

# HUNT

Electric Corporation



## EMPLOYEE HANDBOOK

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## WELCOME

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On behalf of everyone at the Company we would like to welcome you. We are excited you have decided to join the Hunt team!

Whether you have just joined our staff or have been at the Company for a while, we are confident that you will find our company a dynamic and rewarding place in which to work and we look forward to a productive and successful relationship with you.

Our goal is to provide high quality service to our customers and to do it more efficiently and economically than our competitors. By satisfying our customers' needs, they will not only continue to do business with us, but they will recommend us to others. Therefore, your work directly influences our company's positive reputation.

We consider the employees of the Company to be one of its most valuable resources. Your contribution is very important to our success. We are proud of our reputation for doing great work; and we know the only way to preserve and enhance that reputation is to work hard every day to meet our customers' needs.

We hope you will find your work at the Company to be both challenging and rewarding.

Thank you, and welcome!

## PURPOSE AND DISCLAIMER

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This Employee Handbook (sometimes referred to as the "Manual") is designed to introduce you to the organization, familiarize you with Company policies as they pertain to you as an employee, provide general guidelines on work rules, procedures and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions such as the eligibility for a benefit or the applicability of a policy or practice to you, you should address your specific questions to Human Resources.

The information contained in this handbook applies to all employees of the Company that are non-bargaining, non-union employees. The Company's union employees are governed by collective bargaining agreements which are not discussed in this handbook.

This handbook nor any other Company document is a contract of employment. Nothing contained in this handbook is intended to create or imply a contract for employment or for the provisions of any employment benefit, nor does it guarantee any fixed terms and conditions of your employment. Nothing in this Manual alters an employee's "at-will" status. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No manager or other representative of the company, except the President, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The Company reserves the right to change, suspend, or eliminate any or all matters contained in this handbook and all other policies, rules, and procedures at any time without prior notice. The company retains

sole discretion to interpret the provisions of this handbook and to depart from those provisions or any other Company policies, rules or procedures if the Company determines such action is appropriate.

It is the intent of the Company to comply with all applicable federal, state, and local laws. The provisions of this handbook supersede the provisions of all other previous handbooks, manuals, policies, rules and procedures that address the subjects covered in this handbook or are inconsistent with this handbook. All such previous corporate handbooks, manuals, policies rules and procedures are expressly revoked.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

This handbook and the information in it should be treated as confidential. No portion of this manual should be disclosed to others, except the Company employees and others affiliated with the Company whose knowledge of the information is required in the normal course of business.

You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth. All Company Policies and Procedures can be found on the Company shared server.

## STANDARDS OF BUSINESS CONDUCT

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### EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of the Company to provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity and affirmative action Executive Orders, statutes, regulations and rules of federal, state and local government bodies and agencies.

The Company will not discriminate against any employee or applicant for employment because of their race, color, creed, religion, sex, national origin, age, genetic information, disability, marital status, sexual orientation, status with regards to public assistance, status as a disabled, recently separated, Armed Forces service medal or other protected veteran or any other characteristic protected by applicable federal, state or local laws. In addition, the Company has in place and communicated to all employees a strict policy prohibiting the harassment of any applicant or employee based on their legally-protected characteristics including race, color, religion, national origin, sex, disability and status as a covered veteran.

The Company ensures that all of its employment practices are free from discrimination and harassment including, but not limited to, hiring, upgrading, demotion, transfer, recruitment and recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training.

The successful attainment of equal employment opportunity and affirmative action requires the maximum cooperation of all employees. Although the Company's executives, managers and Human Resources are primarily responsible for seeing to it this policy and all of the Company's EEO-related policies are supported and implemented, all employees share the responsibility for assuring that their actions comply with it.

The CFO has been designated as the Equal Employment Opportunity (“EEO”) Officer for the Company. The EEO Officer is responsible for advising you on all matters pertaining to equal employment opportunity and affirmative action. The EEO Officer is responsible for developing the Company’s EEO and affirmative action programs, documenting the results of the Company’s efforts to ensure equal employment opportunity and developing and maintaining all required EEO and affirmative action reports and records. Any applicant or employee who has any questions or concerns about the Company’s Equal Employment Opportunity & Affirmative Action (“EEO/AA”) Policy or programs or believes he or she has been treated in any way that violates them is encouraged to contact their immediate manager, the EEO Officer or Human Resources.

## PROHIBITED HARASSMENT

The Company is committed to providing a work environment that is free of unlawful harassment. Harassment on the basis of protected classification (race, color, creed, religion, sex, national origin, age, disability, sexual orientation, marital status, status with regard to public assistance, or any other characteristic protected by Federal, State or local law) including sexual harassment, is prohibited.

Such harassment violates the law, creates an offensive working environment, decreases productivity, adversely affects positive working relationships, increases cost to the company and tarnishes the image of the company and everybody associated with it.

No employee, vendor, or customer may engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, color, creed, religion, national origin, sex, marital status, disability, age, status with regard to public assistance, sexual orientation, or any other categories protected by Federal, State, or local law, if the conduct has the purpose or effect of unreasonably interfering with the person's work performance; or otherwise adversely affects that person’s employment opportunities.

The following are examples of prohibited harassment; however, this list is not all inclusive. If you have a question about whether conduct is permissible under this policy, you should discuss it with your manager or Human Resources.

- Epithets, slurs or negative stereotypes
- Intimidating or hostile acts based upon protected classification
- Written or graphic material that denigrates or shows hostility or aversion to persons of a protected classification and that is posted or circulated on company property.

## *SEXUAL HARASSMENT*

One specific kind of offensive behavior prohibited by law is sexual harassment. Sexual harassment is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. Sexual harassment is defined as making unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature a condition of an employee’s obtaining employment or continuing employment; making submission to or rejection of such conduct the basis for employment decisions affecting an individual; creating an intimidating, hostile or offensive working environment or otherwise substantially interfering with an individual’s employment by such conduct.

