



**Hourly Field Professional
Employee Handbook**

as of September 1st , 2023

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Welcome Letter from CEO

On behalf of our fellow employees, I welcome you to Allan Myers and wish you every success here.

We believe that each employee contributes directly to Myers' growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of our expectations and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment at Allan Myers.

We hope that your experience here will be challenging, enjoyable, and rewarding.

Sincerely,

A handwritten signature in black ink that reads "Ross Myers". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Ross Myers
CEO

FOREWORD

Whether you have just joined Allan Myers (“Myers” or the “Company”) or have been at Myers for a while, we are confident that you will find our company a dynamic and rewarding place to work.

This handbook has been written to serve as the guide for the employer/employee relationship. There are several things that are important to keep in mind about this handbook:

- It contains only general information and guidelines. 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 concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to Human Resources.
- Neither this handbook nor any other Myers document confers any contractual right, either express or implied, to remain in Myers' employ. Nor does this handbook guarantee any fixed terms and conditions of your employment. Your employment is at-will such that it is not for any specific time and may be terminated at will, with or without cause and without prior notice by Myers and you may resign for any reason at any time. No supervisor or other representative of the Company (except the President) has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the above. Only a written agreement signed by the President and the employee specifically altering the at-will employment relationship will have that effect.
- The Company has the right to revise, supplement or rescind the policies described in the handbook or to modify or deviate from them at any time without notice, in the Company's sole discretion. The Company will notify its employees of such revisions within a reasonable time prior to their implementation.
- This handbook is the property of the Company. No part of this handbook may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any business/commercial venture without the express written permission of Myers. The information in this handbook is limited to use by Myers and its employees. No employee may disclose this handbook to a competitor.
- Myers is a multi-state employer and is subject to the specific laws of those states and localities with respect to its operations within those states and localities. The policies and procedures of this handbook will be adjusted, to the extent necessary, for the Company to be able to comply with applicable state and local laws.
- Nothing in this Handbook is intended to preclude or dissuade employees from engaging in legally protected activities or activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection, or legally required activities.
- Finally, some of the subjects described here are covered in detail in other policy documents. You should refer to those documents for specific information because this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

The policies in this handbook supersede all previous company issued policies, whether written or verbal before October 1st ,2022.

Equal Employment Opportunity Policy/Anti-Discrimination

Myers fully supports Equal Employment Opportunity as outlined in Executive Order 11246, as amended, and all other applicable laws. It is our continuing policy to provide all applicants for employment and all employees with an equal opportunity by ensuring that all decisions and actions affecting initial screening and hiring, as well as ongoing terms and conditions of employment, shall be made without regard to an individual's race, religion, gender, sexual orientation, gender identity, national origin, age, marital status, creed, religious persuasion, political belief, veteran's status, disability (unless it cannot be reasonably accommodated to enable the employee to perform the essential functions of his/her position), pregnancy, childbirth or medical condition related to pregnancy or childbirth, or any other protected status as defined by law.

Through its lawful Affirmative Action efforts, our company encourages employment and advancement opportunities for females, members of minority groups, veterans, and individuals with disabilities in career areas in which these individuals have been underutilized.

Myers' Equal Employment Opportunity Policy applies to all actions and decisions affecting employment, including but not limited to recruitment or recruitment advertising, hiring, training, promotions, demotions, transfers, rates of pay, benefits, recreational programs, layoffs, recalls, terminations, and selection for training, including apprenticeship, pre-apprenticeship, and on-the-job training.

Further, Myers will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the our legal duty to furnish information.

The Vice President of Human Resources has been designated as the Company's EEO Officer. The regional EEO officers are responsible for the full implementation of this policy of Equal Employment Opportunity and for auditing and reporting on the progress of the Company's Affirmative Action Program. Every manager and supervisor of Myers is responsible for carrying out this Equal Employment Opportunity Policy and every employee is responsible for complying with it. Additionally, every subcontractor of our Company shall be required to comply with this policy.

Any employee who believes they have been subject to discrimination should immediately contact their supervisor, Human Resources, or the confidential Ethics Hotline at 1-877-847-4141 or online at <http://allanmyers.ethicaladvocate.com>.

Anti-Harassment

Myers has a longstanding commitment to a work environment that respects the dignity and worth of everyone. Unlawful harassment creates conditions that are wholly inconsistent with this commitment. The purpose of the policy set forth below is not to regulate the personal morality of employees, but rather to foster a work environment that is free from all forms of harassment, whether that harassment is because of an individual's race, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, veteran's status, pregnancy, childbirth or medical condition related to pregnancy or child-birth or any other protected status as defined by law.

Discriminatory Harassment Prohibited. Discriminatory harassment, including sexual harassment, will not be tolerated by the Company. This policy applies to all harassment occurring in the work environment, whether on Company premises or in any Company related setting and applies regardless of the gender of the individuals involved. This policy covers all employees of the Company, applicants for employment and third parties and vendors over whom the Company has control.

Sexual Harassment Prohibited. For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
- such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Some examples of what may constitute sexual harassment are: threatening to take or taking employment actions, such as discharge, demotion or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions or advances; unwelcome physical contact; whistling; leering; improper gestures; tricks; horseplay; use of stereotypes; offensive, insulting, derogatory or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender or sex based pranks; and the display in the workplace of sexually suggestive objects or pictures. The above list of examples is not intended to be all inclusive. Care should be taken in informal business situations, including Company parties and business trips.

Pregnancy Discrimination. For purposes of this policy, pregnancy discrimination/harassment involves treating a woman (applicant or employee) unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

The Company will not tolerate discrimination based on pregnancy when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, such as leave and health insurance, and any other term or condition of employment.

If a woman is temporarily unable to perform her job due to a medical condition related to pregnancy or childbirth, the employer must treat her in the same way as it treats any other temporarily disabled employee. For example, the employer may have to provide light duty, alternative assignments, disability leave, or unpaid leave to pregnant employees. Additionally, impairments resulting from pregnancy (for example, gestational diabetes, or preeclampsia) may be disabilities under the ADA.

Pregnant employees may have additional rights under the Family and Medical Leave Act (FMLA). Nursing mothers may also have the right to express milk in the workplace under a provision of the FLSA.

Other Harassment Prohibited. For purposes of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, veteran's status, or any other protected status as defined by law, and that:

- creates an intimidating, hostile or offensive work environment.
- unreasonably interferes with an individual's work performance; or
- adversely affects an individual's employment opportunities.

Some examples of such harassment are: using epithets or slurs; mocking, ridiculing or mimicking another's culture, accent, age, appearance or customs; threatening, intimidating or engaging in hostile or offensive acts that focus on an individual's race, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, veteran's status, or any other protected status as defined by law, including jokes or pranks; the displaying on walls, bulletin boards or elsewhere on Company premises, or circulation in the workplace, of written or graphic material that

denigrates or shows hostility or aversion toward a person or group because of race, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, veteran's status, pregnancy, childbirth or medical condition related to pregnancy or childbirth or any other protected status as defined by law. The above list of examples is not intended to be all inclusive.

Consensual Relationships - Consensual romantic and/or sexual relationships between an employee with supervisory authority and any subordinate, including one not directly under the supervisor in the Company hierarchy, may compromise the Company's ability to enforce its policy against sexual harassment. Consequently, if such relationships arise, the Company will consider carefully the specific facts concerning the relationship and the employees involved, and only the appropriate action, if any, will be taken. Such action may include a change in the responsibilities of the individuals involved in such relationships or transfer of location within the Company to diminish or eliminate the supervisory relationship and workplace contact that may exist. The supervisory employee involved in such a relationship is required to report the relationship to his or her supervisor and Human Resources as soon as practicable.

