing a serious offense; Hacking, spreading viruses, website vandalism;
- Storing lewd or pornographic material;
- Tampering, or giving information to a party which may enable tampering with the corporate firewall protection;
- Passing any computer-related information to any person or entity which may allow the security of the network to be compromised, e.g., password, IP addresses, Domain information;
- Attempting to access the computer network, or any related subscription or services under subscription or in use by the company when not employed by the company;
- Intentional disclosure of client or employee information to a non-authorized third party;
- Interfering with or altering the integrity of the system; and
- Impersonation of other individuals in communications, damaging the system, and the destruction or unauthorized alteration of data.

EMPLOYEE ACKNOWLEDGEMENTS

Employees acknowledge that internet and e-mail usage via the system is only for conducting company business. Client or third-party (non-staff) access will only be provided to persons who are provided with this policy before using the system, and use of the system will signify the employee's acknowledgement of this policy and its application to the employee.

Employees acknowledge they are specifically precluded from use of the system, including the company's Internet and e-mail, for the following:

- Excessive or unreasonable personal use, including:
 - ✓ Advertising or marketing of personal matters, products, or services;
 - ✓ Viewing or transferring of obscene, pornographic, slanderous, defamatory, harassing, vulgar, threatening, or offensive material;
 - ✓ Viewing or transferring of frivolous material not appropriate for business purposes;
 - ✓ Viewing websites for purposes other than conducting company business at times other than an employee's break or lunch, and websites viewed while on break or at lunch must adhere to all guidelines in this Communications, Computer System and Network Usage Policy;
 - ✓ Viewing websites that broadcast audio or video content not related to conducting company business;
- Unauthorized viewing or transferring of material that is confidential or proprietary to the company;
- Communicating, disseminating, or printing of any copyrighted material in violation of copyright laws;
- Hosting a Web site, or compiling, issuing, communicating, or dealing with spam and mailing lists; and
- Any other activity deemed by the company to be in conflict with the intent of this policy or contrary to the company's interest.

The above lists are not intended to be all inclusive. Further, employees must not create, send, or forward:

- Electronic chain letters;
- Unsolicited information that contains obscene, indecent, lewd, or lascivious material or other material which explicitly or implicitly refers to sexual conduct; and
- Unsolicited information that contains profane language or panders to bigotry, sexism, or other forms of discrimination.

Employees further acknowledge and agree:

- Employees act as a representative of the company when accessing the Internet, e-mail or the system;
- Employees will not engage in any activity or transmit any communication that would reflect unfavorably on the company, or that is deemed inappropriate by the company;
- Employees will not attempt to reconfigure the system in any way, e.g., circumventing blocked website URLs or adding webmail accounts to Outlook;
- All internet and e-mail materials on and from the system are the company's sole property;
- All e-mail communications with the company's clients and business partners must be treated with the same formality as would be given to a letter under the same circumstances;
- No employee may send or attempt to send e-mail that seeks to hide the identity of the sending party;
- All employees must respect the security systems in place (e.g., passwords on certain data and documents) and not circumvent any security in an attempt to access that information;
- By using the system for Internet and e-mail access, the employee knowingly and voluntarily consents to such usage being monitored and acknowledges the company's right to such monitoring; and
- The employee has no expectation of privacy whatsoever related to the use of the Internet or e-mail systems and accepts that, even when Internet and e-mail materials are erased, it may be possible to recreate the information.

LISTS AND SPAM

Employees should ensure they comply with relevant laws dealing with unsolicited material ("spam") when using the system so the company is not prejudiced by employees' activities.

Employees must not subscribe to mail-outs that are not work related or provide their work e-mail address to websites that are not work related. If employees wish to subscribe for non-work communications to be provided to them via the internet, they should use a personal e-mail account address.

SOCIAL MEDIA

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and Snap Chat; video-sharing sites such as YouTube; and e-mail) is a common means of communication and self-expression. CCI respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and

does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. However, because online postings may conflict with the interests of CCI, your social media posting must reflect the following standards.