The following are examples of sexual harassment; however, this list is not all inclusive:

- Unwelcome sexual flirtations, propositions, and invitations to social events
- Offensive physical contact or physical closeness

- Use of words of a sexual nature describing body parts or sexual acts, telling "suggestive" jokes or stories, and conversations about sexual exploits or sexual desires
- Displaying in the workplace sexually suggestive objects, pictures, cartoons, or representations of any action or subject which is sexual in nature and which can be perceived as offensive
- Sabotaging an employee's character, reputation, work effects, or property because of sex
- Direct and indirect suggestions that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend in any way on the granting of sexual favors or relations

The Company is unable to respond to an employee's concern about prohibited harassment if the organization is not aware that such conduct is occurring. An employee who believes that they have been subject to harassment prohibited by this policy should report the incident immediately to your manager, Human Resources or the President, regardless of who committed the offense, including third-party employees, co-workers, managers, vendors, or any other person in the workplace.

Any employee experiencing prohibited harassment is encouraged to tell the person responsible for the behavior to stop. While this step is not required to make a complaint under this policy, the Company wants to encourage a culture where its employees feel free to object to offensive behavior.

Making a false or fabricated complaint of harassment will be treated very seriously. Any employee who is found to have made such a complaint will be subject to discipline, up to and including termination of employment.

If the behavior does not cease after confronting the harasser, an investigation will occur. The employee making the complaint will be asked to put the facts surrounding the offensive conduct or communication in writing. All complaints will be addressed as promptly as feasible either by investigation or other means appropriate under the circumstances. An investigation may include interviews with the employee making the charges, the accused employee, and appropriate witnesses, depending upon the individual circumstances of the matter. Employees who make complaints of harassment or who participate in an investigation will be expected to fully cooperate by providing complete and accurate information as requested.

Determination of whether prohibited harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of harassment alleged, the context in which the alleged harassment occurred, and any other facts deemed relevant. The employee making the complaint will be advised of the final disposition of the matter.

Retaliation against any employee who makes a complaint or who participates in any investigation is prohibited. Any employee who feels that they have experienced retaliation under this policy should immediately report it to their manager or Human Resources.

A violation of this policy may be grounds for disciplinary action, up to and including immediate termination of employment, or other appropriate action. Discipline, if any, will be determined on a case-by-case basis, after a review of relevant information. The Company's policy is to follow all applicable anti-harassment laws.

## AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the Company's policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job. Accommodations will be made unless doing so causes direct harm to these individuals or others in the workplace and the harm cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Company. Employees should contact Human Resources with any questions or requests for accommodation.

## CODE OF BUSINESS ETHICS AND CONDUCT

The reputation of the Company's integrity, skill, and responsibility is one of our most important assets. No amount of money or salesmanship can purchase this asset or repair it if damaged. The standards of conduct summarized in these Guidelines are intended to preserve and strengthen this asset.

You have the right and responsibility to protect our Company from conduct that can threaten our day-to-day operations, our reputation, and our future growth. It is imperative that you speak up and address conduct that violates this code of conduct.

The Employee Helpline is a confidential resource for employees to: 1) report questionable activities; 2) ask for guidance on any business conduct related issue; or 3) make the Company aware of any suspected unethical or illegal conduct or violation of our Standards of Business Conduct or of any other Company policies.

- Employees may report online at [www.intouchwebsite.com/huntecsihelpline](http://www.intouchwebsite.com/huntecsihelpline)
- Or call anytime, day or night: (833) 235-2784

Concerns are addressed promptly and fairly. Our Company does not tolerate any form of retaliation against anyone who makes a good faith report of potential misconduct or helps with an investigation. Reports are accepted anonymously when permitted by law.

## STANDARDS OF CONDUCT:

Each employee is expected to act in accordance with the following standards set forth in this code; Act with Integrity, Avoid Conflicts of Interest, Abide by the Gifts, Entertainment and Hospitality practices, and act fairly and ethically regarding decisions involving Vendors, Supplier and Subcontractor practices. Each of these is detailed below. The following Standards cannot address every possible situation you may encounter in your everyday work. The Company relies on you to use these Standards as well as your good judgement and



conscience to guide your behavior. If any action or activity seems illegal or unethical, it probably is. If you are unsure, ask a coworker, your manager, Human Resources or contact the Corporate Hotline.

### *INTEGRITY*

The connection we share with our customers, vendors, suppliers and the communities we serve is a privilege, one we must never take for granted. We recognize that our continued success depends upon a commitment to conduct business with honesty, integrity, and in compliance with the law everywhere we operate. For this reason, the Company has established a Standard of Business Conduct.

Our Standards of Business Conduct (“Standards”) are a reflection of that commitment and provide you with the information you need to do the right thing on the job and preserve the reputation we have earned as an ethical company.

As an employee you have the responsibility to:

- Act with integrity and honesty on the job.
- Comply with all applicable laws and regulations when performing your duties.
- Be familiar with the Standards, follow them at all times, and seek help when you have a question.
- Share concerns about any conduct that violates our Standards.

We are committed to compliance with our Standards. Anyone who violates them is subject to disciplinary action, up to and including termination. Remember, one your best resources for solving an ethical dilemma is your conscience. If an action you’re contemplating feels dishonest, unethical, or illegal, it probably is.

If you are a manager, you have a greater level of responsibility. We look to you to model ethical behavior and promote a workplace where employees feel comfortable coming forward with concerns or questions. Our Company is committed to open, free, and effective communication, so promote an open-door policy, be a good listener, and work to earn the trust of your co-workers.

### *CONFLICTS OF INTEREST:*

To deliver our very best, each of us has an obligation to make objective decisions on behalf of the Company and avoid situations where a conflict of interest (or an apparent conflict) exists between the Company’s interests and our own, personal interests.

It is impossible to list all of the situations that could present a possible conflict of interest but there are some situations where conflicts often arise and it’s important for you to be familiar with these and take appropriate action when you see or are involved with one.