Anti-Retaliation - The Company prohibits retaliation against any employee who reports an incident that the employee in good faith and reasonably believes is discrimination or harassment or who participates in an investigation of such report. Retaliation against a fellow employee for reporting discrimination or harassment or for participating in an investigation regarding alleged discriminatory or harassing behavior is a serious violation of Myers' policy. Retaliation is tantamount to harassment and any employee engaged in retaliation will be subject to disciplinary action.

Reporting Harassment, Discrimination or Retaliation - The Company strongly encourages the prompt reporting of all incidents of harassment, discrimination, or retaliation, regardless of the perpetrator's identity or position. A complaint should be filed after the first incident, before the conduct has an opportunity to become severe or pervasive and Myers will make every effort to stop harassment before it gets to that point. If you believe you are being discriminated against, harassed, or retaliated against or have observed such behavior, the Company encourages you to notify promptly your supervisor or, if it is your supervisor who is the alleged perpetrator or you prefer not to advise your supervisor, you should report the harassment, discrimination or retaliation to the Human Resources Manager or the VP of Human Resources. If, at any time, you feel it would be unreasonable to use this procedure to report harassment, discrimination, or retaliation because of unusual or unique circumstances, the Company encourages employees to contact the confidential Ethics Hotline at 1-877-847-4141 or online at <http://allanmyers.ethicaladvocate.com>. This complaint procedure does not preclude individuals from promptly advising the alleged perpetrator that his/her behavior is unwelcome and should stop immediately.

Investigation - When an employee reports harassment, discrimination or retaliation as specified above, the Company will respond appropriately, which may include undertaking an investigation that would be prompt, thorough and impartial. The steps to be taken during the investigation cannot be fixed in advance and will vary depending upon the nature of the allegations. Each employee is expected to abide by Company policies and to cooperate fully in any investigation that the Company undertakes.

Confidentiality will be maintained throughout the investigative process to the extent practicable and consistent with the Company's need to undertake a full investigation and applicable laws.

Resolving the Matter - Upon completion of the investigation, appropriate remedial action will be taken, if necessary and supported by the facts. Remedial action may include, for example, oral or written counseling, referral to formal counseling, disciplinary suspension or probation, or termination from the Company.

Training - To assure that employees understand this policy and their obligations under it, the Company periodically will conduct training relating to the policy and its implementation.

Communication - This policy is part of the Company's overall commitment to open communication. The Company encourages any employee with workplace concerns of any nature (including, but not limited to, any alleged

discrimination) to bring those concerns to the attention of Human Resources, or the confidential Ethics Hotline at 1-877-847-4141 or online at <http://allanmyers.ethicaladvocate.com>.

Attendance and Punctuality

To maintain a safe and productive work environment, Myers requires employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and lateness place a burden on other employees and on Myers. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated lateness or absence. Poor attendance and lateness are disruptive and either may lead to disciplinary action, up to and including termination of employment. This policy is not intended to address situations when employees are entitled to leave or accommodations under the law. The policies concerning those protected leaves and accommodations are outlined elsewhere in this handbook. If you have any questions about this policy, you should direct them to your supervisor or to Human Resources.

Background Screening

The following individuals must undergo a background check – conducted by a third-party service - in connection with their offer of employment or other relationship with Myers: (a) all candidates for regular employment; (b) current employees, if a background check is required for, among other things, participation in certain client projects, or as a result of a change in position, such as a promotion to a key position; (c) interns/Co-ops; and (d) employees rehired with more than 12 months break in service. Generally, employees rehired into the same position, with less than 12 months break in service, will not be required to undergo a background check. All background checks will be conducted in strict accordance with the applicable local, state and/or federal laws.

When Myers receives information in a pre-employment background check that will disqualify a candidate from consideration, Myers will comply with the following FCRA protocol:

- Before Myers uses any information against the candidate or takes an adverse employment action against the candidate, the candidate will be sent a certified Pre-Adverse Action letter, notifying the candidate that the Company has received disqualifying information from the background check report.
- The letter will include the name, address and telephone number of the agency that provided the information, a copy of the report, and a summary of the candidate's rights under FCRA.
- After five (5) business days, except when the Company receives any new information that changes or clarifies the report and eliminates any discrepancies and disqualifying concerns, the Company shall send the candidate a second Adverse Action letter providing, among other things required by the FCRA, notice to the candidate of the adverse employment decision, information concerning the candidate's credit score (if such was obtained and relevant to the determination), the contact information for the credit reporting agency, and any rights the candidate has to contest the contents of the report.

Other procedures may apply and be followed in instances when a background check is conducted in connection with an investigation of employee misconduct or to ensure Myers' compliance with legal requirements.

To the extent any local and/or state law requires any additional notifications or procedures prior to the Company making an adverse employment decision based on information provided in the background check or imposes restrictions on when Myers may conduct a background check or otherwise inquire about a candidate's criminal background, the Company shall fully comply with those local and/or state laws. Also, Myers will not use the information obtained in a background check in a manner that runs afoul of or conflicts in any way with its Equal Employment Opportunity Policy. All information obtained will be used solely for legitimate employment purposes.

Business Ethics

The successful business operation and reputation of Myers is built upon the principles of fair dealing and ethical conduct of our employees. Myers' reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Myers and all its partners is dependent upon the trust of our customers, and we are dedicated to preserving that trust. Employees owe a duty to Myers and its customers to act in a way that will merit the continued trust and confidence of the public. Thus, among other things, rudeness, or unprofessional conduct toward a customer, or any third party in contact with the Company is not permitted.

Myers will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, knowingly/recklessly dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the employee's immediate supervisor and, if necessary, with Human Resources or the Vice President/General Manager (VP/GM) for advice and consultation. Issues can also be reported to the confidential Ethics Hotline at 1-877-847-4141 or online at <http://allanmyers.ethicaladvocate.com>

Compliance with the Ethics Policy is the responsibility of every employee. Disregarding or failing to comply with this policy could lead to disciplinary action, up to and including termination of employment.

All employees must be committed to the values below. The reputation of Myers for fair dealing and integrity is invaluable and your actions as an employee will reflect upon yourself and the Company. We also expect our agents, consultants, contractors, representatives, and suppliers to be guided by these principles and values as well. We will achieve our ethical values through six virtues:

Honesty:

With respect to all our endeavors, do not knowingly or recklessly state anything that is false and be forthright with one another and with all our business partners.

Integrity:

Say what we mean, deliver what we promise, and stand for what is right.

Respect:

Treat one another with dignity, respect, and fairness, appreciating the diversity of our workforce and the uniqueness of each employee.

Trust:

Build confidence through teamwork and open, candid communication.

Responsibility:

Speak up - without fear of retribution - and report concerns in the workplace, including violations of laws, regulations, and company policies and seek clarification and guidance whenever there is doubt.

Citizenship:

Obey all the laws of any political subdivision in which we do business and do our part to make the communities in which we live better.