- 1) Always be fair and courteous to co-workers, clients, or others associated with CCI, use common sense, and avoid using social media to address work-related complaints. You are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing CCI's open door policy rather than by posting complaints to a social media site. Nevertheless, if you decide to post complaints or criticisms, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. In addition, social media postings should not disparage CCI, co-workers, individuals, organizations or clients.
- 2) Never represent yourself as a spokesperson for CCI or speak in a manner which could reasonably be construed as speaking on behalf of CCI. If you choose to identify yourself as a CCI employee, make it clear that your personal views do not represent those of CCI.
- 3) Employees are prohibited from linking a personal blog or social networking site to CCI's internal or external website without permission from CCI management.
- 4) Employees are prohibited from using social media while on work time or on CCI equipment, unless it is work-related or authorized by your Program Manager, General Manager, Safety Manager or President / CEO.
- 5) Employees are prohibited from using your CCI email address to register on social networks, blogs, or other online social media tools utilized for personal use.
- 6) If contacted by the media or press about a post that relates to CCI business, employees are required to speak with their Program Manager, General Manager, Operations Manager, Director or President / CEO before responding.

Employees are personally responsible for their commentary on blogs and social networking sites. Any conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects CCI's legitimate business interests may result in disciplinary action up to and including termination. If you have any questions relating to this policy, ask your Program Manager, General Manager, Operations Manager, Director or President / CEO.

13) EMPLOYEE BENEFITS

GROUP INSURANCE PROGRAMS

You may be eligible to participate in certain company-sponsored insurance programs. Programs vary according to your job classification and are explained when you are hired. In some cases, there may be a waiting period before coverage begins.

The company intends to continue the programs indefinitely, but reserves the right to change or discontinue these plans at any time without notice or obligation. If the company terminates a program, but does not replace it with comparable benefits, every effort will be taken to notify participants. Participants will receive instruction about converting group insurance to individual policies whenever conversion privileges apply. Remember that the actual benefits provided and eligibility requirements are determined by the plan documents. For additional details please refer to the CCI Benefits Info Packet. This information is also provided annually to all eligible employees during Open Enrollment.

MEDICAL/DENTAL INSURANCE

Eligible employees may enroll in the company's health insurance and dental insurance programs. These programs offer a broad range of insurance protection that is explained in greater detail in the insurance booklets.

DISABILITY INSURANCE

Disability benefits are payable to eligible employees.

GROUP TERM LIFE INSURANCE

Eligible employees will receive life insurance based on their individual company guidelines.

WORKERS' COMPENSATION INSURANCE

As a company employee, you are insured in a state program designed to protect you against medical costs incurred from on-the-job accidents or injuries and for work time lost as a result of such accidents or injuries.

RETIREMENT PLAN

The company offers a 401(k) plan to eligible employees to help prepare for retirement.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The company provides an employer-paid EAP. It is a confidential assistance program to help address personal issues you and your dependents may be facing. There are unlimited telephone assessments and consultations. You are also permitted five face-to-face confidential sessions per year with a

counselor, financial planner, or legal advisor. The five sessions are a combined total for you and your family. The telephone consultations are available 24 hours a day, seven days a week. Call: 1.800.854.1446, or access on-line at www.lifebalance.net – user ID and password are both: lifebalance.

Employees do not jeopardize their job or future promotional opportunities by asking for help.

HOLIDAYS

Recognized holidays for CCI employees will follow the observed Federal Holidays as defined by the U.S. Office of Personnel Management – website provided below:

http://www.opm.gov/operating_status_schedules/fedhol/

1. New Year's Day
2. Birthday of Martin Luther King, Jr.
3. Washington's Birthday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans Day
9. Thanksgiving Day
10. Christmas Day

CCI, non-Service Contract Act (SCA) employees, will also receive the day after Thanksgiving off in addition to the 10 Federal holidays listed above. Employees that are hired under an SCA contract will not receive the day after Thanksgiving.