- Doing business with family can present a conflict of interest. Even if you work to remain objective the appearance of a conflict cannot be avoided. For this reason, you are prohibited from doing business with a family member or any company where a family member has a financial interest. We recognize that this type of conflict may arise in our industry and potential conflicts should be reviewed by a senior manager.
- Be careful working for or investing in other companies. Working for or having a material financial interest in a company that competes with our Company is a conflict of interest. A conflict can also arise if you work for a company that has no association with ours, but your work interferes with the time, talent, and energy you bring to the work you do for our Company. Therefore, if you are considering investing in such a company, starting your own business, or accepting a second job, talk to your manager to make sure there is no conflict.

### *GIFTS, ENTERTAINMENT, AND HOSPITALITY:*

The exchange of gifts is often a common business practice and one that can build goodwill among the companies with which we do business, but when gift giving becomes lavish or frequent, it can suggest something improper. That's why we have policies in place to help you determine what's appropriate- and what's not- in terms of giving or receiving gifts.

Our policies are designed to comply with the law, and when giving a gift, comply with the company policies of the person receiving the gift. It is important that employees ensure company success is based on the merits of our products and services, not the gifts we make or receive and that the Company does not engage in any activity that would compromise our professional judgment or suggest favorable or preferential treatment.

Gifts are anything of value and includes tangible items such as clothing or sporting equipment, but also includes intangible items such as discounts, services, loans, favors, special privileges, rights, or benefits not available to the general public. Gifts also include meals, entertainment, hospitality, vacations, trips, tickets to events, golf outings, etc.

Under no circumstances should you ever solicit a gift from any person or company that is doing-or seeks to do—business with us unless it is for charitable purposes and no employee receives any benefit.

Offering gifts to keep or earn business is unethical and in many cases illegal. Be sure to understand the rules and ask questions if you are unsure if a gift is acceptable. In general, you should never give a gift that:

- Is, or could be reasonably perceived to be, an inducement to do business with our Company.
- Would be considered excessive under the circumstances.
- Would violate our Standards or those of the recipient.
- Would be contrary to the interest of the Company.
- Is different from what you reported to the Company.

From time to time you may be offered gifts from a person or company that does or is seeking to do business with us. Use the following information to guide your decision-making and ask for help if you are ever unsure of the proper course of action. Note that this policy applies whether you are personally offered a gift or if a gift is offered for the benefit of a specific group or department or if the gift is offered as a prize to be distributed at a company event.

- Gifts from persons or companies seeking to do business with us are never acceptable and should be declined.
- Gifts of cash are never acceptable and should be declined.
- Gifts not worth more than \$100.00 may be accepted so long as the value of all gifts in any one calendar year from such person or company does not exceed \$100.00
- Gifts greater than \$100, but not more than \$500 are subject to the “ordinary course of business” test.

Ask yourself:

- Would the gift be considered customary given your job duties, job title, and seniority? If the gift was reported in the media would others think favorably of you? Of our Company?
- Would the gift complement or enhance an existing business relationship? For offers of hospitality or entertainment, is the person extending the offer going to attend with you?
- If the answer to these questions are “yes” based on your good faith assessment, you may accept the gift.

- Any gift in excess of \$500.00 or any gift that involves overnight travel should be discussed and approved with your manager.

This is a general framework for decision-making. Keep in mind, we never accept any gift if it would compromise our professional judgment or suggest favorable or preferential treatment. If you have any questions regarding this policy, please ask your manager, or consult with Human Resources.

#### *VENDORS, SUPPLIERS, AND SUBCONTRACTORS*

Be fair and ethical in all purchasing decisions. If you purchase products or services for the Company, put the Company's interests first and seek to obtain the maximum value for the money spent consistent with Company policy.

Treat all vendors fairly, honestly, and courteously. Avoid unfair buying tactics and favoritism, and never take unfair advantage of any vendor through manipulation, concealment, misrepresentation of material facts or any other unfair practice.

We are committed to having our suppliers reflect the same diversity that we seek in our workforce. Work to identify minority and women owned business enterprises and include them in our purchasing process.

## EMPLOYMENT PRACTICES

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### CONFIDENTIALITY

Protecting Company and customer information is very important to the Company's success. Employees of the Company may have exposure to confidential information that is not available to the general public, including but not limited to information regarding the Company's employees; various compensation information; trade secrets; financial data and information; customer lists; price lists; sales information; contracts; acquisition strategies and other various business matters. This proprietary and confidential information is defined as "Confidential Information". Business information should not be discussed with anyone employed or not employed by the Company, except as may be required in the normal course of business. Information considered confidential is only to be discussed outside the organization or within the organization on a "need to know" basis. If an employee questions whether certain information is considered confidential, they should first check with their immediate manager.

Those employees authorized to have access to Confidential Information are responsible for its security and for not disclosing it to individuals who do not have authority to receive the information. An employee's inappropriate disclosure of confidential or proprietary information may result in discipline, up to including termination of employment and appropriate legal action. In addition, as a condition of employment, employees agree not to divulge or disclose to anyone, except in the responsible exercise of their job, any such Confidential Information, whether or not it has been designated specifically as "confidential".

All inquiries from the media must be referred to John Axelson, President, at 651-643-6601.

## ACCEPTABLE USE

The following guidelines have been established for using the Internet, company-provided cell phones, credit cards and e-mail in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. Users must lock the screen or log off when the device is unattended.
- Forbidden actions include using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the Company or be contrary to the Company's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others.
- Employees should not open suspicious e-mails, pop-ups or downloads. Employees must contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Users may not store or electronically transmit credit card data unless previously authorized and within the current legal limits of data security.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

### *RIGHT TO MONITOR*

All company-supplied technology and company-related work records belong to the company and not to the employee. The Company reserves the right to monitor use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

### *SOCIAL MEDIA*

Below are guidelines for social media use.

- Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants.
- Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, employees or applicants.

The Company may monitor content on the Internet. Policy violations may result in discipline up to and including termination of employment.