If you have any concerns about the practices or policies of Myers or its employees, speak to your Manager, Human Resources, the VP/GM, or call our ethics hotline 1-877-847-4141 or visit our ethics website at <http://allanmyers.ethicaladvocate.com>

Collaborative Way

THE COLLABORATIVE WAY is a designed way of relating that provides Myers with a strategic advantage in today's highly competitive, global marketplace. All employees are expected to practice the fundamentals of THE COLLABORATIVE WAY:

- **Listening Generously:** Learning to listen for the contribution in each other's speaking versus listening from our assessments, opinions, and judgments.
- **Speaking Straight:** To speak honestly in a way that forwards the interests, goals, and mission of the Company. Making clear and direct requests. Being willing to surface ideas or take positions that may result in conflict when it is a necessary step towards reaching our objectives.
- **Being "There" for Each Other:** Supporting each other's success. Operating from the point of view that we are all in this together and that any one of us cannot win at the expense of someone else, or the enterprise. Looking for each other's greatness and providing rigorous support when needed.
- **Honoring Commitments:** Making commitments that forward the interests, goals, and mission of the Company. Being responsible for our commitments, holding others accountable for their commitments and supporting others in fulfilling their commitments. Not using current circumstances to invalidate someone or their commitment.
- **Acknowledgement/Appreciation:** Each member commits to be a source of acknowledgement and appreciation for the team. This includes giving, receiving, and requesting acknowledgement.

Conduct at Social Functions

Myers periodically sponsors employee social functions. As Myers promotes professionalism and responsibility, employees attending such functions need to exercise good common sense and conduct themselves as if they were at work. These functions include, but are not limited to, annual holiday celebrations, annual picnics, the Ten-Year Club dinners, Project completion recognition gatherings and various events associated with athletic activities (e.g., golf, softball, soccer etc.).

While attendance at such events is strictly voluntary, and many of the events are held away from Company facilities, employees are expected to conduct themselves responsibly. Employees are reminded that established Myer's policies and standards of conduct, including but not limited to, the Anti-Harassment Policy, Personal Appearance policy, Drug and Alcohol Policy and Employee Conduct Policy, all always apply to employee conduct at such gatherings and during such activities.

In this regard, employees are reminded to conduct themselves accordingly by always acting in a professional manner towards co-workers. This includes refraining from engaging in any form of threatening, intimidating, coercing conduct, wearing any revealing or provocative attire, and using profanity. It also requires employees to limit his/her consumption of alcoholic beverages. Employees who violate the above-referenced policies and/or expected standards of conduct, or any other Myers policies, will be subject to disciplinary action, in the discretion of Myers, up to and including termination of employment.

Confidential Information

Employees of the Company may gain access to confidential, trade secret and/or proprietary information regarding the Company, its personnel, and its operations.

Such confidential and proprietary information (some or all of which may rise to the level of a Myers trade secret) (“Confidential Information”) includes, but is not limited to, the following examples:

- Company financial and strategic planning information
- Marketing strategies
- Research and development information and strategies
- Business plans
- Investor and prospective investor lists
- Bidding strategies
- Computer processes
- Computer programs and codes
- Customer lists
- Customer preferences
- Estimating strategies
- Financial information
- Labor relations strategies
- Marketing strategies
- New materials research
- Non-public personal information
- Pending projects and proposals
- Proprietary production and processes
- Technological data
- Technological prototypes
- Confidential information regarding business partners, vendors, or customers
- Other non-public proprietary Company information.

Such Confidential Information shall be kept confidential and shall not be disclosed, used, copied, or removed from Company premises, except as necessary to perform the duties of the job or as specifically directed by Company management. Such Confidential Information may be disclosed to other employees only on a need-to-know basis. This obligation to maintain the confidentiality of the Company's Confidential Information applies both during and after employment with the Company. Employees are prohibited from disclosing Confidential Information in any form or media (written, spoken, electronic, etc.) without proper authorization. The protection of Confidential Information is vital to the interests and the success of Myers. Accordingly, an employee who violates this policy will be subject to disciplinary action, up to and including termination, and possibly legal action, even if the employee does not directly benefit from the disclosure.

Upon termination of employment for any reason, all Company property, including, but not limited to, Confidential Information, must be immediately returned to the Company.

Any question regarding the confidentiality of information or employee responsibilities in dealing with confidential information or trade secrets should be directed to your supervisor or to the Executive VP of Corporate Services.

Employees working in certain departments may be directed to place certain information/documents in secure, locked files at the end of the day and on weekends. All financial and Human resource-related documents with sensitive, personal information (i.e., Social Security numbers) will be secured in file cabinets and in restricted-access folders on the Company's shared drive. Employees working with sensitive data or personal information should use functions such as

“secure print”, “password protection”, and “encryption” whenever possible. If employees are unsure of how to enable or use these options, they should request assistance from the IT department.

Conflicts of Interest

The Company expects employees to support and adhere to the highest standards of the business ethics that we have sought to develop and maintain. The Company does not intend to arbitrarily restrict employees' personal activities; rather, we want to make it clear that no conflict of interest should exist that could conceivably influence employees' ability to make sound business decisions when handling Company business or that might present an unfair advantage to suppliers, vendors, tenants, or contractors.

A conflict of interest exists when other business or commercial financial interests interfere with an employee's obligation to serve the interests of the Company. Even the perception of a conflict of interest can cause harm to the Company and to the employee involved.

A conflict of interest exists whenever there is a proposed transaction of the Company in which a director, officer or staff member has any actual or potential involvement, interest, or relationship, either directly or indirectly. A director, officer or staff member shall have an indirect interest in a proposed transaction if:

- the other party to the transaction is related to such director, officer, or staff member.
- such other party is an entity in which the director, officer or staff member has a material financial interest; or
- the director, officer or staff member is an officer, director, or general partner of such other party.

A conflict of interest also may exist when the interests or concerns of any director, officer or staff member, or such member's immediate family, or any party, group, or organization to which such person has allegiance, may be seen as competing with the interests or concerns of the Company. An example of this is an employee holding outside employment with a Company customer, supplier or competitor or having a significant financial interest with one of these entities.

In addition, a conflict of interest may exist if a customer or supplier offers gifts, favors, tickets, entertainment, and other such inducements, as these could be efforts to “purchase” favorable treatment from Myers. Accepting such emoluments is strictly prohibited, as it calls into question the employee's and the Company's commitment to treating people fairly and making sound business decisions.

If you have questions about conflicts of interest, or believe you may be in conflict, or are aware of a potential conflict of interest, you can speak with your Human Resources Manager, your supervisor, or report it to the confidential Ethics Hotline 1-877-847-4141 or online at <http://allanmyers.ethicaladvocate.com>.

Employment of Relatives - Myers permits the employment of qualified relatives of employees if such employment does not, in the opinion of Myers, create actual or perceived conflicts of interest. For purposes of this policy, "relative" shall include spouse, significant others, spouse's parents, employee's parents, grandparents, brothers, sisters, children, grandchildren, and any "step" relationships that may exist in the immediate family. Myers will exercise sound business judgment in the placement of relatives in accordance with the following guidelines: Individuals who are related by blood or marriage are permitted to work in the same Myers facility, provided no direct reporting or supervisory/management relationship exists beyond a period of 180 days. No relatives are permitted to work in the same department or in any other positions in which Myers believes an inherent conflict of interest may exist. Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of Myers, a conflict or an apparent conflict arises because of the marriage or relationship, one of the employees may be transferred at the earliest practicable time. In addition, Myers recognizes that, at times, employees and their "close friends," "domestic

partners," or "significant others" may be assigned to positions that create a co-worker or supervisor-subordinate relationship. Myers will, in its discretion, exercise sound judgment with respect to the placement of employees in these situations to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and avoid sexual harassment in the workplace. This policy applies to all categories of employment at Myers, including regular, temporary, and part-time classifications.