The above list of holidays may be adjusted by management to align with contract requirements or for other reasons.

Part-time employees who are eligible for holidays will receive them on a pro-rata basis.

If a holiday falls during your vacation, the holiday will not count as a vacation day. If an hourly (non-exempt) employee is required to work on a holiday, he/she will be compensated for all hours worked in addition to the holiday hours. Holiday hours do not count toward overtime totals.

Exempt staff unable to take the scheduled holiday due to their work load are paid the holiday hours in addition to their salary.

In order to be receive Holiday pay you must be in paid status prior to the Holiday (i.e. if you are on LWOP you will not receive Holiday pay, etc.).

PAID TIME OFF (PTO)

Eligible employees receive PTO at a rate based on years of service. PTO is earned on a per pay period basis. Eligible part-time employees earn PTO on a pro-rata basis. Once accrued, PTO is owned; balances are payable to employees upon termination.

SCA employees may be subject to different accruals and should reference their specific contracts for details or contact their Program Manager, Safety Manager, General Manager or President / CEO.

Level	Years of Service	Accrual Rates		
		Days per Year	Hours Per Year	Hours Per Week
1	1 st	15	120	2.31
2	2 nd – 4 th	20	160	3.08
3	5 th – 9 th	25	200	3.85
4	10 th and Greater	30	240	4.62

Employees do not earn PTO benefits during a leave without pay.

At fiscal year-end (March 31st), employees may not accrue more than 320 hours. Balances above the maximum will be cashed out automatically at CCI fiscal year end (March 31st).

PTO hours may be cashed out by an employee after a submitting a PTO Cash-Out Request form to Payroll. PTO cash out requests cannot drop balances below 80 hours. Employees may submit up to three requests for PTO Cash-Outs per fiscal year.

When possible your PTO will be scheduled at the time requested by you, but company needs to ensure proper service and production coverage will have priority. PTO requests made ahead of time are more likely to be honored. If a conflict occurs between two employees in scheduling time off, the employee who requested the time off first will take preference if management determines proper service and production levels can be met.

BEREAVEMENT LEAVE

In case of a death in your immediate family, you may receive up to five working days of paid leave. This time off is intended to be used to attend memorial services, as well as to attend to associated family matters. Immediate family includes your parents, grandparents, siblings, spouse, children, or grandchildren. Part time employees will be paid in daily hour equivalents to their normal work schedule, i.e. four hour per day employees will be paid four hour days in bereavement.

JURY DUTY

Serving on a jury is a fundamental responsibility of citizenship and, unless business necessity requires it, the company will not ask you to be excused from or postpone jury duty. If you are serving on a jury, you

will be required to endorse the check paid to you by the court to CCI (you will receive your regular earnings). You will also be required to get proof of attendance from the clerk before you leave to be compensated for your time without drawing down your PTO. You are expected to work your regular work schedule on days when court is not in session, and work the remaining part of your scheduled shift if you are excused from court for four hours or longer.

UNPAID LEAVES OF ABSENCE

A leave of absence is a privilege the company may extend to qualified employees for specific periods of time under certain circumstances. It allows you to take short amounts of time off from work for medical or personal reasons. The leave is without pay.

A leave of absence must be requested in writing and submitted to your immediate Program Manager, General Manager, Operations Manager, Director or President / CEO as soon as the need for such a leave is known and approval is required. Failure to return from leave on or before the agreed-upon date may result in termination.

MILITARY LEAVE OF ABSENCE

A military leave of absence will be granted to employees absent from work because of service in the United States uniformed services (including National Guard) in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

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

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

FAMILY MEDICAL LEAVE ACT (FMLA)

If you are a regular full-time employee who has worked at least one year and at least 1,250 hours over the last 12 months, you may be entitled to 12 work weeks of unpaid leave for the following reasons:

- For the birth and care of your newborn child;
- For placement with you of a child for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or

- To take medical leave when you cannot work because of a serious health condition (including victims of domestic violence).