See [Acceptable Use Policy](#)

See [Credit Card Policy](#)

## EMPLOYEE PHOTOGRAPHS, IMAGES AND VIDEOS

The Company may at times use employee photographs, images and/or videos for purposes related to its business including advertising, marketing or for any other commercial or lawful purposes. These materials are the property of the Company, will not be returned and may be edited, copied, exhibited, published or broadcasted at any time by means of any media, including print, video presentations, news bulletins, mailings, brochures, website placements or other digital delivery of publication. Employees are not entitled to royalties or other compensation arising or related to the use of their photograph, image and/or video. The Company shall be held harmless, forever released and discharged from all claims, demands and causes of action which the employee or any other persons acting on their behalf or behalf of their estate. Employees who sign the Employee Handbook Acknowledgment and Receipt form are confirming they have read and fully understand the contents, meaning and impact of this section.

Employees who wish to retain their right of privacy associated with their photograph, image and/or video as well as the right to inspect or approve the finished product, including written or electronic copy, as stated above, must contact Human Resources.

## INSPECTION OF PROPERTY

The Company reserves the right to conduct, without notice, searches and inspections of all Company property used by its employees including but not limited to an employee's work area, desk, files, computer, voice or electronic mail and company vehicles. Except as the law may otherwise provide, employees do not have a right to privacy while working on the company's premises; engaged in business off premises; using any materials, vehicle, equipment, space, or systems provided by or owned by the Company. Employees are advised that if they do store personal data or property in the Company facilities, vehicles or equipment, they do so at their own risk and with the understanding that they have no right to or expectation of privacy. Any employee who refuses to submit to a search or is found in possession of prohibited articles may be subject to disciplinary action, up to and including termination of employment.

## EMPLOYMENT VERIFICATIONS

The Company reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment. Additional checks such as a driving record or credit report may be made on employees for particular job categories, if appropriate and job related. When additional checks are warranted, the Company will obtain a verification form signed by the employee.

For employment reference checks and employment verification for financial purposes (such as a vehicle loan application), the Company will only provide the following specific employment information if requested by a third party: job titles and dates of employment. The Company will provide wage information if a written authorization form signed by the employee is provided.

## INTERNAL TRANSFERS AND PROMOTIONS

The Company offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is in the Company's best interest.

Employees must indicate their interest in the position by contacting the Human Resources Department and providing their resume. If an interview is granted, the employee must notify their manager.

To be considered, employees should have a satisfactory performance record and have no disciplinary actions during the last six months. Management retains the discretion to make exceptions to the policy.

## PERFORMANCE EVALUATIONS

The Company is committed to providing employees with feedback both formal and informal about their performance on the job. Managers will strive to provide on-going performance feedback. In addition, the employee's manager will formally discuss and document their performance on a semi-annual basis.

Employee performance appraisal discussions may include a review of the employee's strengths, identify any areas needing improvement, and goals and objectives that need to be achieved. Specific performance problems may be addressed outside the performance appraisal cycle through either informal discussions or formal disciplinary action.

## PERSONNEL RECORDS

An employee's official personnel record is maintained in the Human Resources Department and is kept confidential. Copies of an employee's personnel record will not be made without Human Resources approval. Access to review records and copies will be administered according to Federal and State laws. Access will only be given to individuals authorized by Human Resource who are on a need-to-know basis or by external organizations and representatives with an authorized release form signed by the employee.

Active employees have a right to review their personnel file once every six months while employed with the Company. Terminated employees have a right to review their personnel file once annually for as long as the Company maintains the record. Active and terminated employees must submit a good faith, written request to Human Resources to review their file. Within seven working days of receiving the employee's request (within 14 working days if the personnel records are stored out of state), the Company will make the original or an accurate copy of the employee's file available for review.

Employees will have access to their file during normal operating hours either at their job site or at a nearby location, however the review does not need to take place during the employee's working hours. Employees are not permitted to remove any documents from the personnel file. The Company requires that this review take place in the presence of a Company representative. After the employee has had an opportunity to review their file, they may make a written request for a copy of the record. The Company will provide the active or terminated employee with a copy of their file at no charge.

If, after reviewing the file, the employee disputes specific information contained in the record, the Company may agree to remove or revise the disputed information. If no such agreement is reached, the employee is entitled to submit a written statement of no more than five pages explaining their position. This position statement will be included in the employee's file, along with the disputed information, for as long as the Company maintains the record. The Company will not retaliate against an employee for asserting their rights under the Minnesota Personnel Record Review and Access Act and other applicable State and Federal laws.

## SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS

Employees may not engage in solicitation during working time. “Working time” does not include breaks or meal time (whether paid or unpaid), or the time immediately before or after the start of your shift. “Working time” refers to the working time of the person doing the soliciting as well as the working time of the individual being solicited.

Employees may not distribute literature or printed material of any kind during working time or in working areas. This policy does not restrict solicitation, or the distribution of literature related to the Company’s business functions or limited employer-sponsored charitable solicitation. Individuals who are not employed by Hunt may not solicit or distribute literature for any purpose at any time on the premises.

Employees may occasionally request to communicate with their coworkers to advertise personal items for sale or to participate in fundraisers for non-profit organizations, children’s groups/schools, and other non-work-related events. This policy does not restrict solicitation, or the distribution of literature related to the Company’s business functions or limited employer-sponsored charitable solicitation.

The Company allows use of the lunch room to disseminate such information. Nothing is to be pinned, taped or otherwise fastened to finished walls or trim. Any questions on whether something is acceptable to post should be reviewed by Human Resources.

In respect for the efficiency of others, please do not use work e-mail, voicemail, or other resources, to solicit or distribute non-work-related materials.

## PROGRESSIVE DISCIPLINE

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their job duties to the best of their ability and to the standards as set forth in their established job duties.

The use of progressive discipline is used to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Outlined below are the steps of our progressive discipline policy and procedure.

The following outlines the Company’s progressive discipline process:

- Verbal Warning
- Written Warning
- Final Written Warning/Performance Improvement Plan
- Termination

The Company reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including verbal and written warnings, demotion and termination. The Company reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense.