Personal Use of Suppliers or Personnel - Employees should not personally employ persons or firms supplying goods or services to the Company unless such goods or services are supplied to the employee at market rates. Any contract or purchase involving a substantial amount should be immediately reported orally and in writing, to their immediate Supervisor. In addition, employees who have management or supervisory responsibility for an operating property or development project may not, for personal purposes, engage any person employed by a company who performs services at the property or project without the written approval of their immediate supervisor.

Employees who have questions concerning the proper use of suppliers should contact Human Resources or the confidential Ethics Hotline at 1-877-847-4141 or online at <http://allanmyers.ethicaladvocate.com>.

Outside Employment - Outside business activity that conflicts with, or adversely affects, an employee's responsibilities and/or job performance is not permitted. Involvement in any outside business activity that may conflict with or be averse to the interests of the Company must be disclosed to an employee's immediate supervisor and Human Resources. If the Company determines, in its sole discretion, that the outside business activity poses a conflict or adversely affects an employee's responsibilities and/or job performance may be subject to disciplinary action, up to and including termination.

Disability Accommodations Policy

Myers complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, Myers will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship to the Company.

Requesting a Reasonable Accommodation - If an applicant or employee believes he/she needs an accommodation because of his/her disability, the employee is responsible for making this belief known to Human Resources. While the applicant or employee may request a reasonable accommodation orally or in writing, the Company encourages applicants and employees to make their request in writing on a reasonable accommodation request form supplied by the Company and to include relevant information, such as:

- A description of the accommodation being requested.
- The reason an accommodation is needed; and
- How the accommodation will help the employee perform the essential functions of his/her job.

After receiving the oral or written request, Myers will engage in an interactive dialogue with the applicant or employee to determine the precise limitations of his/her disability and explore potential reasonable accommodations that could overcome those limitations to enable him/her to perform the essential functions of his/her position. Myers encourages the applicant or employee to suggest specific reasonable accommodations that he/she believes would allow him/her to perform his/her job. However, the Company is not required to make the specific accommodation requested by the applicant or employee and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Medical Information - If the applicant's or employee's disability or need for accommodation is not obvious, Myers may ask the applicant or employee to provide supporting documents showing that he/she has a disability within the meaning

of the ADA and applicable state or local laws, and that his/her disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, Myers may require that the applicant or employee see a health care professional of Myers choosing, at Myers expense. In those cases, if the applicant or employee fails to provide the requested information or see the designated health care professional, his/her request for a reasonable accommodation may be denied.

Myers will keep confidential any medical information that it obtains in connection with the applicant's or employee's request for a reasonable accommodation.

Determinations - Myers makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

Myers strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If an applicant or employee has any questions about a reasonable accommodation request made, he/she should contact Human Resources.

No Retaliation - Individuals will not be retaliated against for requesting an accommodation in good faith. Myers expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith. Myers is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to Human Resources. If employees do not report retaliatory conduct, Myers may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Administration of this Policy - Human Resources is responsible for the administration of this policy. Any questions regarding this policy or questions about disability accommodations that are not addressed in this policy should be addressed to Human Resources.

Lactating Mothers - Under the Patient Protection and Affordable Care Act (PPACA), employees who need lactation breaks are entitled to a reasonable break time to express milk for a nursing child for one year after the child's birth each time the employee has a need to express milk. To the extent an employee needs such lactation breaks, Myers will work with the employee to provide an acceptable private place where the employee can go to express milk.

Disciplinary Action

It is the policy of Myers that all employees are expected to comply with Myers' standards of behavior and performance and that any noncompliance with these standards must be remedied. Some examples might be a violation of a safety policy, performance standards, productivity requirements, Employee Work Rules & Conduct, etc. It is each Supervisor's/Manager's responsibility to monitor an employee's performance and adherence to company policies. If an employee should violate any company policy or fail to perform at an acceptable level, any or all the following disciplinary process may be used:

- Verbal Warning
- Written Warning
- Suspension
- Termination of Employment

Myers endorses a policy of progressive discipline to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit, and may choose to expedite the progressive disciplinary process, repeat, or skip steps listed above as it deems necessary.

Employees who believe they have been disciplined too severely or without good cause may use the Fair Treatment Procedure as outlined in this handbook.

Drug Free Workplace

DRUG AND ALCOHOL USE:

- Under no circumstances is the consumption or use permitted, on Company premises during working hours, of drugs or any other substance that may intoxicate an employee or materially impair an employee's judgment or job performance. Similarly, employees may not report to work or operate a company vehicle or piece of equipment when they are under the influence of such substances.
- These substances include illegal drugs, the abuse of legal drugs, and alcoholic beverages. A drug is illegal if it is unlawful under either state or federal law and includes the illegal use of prescription drugs that are controlled substances. The term illegal drugs does not include the use of drugs taken under the supervision of and as directed by a licensed health care professional.
- This policy does not prohibit appropriate use of over the counter and legal prescription medication when used to treat a disability (provided its use does not prevent the employee from performing the essential functions of his/her position with or without a reasonable accommodation). Employees and applicants who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform his/her supervisor or Human Resources if they believe the medication will impair their job performance, safety, or the safety of others or if they believe they need a reasonable accommodation before reporting to work or working while under the influence of that medication.
- At certain Company sponsored social events, Myers may permit alcoholic beverages to be served. At such Company sponsored events, employees who choose to consume alcohol are expected to drink responsibly and only in moderation and to always conduct themselves in a safe and lawful manner. The use of drugs at these events is strictly prohibited.
- Myers does not sponsor employee-initiated, after hour events such as baby showers, farewell, or bachelor parties. Company money may never be used to cover the purchase of food or alcoholic beverages at such events. All restrictions regarding consumption of alcohol while driving Company vehicles also fully apply to such events.
- Except for expenses associated with external client and business development activities occurring after regular working hours, the Company prohibits the reimbursement to individual employees of any expenses submitted for the purchase of alcoholic beverages.
- In all instances, Myers will comply with all pertinent local, state, and federal laws in implementing this policy.

Myers is strongly committed to providing a safe, productive, and healthy work environment for all employees. This is particularly pertinent to Myers' Field Employees. Accordingly, employees and applicants for employment are subject to drug and alcohol screening under the following circumstances:

1. Applicants – Prior to employment with Myers, applicants who have been conditionally offered a position will be required to successfully pass a drug and alcohol screen. Conditional offers of employment may be withdrawn for applicants who test positive for drugs and/or alcohol.
2. Behavior Indicated – When an employee's behavior while on the job raises a reasonable suspicion of drug or alcohol use (based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts), the employee will be required to undergo a drug and alcohol screen.
3. Post-Accident/Incident – An employee who sustains a job-related injury requiring medical attention or whose unsafe act, failure to act, or violation of a safety rule contributed to an accident may be required to undergo a drug and alcohol screen when, in the Company's discretion, there is a reasonable potential that alcohol or drug use contributed to the injury or accident and if the test will accurately detect present impairment.

4. Preventative (Random) Testing - All employees are included in the Preventative Testing Program, which subjects employees to random drug and alcohol screens.
5. Government or Client/Owner Mandated – Employees are required to submit to Governmental and client/owner mandated testing to the extent such testing is required by contract or by law.
6. Truck Driver – Drivers of commercial vehicles or of any vehicle requiring hazardous material placards are subject to the Heavy Fleet Safety Policy.
7. In cases where test results indicate a “diluted” sample, the employee or applicant will be subject to immediate re-test.