If both parents are employed by the company, they are together entitled to 12 work weeks of unpaid leave in a 24-month period, and leave will be granted to only one parent at a time. Parental leave taken for the care of a newborn or newly adopted child must be completed within 12 months of the child's birth or placement for adoption. Medical leave for the care of a terminally ill child is restricted to one leave per child.

On January 28, 2008, FMLA was amended to extend leave protections to the families of U.S. Armed per Forces members. This amendment permits a "spouse, son, daughter, parent, or next of kin" to take up to 26 workweeks of leave to care for a "member of the Armed Forces, including National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness."

If you wish to take leave you must give at least 30 days' written notice in advance of the anticipated date of delivery or placement for adoption, and 14 days' notice for leave due to a child's terminal illness, stating the dates during which you intend to take the leave (if practicle). If you do not have sufficient notification to give the company the required notice, you must give notice as soon as possible.

The company may require confirmation by a health care provider of the need for or dates of the leave. The company may, at its expense, obtain an opinion from a second or third health care provider of the company's choosing regarding the same information.

Upon returning from a family leave, you are entitled to return to the same position held when the leave commenced or to a position with equivalent benefits and pay. If, due to a change in your circumstances neither of these options is possible, you will be reinstated in any other vacant position for which you are qualified. Some exceptions apply to this entitlement.

You must use any other accumulated leave, paid or unpaid, to which you are otherwise entitled while on this leave.

During the leave, you will not lose any benefits that accrued before the start of the leave. You will not be entitled to accrue benefits during a family leave, but will be allowed to continue medical, dental, and vision coverage on the same terms as if you had continued to work, in accordance with state and federal law.

The law governing this leave is complex and it is difficult to cover all details in this Handbook. If you are interested in taking family medical leave contact your Program Manager, Operations Manager, General Manager or the President / CEO.

MATERNITY LEAVE

The company is committed to protecting the rights of expectant mothers and complying with Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978. Our policy is to treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other employees unable to work because of their physical condition.

The company recognizes eligible employees' rights and responsibilities under FMLA, applicable state and local family leave laws, and the Americans with Disabilities Act.

Regular full-time employees are entitled to the greater of 90 calendar days or days required by applicable state law for unpaid maternity leave following the birth or adoption of a child. Available PTO may be used to cover part or all of this leave.

When the employee returns to work, she is entitled to return to the same or equivalent job with no loss of service or other rights or privileges. If the employee does not return to work at the end of her maternity leave, she will be considered to have voluntarily terminated her employment with the company.

NURSING BENEFITS

The company recognizes and supports the unique needs and legal rights of nursing mothers. The company will secure a private space (other than a bathroom) with an electric outlet for the use of nursing mothers during the work day. The company will provide reasonable unpaid breaks for nursing mothers up to one year following the child's birth. If reasonable, the company will provide access to a refrigerator. If applicable state laws deviate from this policy, the company will provide the greater of this policy or the applicable state law.

If private space is needed, please submit your request as soon as reasonably possible so the company can arrange a location. When the private space is no longer needed, please contact management.

LEAVE WITHOUT PAY NOT INCLUDING THOSE LISTED ABOVE

Some employees on rare occasion due to situations other than described above require time off without an adequate PTO balance to cover the outage. These types of situations of LWOP require the approval of the General Manager and / or Operations Manager with notice to the President/CEO. If an employee utilizes this category of LWOP more than twice in a fiscal year they are subject to termination. Unpaid leave of absence will not be authorized until all available paid leave is exhausted. Once paid leave is exhausted, leave without pay may be authorized in eight (8) hour increments.

14) EMPLOYEE ACKNOWLEDGEMENT

I certify that I have received, read, and understand the **CCI Employee Handbook**, dated April 2018, a copy of which has been provided to me. I also understand that the statements contained in the Employee Handbook are not a contract and that my employment with CCI is at will. I also understand the Employee Handbook and its policies, practices, and procedures may be changed by the company at any time, and that any prior manuals issued by the company are no longer in effect.

Signature

Printed Name

Company That You Are Employed In

Date