## ATTENDANCE AND PUNCTUALITY

One of the main goals of the Company is to provide exceptional and efficient service to our customers. Part of this includes uninterrupted services. Therefore, employees are required to be at work when scheduled. Each department or work site establishes work hours as required by its workload, staffing needs, customer needs and resources. It is the employee's manager's responsibility to ensure appropriate numbers of employees are scheduled. This may require changes in work hours or the number of hours an employee work.

Employees are expected to be promptly at their work area at the start of their work day and after breaks and work their entire scheduled shift. When it is necessary to be absent or late to work, employees must provide notice according to the Attendance Policy. Irregular and unreliable attendance, unscheduled absences and excessive absences may result in corrective action, up to and including termination.

See [Attendance Policy](#)

## WORK HOURS

A work hour is any hour of the day that is worked and should be recorded to the nearest 15 minutes. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Saturday (12:00 a.m.) and ending on Friday (11:59 p.m.). The usual workweek period is 40 hours. Business office hours of operation are from 6:00 a.m. to 6:00 p.m. and core business hours are 9:30 a.m. to 2:30 p.m. Monday through Friday. Daily work schedules may vary in starting times and are established based on the needs of each department.

The Company provides alternative work schedules and remote work options to eligible employees to allow for productivity efficiencies and to minimize commuting time. Meeting the needs of our customers must remain the top priority of all employees when determining an employee's work schedule. All work schedules must be approved by an employee's manager and may vary by position or department.

See [Compensation and Hours Policy](#)

See [Alternative Work Schedule Policy](#)

See [Remote Work Policy](#)

## DRESS CODE

The Company expects employees to present a professional, business image to our customers, subcontractors, vendors and the general public in keeping with our role as an industry leader. Below is an outline of appropriate and inappropriate appearance for the Company's workplace.

### *BUSINESS TRADITIONAL*

Business Traditional wear must be worn Monday through Thursday. Appropriate Clothing Includes:

- Dress button down long/short sleeve shirts, sweaters, cardigans blouses, knit shirts and polo collared shirts
- Professional attire such as dress pants/trousers, capris, tailored pantsuits/sport coats, business-like dresses, skirts and tailored khakis (Dockers)
- Dress leather shoes, boots, flats and dress sandals
- Ties and scarves



- Company logo wear that meets the above criteria

#### Inappropriate Clothing Includes:

- Jackets, windbreakers, hooded zip-ups, sweatshirts, t-shirts and overalls
- Jeans, shorts, skorts, Bermuda's, sweat pants, yoga wear or gym clothes
- Work boots, athletic shoes, tennis shoes and flip flops
- Hats and caps
- Any clothing with derogatory emblems, signs, words, objects or pictures
- Clothing that is revealing, distracting, ill-fitting or disruptive to the work process, such as clothing exposing midriff, short skirts or short dresses
- Clothing with holes, tears, cuts or excessive wear

#### *CASUAL FRIDAY*

Casual Friday wear can be worn on Fridays and special announcement days. Appropriate Clothing Includes:

- Jeans, khakis and capris
- Polo collared shirts, company logo wear, sport coats, jackets, windbreakers, sweaters and blouses
- Loafers, flats and dress sandals

#### Inappropriate Clothing Includes:

- Shorts, skorts, Bermuda's, sweat pants, athletic wear or gym clothes
- Work boots, athletic shoes, tennis shoes and flip flops
- Hats and caps
- Any clothing with derogatory emblems, signs, words, objects or pictures
- Clothing that is revealing, distracting, ill-fitting or disruptive to the work process, such as clothing that exposes midriff, short skirts or short dresses
- Clothing with holes, tears, cuts, worn or excessive wear

#### *GROOMING*

- All employees should maintain a clean and groomed appearance
- Cologne, perfume and aftershave should be subtle as others could be sensitive to or have allergies to certain fragrances

#### *EXCEPTIONS*

Appropriate dress may differ for individuals who are temporarily office on a project site. In certain cases, "Casual Friday" may apply throughout the week. These are specific cases that should be discussed with a supervisor. Individuals that spend part of the day at a project site or with a customer for which casual dress is more appropriate should exercise discretion. Employees' traveling to project sites for one hour is not an acceptable reason for inappropriate dress in the office. There may be instances where a change of clothes is necessary.

Reasonable accommodations will be made for employees' medical conditions or religious beliefs in terms of workplace attire unless the accommodation creates undue hardship or presents a safety issue. The accommodations will be balanced with the business appearance to the public and employees requesting should be referred to Human Resources.

Should an employee fail to meet these standards, as determined by the employee's supervisor and/or Human Resources, the employee will be asked to go home and change. Hourly paid employees will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards. Progressive disciplinary action will be applied if dress standard violations continue.

## LEAVING THE COMPANY

Separation of employment within the Company can occur for several different reasons.

- **RESIGNATION:** Although we hope an employee's employment with the Company will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice in writing, to facilitate a smooth transition out of the organization.
- **RETIREMENT:** Employees who wish to retire should notify their manager and Human Resources in writing at least one (1) month before the planned retirement date.
- **JOB ABANDONMENT:** Employees who fail to report to work or contact their manager for two (2) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The manager must notify Human Resources at the expiration of the second workday. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **INVOLUNTARY TERMINATION:** Employees of the Company are employed on an at-will basis, and the company retains the right to terminate the employment relationship at any time, with or without prior notice, for any reason not prohibited by law.

## *RETURN OF COMPANY PROPERTY*

The separating employee must return all company property at the time of separation, including cell phones, keys, building access cards, PCs, monitors, printers, employee handbook and materials obtained or created during the course of business. Failure to return some items may result in deductions from the final paycheck, in which an employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

For those employees separating voluntarily, they should contact Human Resources as soon as notice is given to schedule an exit interview.

## REHIRE

Former employees who left the Company in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to Human Resources, and the applicant must meet all minimum qualifications and requirements of the position. An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Managers must obtain approval from the President prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure may be considered in calculating longevity for certain benefits depending on the gap of employment.