When screening for drugs and alcohol, Myers will not seek genetic information or family medical history and will instruct the medical professional conducting the examination that he/she should not collect genetic information or family history from the applicant or employee.

If an employee or applicant tests positive for drugs and/or alcohol and the employee or applicant believes that his/her test result was caused using a legitimate prescription medication, the employee or applicant will be given an opportunity to explain and demonstrate this fact before adverse employment action is taken. Additional testing may be required.

An employee who tests positive for drugs and/or alcohol may, at Myers sole discretion, be offered the opportunity to take a personal leave of absence or take personal time away from work to participate in a rehabilitation program that they find and that is approved by Myers and the Employee Assistance Program. To be eligible for this opportunity the employee must have worked for Myers for a minimum of two years. Employees who have completed a rehabilitation program may be required to undergo and test negative on a drug and/or alcohol screening, prior to returning to active employment with Myers or at any other time during their employment, provided the screening is permissible under all applicable laws.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Myers of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Disciplinary action will be taken up to and including termination.

Also, under the Drug-Free Workplace Act, employees of Myers are hereby instructed that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. A violation of this policy will result in disciplinary action, up to and including termination.

Employees refusing to submit to alcohol or drug screening under this policy shall be subject to discipline, up to and including termination.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their questions with their supervisor or Human Resources. Reports and questions can also be directed to the confidential Ethics Hotline at 1-877-847-4141 or online at <http://allanmyers.ethicaladvocate.com>.

Employee Benefits

Myers is committed to all employee’s overall health and well-being. Myers offers comprehensive, competitive benefits programs that provide valuable health and wellness care, and financial protection for employees and their family. Myers’ benefit programs include the following:

- Medical/Dental/Vision/Prescription
- 401(k)
- Accidental Death and Dismemberment
- Direct Deposit

- Short- & Long-Term Disability
- Life Insurance
- Supplemental & Spousal Supplemental Life Insurance
- Identity Theft
- Health Advocate
- Employee Assistance Program (EAP)
- Educational Assistance
- Telemedicine
- Wellness - coaching/reimbursements/incentives
- Flexible Spending Accounts
- Discount Programs (Ford, Staples, Home Depot)

More detailed information about benefits coverage is available on The Hub.

Employee Communications

Myers publishes an app named, “UpTo”. This application can be found on Apple and Android devices and is used to distribute and share information with employees regarding policies, procedures, company and employee news, benefit information, etc. Employees’ content ideas for inclusion on UpTo are both welcomed and encouraged. To stay current on workplace information, activities, or changes, you are encouraged to download and read the UpTo regularly. Certain timely and critical information may be “pushed” to mobile devices from time to time to further ensure the information is reviewed by employees.

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Myers expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, or on the jobsite. Subject to applicable state and federal laws, some of the actions that may result in disciplinary action and/or immediate termination include, but are not limited to:

- Conviction of a felony.
- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records.
- Reckless or Willful dishonesty in any form.
- Working or showing up to work under the influence of alcohol or drugs.
- Sleeping on the job.
- Possession, distribution, sale, transfer, or use of alcohol or drugs in the workplace, or on the jobsite, while on duty, or while operating employer-owned vehicles or equipment.
- Violence of any kind or threatening violence in the workplace or on the jobsite.
- Negligence or careless conduct leading to damage of employer-owned or customer-owned property.
- Being insubordinate or assaulting a manager/supervisor, co-worker, customer, or vendor.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Unauthorized disclosure of Confidential Information as defined in this handbook.
- Threatening, intimidating, coercive behavior or behavior that otherwise interferes with the job performance of fellow employees or visitors.
- Acting rudely or unprofessionally towards a customer or any third party in contact with the Company.
- Being discourteous or disrespectful to a customer or any member of the public while in the course and scope of company business.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Unlawful or unwelcome harassment or offensive conduct.
- Conduct that violates the Company’s Anti-Discrimination, Anti-Harassment and/or Anti-Retaliation Policies.
- Excessive absenteeism or any absence without notice.
- Unauthorized absence from work area during the workday.

- Unauthorized use of telephones, mail system, or other employer-owned equipment.
- Violation of Company policies.
- Unsatisfactory job performance.
- Unauthorized overtime.
- Interfering with another employee's efforts to meet Myers' work standards.
- Failing to properly complete required reporting.
- Exceeding the authorized number or length of break periods.

Employee Recognition

In recognition of employees with extended service, any employee who has achieved 10, 15, 20, 25, 30, 35, or 40 years of service with Myers is recognized on a quarterly basis.

The following awards are granted at the end of each year based upon employee's operations achievements:

- Crew of the year Award
- Bob Griffith Award
- Butch Steward Award
- Helping Hand up Award
- James Fetterman Award
- Service Excellence Award
- Allan C. Myers
- President's award
- Chairman's Award

Employee Relations

All business units of Myers are union free. It is the sincere belief of Myers that the best and most rewarding employee relations structure is one that is based on a direct relationship with employees. Putting a third party or union between employees and the Company might frustrate our employee relations objective.

Myers sincerely believes that its employees have chosen to remain union free because the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe Myers amply demonstrates its commitment to employees by responding effectively to employee concerns. Myers strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

Employment Applications

Myers relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employment at Will

Myers has always believed in promoting an atmosphere of open communication and cooperation among all employees. While we hope that our human resource actions will continue to be positive, from time-to-time Myers may unilaterally, at its discretion, amend, supplement, modify or eliminate one or more of the benefits, work rules or policies described in this handbook, or any other employment benefits, work rules or policies statement with or without prior notice.

This handbook does not constitute a guarantee that any employee's employment will continue for any specified period or end only under any certain conditions. Employment at Myers is a voluntary employment-at-will relationship, for no definite period. Nothing in this handbook constitutes an express or implied contract of employment or warranty of benefits. Regardless of what may appear in this handbook, or any other Myers publication, policy, statement or practice, employees have the right to terminate their employment relationship without notice for any reason, with or without cause, at any time and Myers reserves the right to do the same.

Employment Reference Checks

If an employee receives a written request for an employment reference about a current or former Myers employee, he/she should refer the request to Human Resources for handling. Solely in the interests of ensuring that accurate and lawful communications are distributed about Myers' employees seeking an employment reference, no Myers employee may issue a reference letter to any current or former employee without the review and approval Human Resources. As a general matter, in response to a prospective employer seeking an employment reference about a current or former Myers employee, Human Resources will furnish or verify only an employee's name, dates of employment, job title and department.

Fair Treatment

Myers strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

Myers is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any employee problem, complaint, suggestion, or question receives a timely response.

No employee will be penalized for voicing a good faith complaint in a manner that is consistent with Myers' conduct policies.

If an employee feels they have been treated in a manner that is unfair, they should report the concern to their supervisor, Human Resources, or the confidential Ethics Hotline at 1-877-847-4141 or online at <http://allanmyers.ethicaladvocate.com>.

Not every concern can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual concerns can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and to help build a great place to work.

Issues regarding harassment, discrimination or retaliation should be directed to the appropriate contacts as indicated in Myers' policies on Equal Employment Opportunity and Anti- Harassment/Anti-Discrimination/Anti-Retaliation.

Family and Medical Leave Act (FMLA)

A. Eligibility and Entitlement

Myers will grant family and medical leaves of absence in accordance with applicable state law and the federal Family and Medical Leave Act (FMLA), as amended. To be eligible for FMLA leave, an employee must have been employed by Myers for at least 12 months (not necessarily consecutive) and worked 1,250 hours during the 12-month period preceding the leave and must have worked at a worksite at which the Company employs fifty or more employees within a seventy-five-mile radius of the worksite. FMLA leave may be paid, unpaid, or a combination of paid and unpaid, depending on other sources of benefits to which the employee may be eligible. Myers strictly prohibits harassment, discrimination, and retaliation of any employee who, in good faith, has invoked his/her/their rights under the FMLA leave and/or any applicable state law. Subject to the

conditions set forth in this policy, an eligible employee may take a total of 12 weeks of FMLA leave per rolling 12-month period for anyone, or a combination, of the following qualifying reasons:

1. Because of the birth of a son or daughter of the employee or the placement of a son or daughter with the employee for adoption or foster care.
2. Because of a “serious health condition” that makes the employee unable to perform the essential functions of his/her/their job or to care for a spouse (of the same or different gender), domestic partner, son or daughter, or parent (“Family Member”) who has a “serious health condition”; or
3. Because of a “qualifying exigency” of a Family Member who is a military member on covered active duty or called to active-duty status or has been notified of an impending call or order to covered active duty in the Armed Forces.

Myers also provides an eligible employee up to 26 weeks of FMLA leave in a single rolling 12-month period, beginning on the first day that the employee takes FMLA leave to care for spouse, child, parent or next of kin who is a covered service member and who has a serious injury or illness related to active-duty services, as defined by the FMLA’s regulations. More specifically, the leave is for:

- (i) a member of the Armed Forces (including a member of the National Guard or Reserves) who is (a) undergoing medical treatment, recuperation or therapy for a serious injury or illness; (b) otherwise in outpatient status (i.e., assigned either to a military medical treatment facility as an outpatient or to a unit established for purposes of providing command and control to members of the Armed Forces receiving outpatient medical care) for a serious injury or illness; or (c) otherwise on the temporary disability retired list for a serious injury or illness; or
- (ii) a veteran who is “undergoing medical treatment, recuperation, or therapy, for a serious injury or illness” and who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes leave to care for the veteran. This FMLA entitlement will be applied on a per-covered-service member, per-injury basis. During the rolling 12-month period when an employee takes up to 26 weeks of leave to care for a covered service member, the total amount of leave available in that period for all FMLA-protected reasons is 26 weeks. The taking of leave to care for a covered service member does not extend the amount of FMLA leave an employee is eligible to take for the other qualifying reasons listed above. Spouses who are both employed by Myers may be eligible for a combined total of 26 weeks in a single 12-month period if the leave is for military caregiver leave or a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

Unless otherwise specified by the state law, a “serious health condition” is an illness, injury, impairment, or physical/mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a doctor or other health care provider. When the condition directly affects the employee, the term means that the condition makes the employee unable to perform the essential functions of his/her position at work. When the condition affects a spouse (including common law spouse if recognized under State law), child, or parent, the term means that the condition requires the employee to be absent from work to provide care for the affected family member.

Unless otherwise specified by state law, the term “qualified exigency” for purposes of this policy shall have the same meaning as set forth in the applicable federal regulation (29 C.F.R. § 825.126) and includes (1) short-notice deployment (deployment within 7 days of receiving notification); (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation (defined to mean spending time with a covered service member on rest and recuperation leave); (7) post-deployment activities (including, but not limited to, making arrangements for the wake of the death of a covered service members); (8) parental care; and (9) additional activities not encompassed by the foregoing categories but mutually agreed to by the employer and employee.

Intermittent (separate blocks of time) and/or reduced schedule leave will be permitted when it is medically necessary, is in conjunction with a qualifying exigency, or is otherwise approved by Myers. If the leave is unpaid, Myers will reduce the

employee’s wages based on the amount of time worked. To the extent an employee has control, medical appointments and treatments related to a serious health condition should be scheduled outside of working hours or at such times that do not unduly disrupt Myers’s operations. When the need for intermittent or reduced schedule leave is foreseeable, Myers may, for the duration of the leave, transfer the employee to an alternative position, with equivalent pay and benefits if that position better accommodates your leave schedule.

Where state law permits, an employee’s entitlement to FMLA leave to be with the birth of a child and to care for that child, or the placement of a child with you for adoption or foster care and to care for the newly placed son or daughter (“bonding time”) expires at the end of the rolling 12-month period beginning on the date of the child’s birth or placement. Spouses who both work for Myers and are otherwise eligible for FMLA leave may be limited to a combined total of 12 weeks of FMLA leave during any rolling 12-month period if the leave is taken for bonding time, or to care for a family member with a serious health condition. Intermittent leave may not be taken for bonding time.

Additional information regarding FMLA eligibility is available from Human Resources. Myers’ Human Resources is responsible for the administration of this FMLA policy.

The following chart is offered as a helpful tool summarizing the various leave options. In the event of any inconsistency between this policy and the chart, the policy shall dictate.

Type of Leave	Reason	Short Term Pay through STI (subject to approval by the carrier)	Available Monetary Supplement	Position Held (subject to physician certification of continuing illness, or affidavit for leaves other than personal illness)	Benefits Coverage (subject to physician certification of continuing illness, or affidavit for leaves other than personal illness)
FMLA	Personal Illness	Up to 26 weeks STD – 70%	FMLA Bank* if available balance	Up to 26 weeks	Up to 26 weeks
FMLA	Illness of family member, adoption/foster	NA	FMLA Bank* if available balance	Up to 12 weeks	Up to 12 weeks
FMLA	Military Caregiver Leave- care for the illness of a family member in the military	NA	NA	Up to 26 weeks	Up to 26 weeks
FMLA	Workers Comp	NA	NA	Up to 12 weeks	Up to 12 weeks
ADAA	Personal Illness – Not FMLA eligible	Up to 26 weeks STD – 70%	NA	Up to time approved through the ADAA process	Up to time approved through the ADAA process.

Personal Leave of Absence	Personal – Not FMLA or ADAA eligible. Must be employed at least 12 consecutive months prior to start of leave	NA	NA	Up to 4 weeks at VP/GM and HR’s discretion	Up to 4 weeks at VP/GM and HR’s discretion
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On 3/31 each year, any accrued but unused vacation time will roll into an FMLA Bank. This time can accrue in the bank up to a maximum of 12 weeks. If an employee has an approved and qualifying FMLA event, they may “withdraw” from this bank to either supplement STD payments, or to replace pay for an unpaid FMLA event.

**Requests for FMLA balances and use during an FMLA event must be requested through HR or Payroll.*

**Accrued but unused FMLA Bank balances are forfeited upon termination and shall not be paid out at termination under any circumstances.*

B. Notice

In general, a Leave Request form must be completed for all FMLA leave taken under this policy. The Leave Request form is available from Human Resources. When the need for FMLA leave is foreseeable, the employee must provide the Leave Request form to Human Resources at least 30 days in advance of the planned leave, except when not possible or practicable (such as in emergency situations), or as soon as practicable under the circumstances, i.e., within one to two business days of learning of your need for leave. Even when the need for FMLA leave is not foreseeable, an employee or someone with the authority to speak on his/her/their behalf must comply with Myers’ usual call-in notice requirements that apply when an employee will be absent from work. Thereafter, the Leave Request form (which may be obtained from Human Resources) should be provided to Human Resources as soon as practicable under the circumstances. When an employee gives call-in notice for a previously certified FMLA condition, he/she/they must provide sufficient information for the manager to know that the employee will be absent for that condition. For example, calling in “sick” without providing more information is not enough and will not result in FMLA coverage.