# HEALTH AND SAFETY

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## SAFETY

Employees should familiarize themselves with the location of fire extinguishers, first aid kits, and emergency exits in the Company's facility. Full and active participation and support by each employee is essential to the success of the Company's safety program. For details on safety policies and procedures, please contact the Safety Department or reference the Safety Manual.

## WORKPLACE VIOLENCE

The Company is committed to providing a safe work environment. Employees who engage in violent acts, bullying or behavior that threatens, intimidates or coerces another employee or visitors in the workplace, at work-related functions, or outside of work if it affects the workplace may be subject to immediate disciplinary action up to and including termination of employment. Workplace violence is not tolerated.

- Engaging in, or threatening to engage in, an act of violence against an employee, visitor or others, whether made in person or by other means (i.e., in writing, by phone, fax, or e-mail).
- Using or possessing any weapon on Company property or while conducting company business.
- Use of company resources to threaten, stalk or harass anyone at the workplace or outside the workplace.
- Any other conduct or acts which management believes represents an imminent or potential danger to work place safety/security.

The Company also prohibits bullying. Bullying is repeated unwanted behavior by one person or more persons against another or others at the place of work. Verbal bullying includes slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks. Physical bullying includes pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property. Gesture bullying includes nonverbal threatening gestures or glances that convey threatening messages.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported immediately to a Manager, Human Resources, or any member of senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. The Company will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. Retaliation against an employee who makes good faith reports of violence, threats or suspicious behavior is prohibited.

## FACILITY ACCESS, SECURITY AND VISITORS

We want to ensure that everyone and everything is safe and secure at a minimum inconvenience to you. Main entries doors to our office are open from 7:00 a.m. until 4:00 p.m. Monday through Friday, unless we close early such as a day before a holiday. Outside of working hours, employees may access the main entries with their access badge.

Security of the Company's property is the responsibility of all employees. All visitors (customers, vendors, family members, former employees) are to be escorted by an employee to ensure proper confidentiality.

These visits should not disrupt workflow. No employee should allow any non-employee to move about the warehouse, office or any other company-controlled area without being escorted. All unusual activity observed by an employee should be immediately reported to the employee's manager.

## DRUG AND ALCOHOL-FREE WORKPLACE

It is the policy of the Company to maintain a drug and alcohol-free workplace. All new employees are given a copy of the Drug and Alcohol Policy. Contact Human Resources or reference Hunt Connect for the full policy.

See [Office Alcohol Testing and Substance Abuse Policy](#)

## SMOKE-FREE WORKPLACE

It is the policy of the Company to maintain a smoke-free workplace. In keeping with this policy and in accordance with applicable state law, the Company employees are prohibited from smoking within the Company's offices or warehouses. Smoking is permitted in designated areas only and away from entrances to the building.

## COMPENSATION AND HOURS

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### EMPLOYMENT CLASSIFICATIONS

Every employee is classified to ensure compliance with all applicable laws and regulations. The Federal Fair Labor Standards Act (FLSA) requires employers to compensate employees who are not exempt from the provisions of the Act for all hours worked, as well as provide additional premium pay for hours worked in excess of 40 per week.

- **NON-EXEMPT:** An employee who is paid on an hourly basis and is eligible for overtime pay for hours worked in excess of 40 per week.
- **EXEMPT:** An employee who is paid on a salary basis and is exempt from overtime pay.

### STATUS DEFINITIONS

- **REGULAR FULL-TIME:** An employee that is regularly scheduled to work thirty (30) hours or more per week on a regular basis, is not a temporary or variable hour employee and is eligible for full benefits when eligibility periods are completed.
- **REGULAR PART-TIME:** An employee who is regularly scheduled to work less than thirty (30) hours per week on a regular basis, is not a temporary or variable hour employee and is eligible for limited benefits when eligibility periods are completed.
- **TEMPORARY FULL-TIME:** An employee that is scheduled to work on average thirty (30) hours or more per week in a temporary position and is eligible for limited benefits.
- **TEMPORARY PART-TIME:** An employee that is scheduled to work less than thirty (30) hours or more per week in a temporary position and may be eligible for limited benefits.
- **VARIABLE HOUR/SEASONAL:** An employee with variable hours and/or an irregular schedule or an employee in a seasonal position, where it cannot reasonably be determined that the employee will be expected to work an average of at least thirty (30) hours or more per week and may be eligible for full or limited benefits after measurement and eligibility periods are completed.

## MEAL PERIODS AND BREAKS

The Company handles meal periods in accordance with all federal and state regulations. Typically, the meal period is 30 - 60 minutes, is unpaid and is not included in the total hours worked per day. Non-exempt employees are permitted a reasonable restroom break for each four hours of work. This time is considered "time worked" and is compensable. Salaried employees may choose to take reasonable breaks as needed. The Company will provide the opportunity to take meal and rest breaks to all employees. Breaks may vary by department.

## TIME REPORTING

All employees must turn in a timecard each week covering the hours worked for the preceding work week (Saturday through Friday). These timecards must be delivered to payroll no later than 8:00 a.m. on the following Monday morning.

It is a violation of the Company's policy for any employee to falsify a timecard or to alter another employee's timecard. It is also a violation of Company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under or over-report hours worked. Any employee that receives direction by any Manager or employee to (1) falsely under or over report your hours worked; or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, should report the incident to Human Resources immediately.

Non-exempt employees must accurately record all hours worked, regular, overtime and absences/leaves, each day on a weekly time card. Timecards must be sent to the employee's Manager for approval. Regular and overtime hours should be recorded to the nearest 15 minutes. Non-exempt employees are prohibited from performing any "off-the-clock" work. Off-the-clock work means work performed but fail to report on your timecard. Any employee who fails to report, or inaccurately reports, any hours worked will be subject to disciplinary action, up to and including termination of employment.

Exempt employees must complete a weekly timecard to record time allocated to a job or jobs as well as exceptions such as paid time away or leaves of absence. All absences from work schedules should be appropriately recorded.