If the employee is planning a medical treatment or a series of treatments or is taking military caregiver leave, the employee must consult with Myers first regarding the dates of his/her/their treatment so that Myers and the employee can work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and Myers.

Failure to give appropriate notice of the need for FMLA leave as outlined in this policy may result in the delay or the denial of FMLA leave and could subject the employee to discipline under Myers’ policies, up to and including termination.

C. Certification

When the need for FMLA leave (intermittent and continuous) is for the employee’s or his/her/their Family Member’s serious health condition, the FMLA leave request must be supported by a certification form completed by the applicable health care provider (or, in the case of leave for a qualifying exigency, by the employee). The certification form is available from Human Resources. Absent extenuating circumstances, the employee must submit the completed certification form to Human Resources within 15 days of requesting leave. It is the employee’s responsibility to ensure that the certification form is completed and submitted in a timely manner. Upon review of the certification form, Myers will inform the employee whether the requested FMLA leave is approved, denied or more information is needed to make that decision. If a certification form is incomplete or insufficient, Myers will notify the employee in writing, stating the additional information that is required. The employee will have 7 calendar days to provide the additional information. It is the employee’s responsibility to provide Myers with a complete and sufficient certification form and to clarify the certification form, if necessary.

Failure to submit a timely certification form, or additional requested information relating to that certification form as outlined in this policy may result in the denial of FMLA leave and could subject the employee to discipline under Myer's policies, up to and including termination.

Second or third medical opinions (at Myers' expense) and periodic recertification (at the employee's expense) may be required under certain circumstances. Myers also may require periodic reports during FMLA leave regarding the employee's status and intent to return to work. Myers may consider any information received pursuant to worker's compensation, disability benefit coverage or the interactive process associated with determining disability accommodations to determine an employee's entitlement to FMLA leave.

D. Pay and Benefits

No seniority or employment benefits shall accrue during FMLA leave. FMLA leave is unpaid unless the employee qualifies for additional benefits (such as disability or worker's compensation) or substitutes the unpaid leave for accrued unused paid time off. Where permitted by applicable state law, Myers requires the substitution of accrued unused paid time off during FMLA leave. FMLA leave runs concurrently with other types of leave, for example, unused paid time off that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law. As with all leaves of absence, during the leave, an employee may not engage in activities inconsistent with the basis for which FMLA leave was granted. Such actions may result in the denial or rescinding of FMLA leave and could subject the employee to discipline under Myers' policies, up to and including termination. Myers will maintain the group health insurance coverage of an employee on FMLA leave at the same level and under the same circumstances as it existed when the employee was actively working before the FMLA leave. The employee must pay the regular portion of the insurance premiums on a schedule established by Myers. If paid leave is substituted for unpaid FMLA leave, Myers will deduct the portion of the premium for health benefits as a regular payroll deduction. Otherwise, the failure to remit the required premium contribution within 30 days of the due date may result in notification that Myers is canceling the employee's health insurance coverage. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse Myers for the cost of the health benefit premiums paid by Myers for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

E. Returning to Work

To ensure the proper scheduling of an employee's return to work following FMLA leave, the employee on leave is required to provide Myers with at least two weeks advance notice of the date they intend to return to work, when possible. Upon return from FMLA leave, the employee will be restored to the position he or she held prior to taking leave or, if that position is not vacant, to an equivalent position. If the reason for an FMLA leave was the employee's own serious health condition, the employee must present a fitness-for-duty certification from his/her/their health care provider prior to returning to work. If an employee exhausts all FMLA leave under this policy and is still unable to return to work, the situation will be reviewed on a case-by-case basis to determine what rights and protections might exist under applicable laws and Myers' policies. Unprotected and unauthorized absences will be counted against an employee under Myers' attendance policy. The law provides that an employee has no greater rights upon a return from FMLA leave than the individual would have had if he/she/they had not taken FMLA leave. Therefore, an employee on FMLA leave may be affected by restructuring or another job change if the action would have occurred had the employee not taken FMLA leave.

F. State Law

Individual state laws may also provide for additional family and medical leave protections. Please contact Human Resources to obtain more information regarding the state law protections that might be available to you. Where applicable, state, and federal leave, as well as leave related to worker's compensation, will run concurrently under this policy.

Final Paycheck

Employees leaving Myers must return all company property (e.g., cell phone, keys, computers, corporate credit cards etc.) on or before their last day of employment with Myers, or, if that is not possible, as soon as possible thereafter. The employee's final paycheck will be issued during the next regularly scheduled pay date. If there are unpaid obligations to Myers, the final paycheck will reflect the appropriate deductions, to the extent the deductions comply with all local, state, and federal laws. If a terminating employee has accrued but unused Paid Time Off, upon termination the hours will be paid out in the last paycheck.

Firearms, Explosives and Dangerous Weapons

To ensure that Myers maintains a workplace safe and free of violence for all employees, the Company prohibits the possession or use of weapons on Company property. A license to carry the weapon does not supersede Company policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination. All Company employees are subject to this provision, including contract and temporary employees, visitors, and customers on Company property.

"Company property" is defined as all Company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Company's ownership or control. This policy applies to all work sites where Myers is performing work, and to all Company-owned or leased vehicles and all vehicles that come onto Company property.

"Weapons" include, but are not limited to, firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Myers reserves the right at any time and at its discretion to search all Company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees should have no expectation of privacy while on Company property, except in restrooms and locker rooms. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Funeral Leave

It is the policy of Myers to provide an appropriate period of paid personal time when a death occurs in an employee's immediate family.

Full-time employees are eligible for funeral leave.

Employees should notify their supervisor as soon as practical regarding their request for funeral leave.

"Immediate family" is defined as spouse/domestic partner, parents of spouse/domestic partner, employee's own parents, grandparents, brothers, sisters, children, grandchildren, and any "step" relationships that may exist in the immediate family.

Myers provides paid leave for a period of up to three regularly scheduled workdays. For nonexempt employees, payment shall be made at an employee's regular hourly rate times eight hours. Funeral leave is not considered time worked for the purpose of calculating overtime.

To the extent additional time off is requested and granted, the additional time may be taken as vacation time or as unpaid time off. If the additional time is taken as unpaid time off, the period during which an employee will be permitted to be excused from work will be decided on a case-by-case basis, depending on legitimate business factors.

Leave taken because of the death of an employee's immediate family member shall be considered "funeral leave" under this policy only if the leave is taken on scheduled workdays. Leave taken for such a death when an employee is on disciplinary suspension or military, medical, disability or personal leave does not constitute "funeral leave" under this policy.

Holidays

Myers provides paid time off to all full-time hourly employees on the holidays listed below:

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

Myers provides unpaid time off to all hourly employees on the days listed below:

- The four consecutive workdays falling between Christmas Day and New Year's Day. During this time, the Company is on shutdown. Hourly employees may use accrued unused paid time off time if they wish to be paid during this shutdown period.

Employees must be employed for at least 90 calendar days to be eligible for the six scheduled paid Company holidays.

Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times eight hours. To be eligible for holiday pay, employees must work their last scheduled workday immediately preceding and their first scheduled workday immediately following the holiday, unless otherwise authorized by the employee's supervisor. Paid time off for holidays will be counted as hours worked for the purpose of determining overtime.