## OVERTIME PAY

Employees in a non-exempt classification according to the Federal Fair Labor Standards Act (FLSA) are eligible for overtime and will be paid one and one-half (1 ½) times their regular rate of pay for all hours worked in excess of forty (40) hours in one workweek, or according to other recognized overtime rules assigned by the Company and in compliance with the Federal Fair Labor Standards Act and state regulations. Employees in an exempt classification are not eligible for overtime pay. Paid time away or paid leaves do not apply toward regular hours worked and therefore will not count as hours worked for purposes of calculating overtime.

Employees who anticipate the need for overtime to complete the week's work must notify the manager in advance and obtain approval before working hours that extend beyond their normal schedule. Though prior approval is required, and all overtime hours actually recorded and worked will be compensated. Any abuse of the overtime policy may subject the employee to disciplinary action up to and including termination of employment. During busy periods employees may be required to work extended hours.

The law and the Company prohibit the use of compensatory time off for non-exempt employees, meaning non-exempt employees may not take time off instead of being paid the overtime rate for the hours worked during a week.

## PAYMENT OF WAGES

Employees are paid on a bi-weekly basis. If a Company-recognized holiday falls on a Monday of a payroll week or on a scheduled pay date, paychecks will be deposited one day after the scheduled pay date.

The Company strongly encourages employees to have their paychecks directly deposited into their bank account(s) through electronic transfer of funds. If an account is closed that is set up for direct deposit, contact payroll immediately to set up direct deposit into a new account.

Paycheck statements will be mailed to the employees address on file. The company will not release an employee's check to anyone other than the employee. In the event of a lost paycheck, Human Resources must be notified as soon as possible. The Company does not make salary advances.

## PAYROLL DEDUCTIONS

There are two types of payroll deductions: voluntary and involuntary. Voluntary deductions are those requested by an employee for things such as benefit plan contributions and payments and supporting the charitable donation programs. Involuntary deductions include state and federal taxes, child support payments, court ordered benefit plan deductions and tax levies. It is the employee's responsibility to maintain their personal affairs in such a way as to not involve the Company.

The amount deducted for tax depends upon gross compensation (excluding expense reimbursements), type of compensation and upon the number of exemptions claimed by an employee on the Form W-4. Supplemental pay will be taxed at the appropriate Federal and State tax rates. The payroll withholding form is to be completed by each employee. If an employee wishes to change their marital status or their number of exemptions indicated on the Form W-4, a new form must be submitted to Payroll.

## SALARY INCREASES

Salary increases may come in the form of cost of living adjustment and/or salary merit increase and are solely at the discretion of management. Merit increases are based on the employee's overall performance and salary level relative to their position responsibilities. Attitude and teamwork are included in the overall performance review when determining if a salary increase is warranted.

## BUSINESS AND TRAVEL REIMBURSEMENT

The Company will reimburse employees for reasonable expenses incurred in connection with approved travel on behalf of the Company. Expenses will be reimbursed on the employee's next paycheck with manager approval and if received by the policy deadline.

Employees who receive an auto allowance, while using their personally owned vehicle for business purposes, must keep their insurance coverage compliant with the Company's policy requirements. Upon renewal of

insurance renewal, employees must provide an updated Certificate of Insurance or Declarations Page stating their vehicle is intended for business purposes.

See [Travel and Business Expense Reimbursement Policy](#)

See [Auto Policy](#)

See [Compensation and Hours Policy](#)

## BENEFITS

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The Company has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to help them plan for retirement. Employment with the Company is not a guarantee of eligibility for benefits. Eligibility to participate in any benefit plan depends upon the eligibility conditions of the plan. This section of the handbook is meant only to highlight some features of our benefit programs. To the extent that any of the information contained in this handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. The Company reserves the right, in its sole and absolute discretion, to amend, modify or terminate, administer, apply and interpret, in whole or in part, any or all of the provisions and premiums of the benefit plans described herein. Group benefits include:

- 401(k) and Profit-Sharing Plans
- Employee Stock Ownership Plan (ESOP)
- Health, Dental and Vision Insurance
- Employee Assistance Program
- Flexible Spending Accounts
- Life insurance and Accidental Death and Dismemberment Coverage
- Short and Long-Term Disability
- Accident and Critical Illness Insurance

For further benefit information, please contact Human Resources or reference Hunt Connect.

See [Short Term Disability Policy](#)

## ENROLLMENT AND CHANGE IN STATUS

Eligible employees will be provided with benefit enrollment information and will be required to complete the enrollment process before their benefit eligibility date. Employees who experience a change in family status during the year, must communicate the change to Human Resources 30 days prior to the date of change, if foreseeable or within 30 days after the date of change if it is not foreseeable. Employees with a change in status may make a change in coverage during the year, as defined in the Plan document (i.e., you may change coverage from individual to family or from family to individual, add or delete dependents, or revoke coverage). Please contact Human Resources to determine if a family status change qualifies under the Plan document and IRS regulations.

## WORKERS' COMPENSATION

The Company carries workers' compensation insurance in compliance with the laws of the states in which it operates. Such insurance provides compensation for lost time, medical expenses and loss of life or

dismemberment from injury arising out of or during the employee's job assignment. It is the Company's policy that employees must report any work-related injury to the Safety Department immediately.

See [Leaves of Absence Policy](#)

## TERMINATION OF BENEFIT COVERAGE

The Company complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination, reduction in working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

In the event of a known COBRA qualifying event, a covered employee or dependent must notify Human Resources within 60 days to maintain the right to continue coverage through COBRA. For benefit continuation coverage while on a leave of absence, see the Leaves of Absence Policy.

## HOLIDAY

Regular full-time and regular part-time employees are eligible for holiday pay beginning on the date of hire. Full-time employees will receive holiday pay of eight hours at their regular base rate of pay and part-time employees will receive the number of hours they are normally scheduled to work on the day the holiday is observed on. Employees on an unpaid leave of absence, workers compensation leave or while receiving short-term disability payments will not receive holiday pay. Non-exempt employees who work on a paid holiday will receive holiday pay plus regular pay. Holiday hours will not count as hours worked for purposes of calculating overtime.

The Company observes the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

When the regular holiday falls on Saturday, the Company will observe the holiday on the preceding Friday. When the regular holiday falls on Sunday, the Company will observe the holiday on the following Monday. When Christmas Eve falls on a Friday, Saturday or Sunday, both the Friday and Monday surrounding the holiday weekend will be the designated days off for Christmas Eve and Christmas Day.

## VACATION

The Company has established a vacation policy provided to eligible employees for a period of rest and relaxation without loss of pay or benefits. Eligible employees include regular full-time and part-time



employees working a minimum of 20 hours per week. All eligible employees begin accruing vacation benefits on the date of hire. Temporary, regular part-time employees who work less than 20 hours per week and variable hour employees do not accrue vacation benefits.

Vacation is accrued with each regular, vacation, sick, holiday, bereavement, jury duty hour paid. Vacation is not earned on overtime hours worked, while receiving short-term disability or long-term disability benefits or during workers' compensation or unpaid leaves of absence, including unpaid FML and military leave. Non-Exempt "hourly" employees may use vacation time in quarter hour increments. Exempt "salaried" employees may use vacation hours in half day or full day increments only. Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation.

If a holiday falls during the employee's vacation, the day will be considered holiday pay rather than to vacation pay. Vacation requests are to be submitted in written form and approved at least seven (7) days in advance, or as far in advance as possible, by an employee's manager. Managers have the discretion to grant or deny vacation requests, considering the Company's business needs as well as vacation requests previously submitted by other employees. Employees must ensure that they have enough accrued leave available to cover the dates requested.

The full-time accrual rate is as follows:

<b>Years of Service</b>	<b>Accrual Rate per Hour</b>	<b>Maximum Accrual per Year</b>
Date of Hire to 1st year anniversary	0.038462	80
2nd year to 6th year anniversary	0.057693	120
6+ years	0.076924	160

Employees may rollover up to forty (40) hours and/or purchase up to forty (40) hours of vacation per year, not to exceed the maximum balance of 200 hours (5 weeks) per year.

On termination of employment, employees will be paid for all properly accrued but unused vacation time. If an employee takes any unearned vacation time and then leaves the Company, the amount of vacation time taken that has not been earned will be deducted from the final paycheck. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

See [Vacation Policy](#)

## **SICK TIME**

Paid sick leave is provided as a financial buffer for employees to use for their personal illness, well-care, and medical and dental appointments or their immediate family member's illness and well-care. Sick Time is not to be used as additional time off for employees who are well, and abuse of sick leave may lead to disciplinary action up to and including termination.

Regular full-time employees are eligible for sick time benefits. Temporary, variable hour and regular part-time employees are not eligible for sick time. Eligible employees will receive a maximum of 120 hours of sick time in

a calendar year (January 1st – December 31st). Annual sick hours will be pro-rated for eligible employees who start employment after January 1<sup>st</sup> or are regularly work a reduced schedule (less than 40 hours per week).

New employees may not use sick time during their first 90 days of employment without the approval of their manager.

Sick time is only allowed to fulfill an employee's full time equivalent (FTE) and may not be used for hours beyond the normal work schedule (i.e. over 40 hours week). Sick time is not included as hours worked in calculating overtime for non-exempt employees. Sick time will be paid at the employee's base rate at the time the leave is taken and may be used in half hour increments. If sick leave is exhausted, any available vacation hours will be used in its place.

For unexpected medical absences (e.g. the flu), employees must notify their manager on the first day within an hour of their regular start time or in certain circumstances as soon as reasonably possible. If the employee must be away from work for more than one day, they should keep their manager advised of their condition and should inform their manager when they will be back to work.

An employee who has a sick leave absence more than three (3) consecutive working days must contact Human Resources and may be required to complete leave of absence paperwork and/or present a medical certification for the absence before returning to work.

Employees are not paid for unused sick leave upon termination of employment.

See [Sick Time Policy](#)

## LEAVES OF ABSENCE

The Company recognizes that employees occasionally may need time away from their jobs. In all cases, employees are required to communicate the need for a leave of absence to their manager and Human Resources thirty (30) days prior to the start of the leave or as soon as possible. The length of your leave may have an impact on insurance coverage, tenure and benefits. Therefore, leaves of absence must be processed through Human Resources. If you fail to return to work at the end of the leave period and do not otherwise communicate your return to work intentions to your manager, it will be assumed that you have voluntarily resigned your position.

The following are examples of leaves of absence that may be available to you:

- Family Medical Leave (FMLA)\*
- Covered Military Service Member Leave (Military Caregiver)
- Military Leave
- Military Qualifying Exigency Leave
- Parental Leave
- Personal Leave
- Educational Leave
- Funeral Leave
- Jury Duty
- Voting
- Other applicable State and Federal Leave laws

\*The Company complies with the Federal Family Medical Leave Act, which provides eligible employees with up to 12 weeks unpaid leave during any 12-month period for the birth or care of a child, to care for an immediate family member with a serious health condition, or if the employee has a serious health condition. For more information and details on this type of leave, reference the Leaves of Absence Policy or view the FMLA poster displayed in the lunch room.

See [Leaves of Absence Policy](#)

For further information on the Company's benefit plans, reference Hunt Connect or contact Human Resources.

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

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The employee handbook describes important information about the Company. I understand that I should consult my manager or Human Resources regarding any questions not answered in the handbook. I understand this handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, expressed or implied. I have entered into my employment relationship with the Company voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Company can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that, other than the President of the Company, no manager or representative of the Company has any authority to enter into any agreement for employment other than at will; only the President of the Company has the authority to make any such agreement and then only in writing signed by the President of the Company.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the Company. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, the Company reserves the right to change, withdraw, apply or amend any policies and practices or benefits at any time, including those covered in this manual. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the President of the Company has the ability to adopt any revisions to the policies in this handbook.

I have access to the Company handbook and policies on Hunt Connect or by requesting a printed copy from Human Resources. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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Employee's Signature

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Employee's Name (Print)

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Date

Please sign and date one copy of this notice and return it to Human Resources. You may retain a second copy for your reference as well.