If a recognized holiday falls during an eligible employee's paid absence (such as disability or Workers' Compensation), the employee will not receive holiday pay. If eligible hourly employees work on a company recognized holiday, they will be paid two times their straight time rate for hours worked plus holiday pay.

If a recognized holiday falls on a Saturday, Allan Myers will recognize it on Friday. If recognized holiday falls on a Sunday, Monday will be the recognized holiday by Allan Myers.

Immigration Assistance

Myers strives to build a great place to work for all employees and recognizes that certain employees are in unique circumstances, specifically those employees who are foreign nationals. Accordingly, Myers is willing to consider financial assistance to employees seeking legal status who have successfully completed their 90-day Introductory Period. Financial assistance may be granted, only after careful evaluation on a case-by-case basis for the following:

Residency (Green Card)

Generally stated:

Myers may provide up to \$2,000 in financial assistance for an employee seeking residency status in the United States. Financial assistance will be in the form of a loan, with a mandatory payback period of 26 weeks. Any employee that leaves the Company, voluntarily or involuntarily, before the loan is paid back, will be required to pay back the loan amount in full upon termination.

Citizenship

Generally stated:

Myers may provide up to \$500 in financial assistance for an employee seeking Citizenship. Financial assistance will be in the form of a loan, with a mandatory payback period of 2 weeks. Any employee that leaves the Company, voluntarily or involuntarily, before the loan is paid back, will be required to pay back the loan amount in full upon termination.

H1B Visa

Generally stated:

Myers may provide \$1,500 in financial assistance for the application fee, as well as 80% of lawyer's fees, with a total amount not to exceed \$5,000, for employees seeking an H1B visa. Financial assistance will be in the form of a loan, with a mandatory payback period of 52 weeks. Any employee that leaves the Company, voluntarily or involuntarily, before the loan is paid back, will be required to pay back the loan amount in full upon termination.

The terms of any loan offered under this policy will be memorialized in a written document to be signed by the Company and the employee and it is that written document, not this policy, which will dictate the terms of the loan. This policy does not guarantee any financial assistance for employees seeking legal status. Employees must be in good standing, and every request will be reviewed on a case-by-case basis. Myers reserves the right, where state law permits, to withhold outstanding loan balances from final paychecks.

Inclement Weather

Office Locations - Company policy is to keep its office locations open during all periods of inclement weather except in those rare circumstances when a government agency specifically requests that our offices be closed. Accordingly, office employees are expected to make reasonable efforts, consistent with their own personal safety, to arrive at work on as timely a basis as possible on all scheduled workdays. Similarly, each office employee is individually responsible for making personal safety related decisions regarding the need for early departure from work owing to severe snow, ice, and other related weather extremes.

Field Locations - Every effort will be made to work on field job sites during any period of inclement weather. Job sites will shut down only if the health or safety of employees is jeopardized or if continued work would not be in the best interests of the Company. Accordingly, during periods of inclement weather, all field personnel are required to report to the job site to which they are assigned, unless they have been notified otherwise. If sent home without working, hourly employees will receive one hour's pay at their regular rate as show-up pay.

In periods of extreme weather conditions where travel to a job site might jeopardize the employee's personal safety, employees should call their supervisor or dispatch for further instruction if their supervisor has not already contacted them directly.

All job site field managers are responsible for working out a method of communication with their crew for notification of "work/no work" for any day of inclement weather. As a broad guide, any combination of weather conditions such as temperature, precipitation, mud, frost, ice, etc. resulting in projected productivity of less than 70% of standard may result in a "no work" decision by a field manager.

Introductory Period

The 90-day Introductory Period provides both the employee and employer the opportunity to get to know each other and determine if the employment relationship will prove beneficial to both parties.

- Employees may receive formal or informal performance feedback from their supervisors throughout this Introductory Period.

- During the Introductory Period, and at any point during employment, both the employee and Myers have the right to terminate employment without prior notice for any reason if it is evident that neither the employee and/or employer are satisfied with the performance.
- Participation in Myers's benefit programs begins on the first day following successful completion of the introductory period and the employee's proper completion and submission of the appropriate enrollment forms and information.

Jury Duty

Myers will provide employees paid time off, up to 5 business days, when required to serve on a regular court-appointed jury or testifying as a subpoenaed witness in a work-related judicial proceeding. The employee must notify their supervisor and Human Resources immediately upon receiving notice that she/he may be called for jury duty. Request for leave must be made in writing with a copy of the notice of summons included. Myers supports the employee in fulfilling this civic duty but expects the employee to exhaust all opportunities of waiver or rescheduling of jury duty to a time that is not a major conflict with the employee's work schedule, such as during peak work periods.

Employees will receive their regular pay once they provide to payroll confirmation of service from the court, up to eight hours daily, minus jury duty pay, for up to a maximum of 5 business days. Travel allowances and other expenses are not included.

Jury duty pay will not be considered time worked for the purpose of calculating overtime.

Employees are expected to inform their supervisor of their availability to return to work to the extent that the information is available to the employee. Employees released from duty after a partial day are expected to return to work to complete the day when practical.

Absences resulting from witness duty that is not on a regular court-appointed jury or in a work-related judicial proceeding shall be charged against the employee's vacation days, to the extent lawful under local, state and/or federal law.

Layoff and Recall

Due to adverse weather conditions or temporary lack of work, Myers may reduce employment. Layoffs and recall from layoffs will be conducted according to Company requirements.

Laid off employees will be given as much prior notice as practical and informed of both the reason and the estimated length of the layoff.

When practical, selection for layoffs will be done in the following sequence:

1. Temporary and part-time employees.
2. Employees in the Introductory Period. If recalled, the Introductory Period will resume.
3. Full-time employees.

Medical benefits will continue at the expense of Myers for the first 180 days of the layoff period. Employees who have not been recalled after 180 days will be sent a Continuation of Benefits (COBRA) letter to elect medical benefits at their own expense.

The Company has the sole discretion to recall any or all employees following a layoff.

Each employee being recalled to work shall be notified first by telephone of their recall, and thereafter be sent, via certified mail, a recall notice to the last known residential address of the employee. If the employee does not respond to the recall notice within seven days of delivery, the employee's name will be removed from the recall list and the employee will be considered a voluntary resignation.

Because Myers relies on the latest telephone and address information provided by the employee to make calls and distribute recall notices, it is important to keep this information current with Human Resources so as not to miss your opportunity for recall.

Maternity Leave

Eligible employees under this Paid Maternity Leave Policy are full-time employees of Allan Myers who have been employed for at least 90 consecutive days as of the start of the Paid Maternity Leave and who have given birth to a child.

Pursuant to this policy, eligible employees may take up to a total of 10 consecutive weeks of Paid Maternity Leave to recover from the birth of a child (or children as would be the case for a birth of multiples (e.g., twins)). The Paid Maternity Leave shall begin on the date of the birth(s). To the extent permissible under the law, the Paid Maternity Leave taken under this policy shall run concurrently with any applicable Family and Medical Leave Act (FMLA) leave and any other applicable leave under company policy and/or state or local law.

Paid Maternity Leave shall be paid in accordance with Allan Myers' standard payroll practices. The amount paid for time an eligible employee takes Paid Maternity Leave shall equal the following: (1) for exempt employees, 100% of the employee's base weekly salary at the time of the start of the leave; (2) for nonexempt non-craft employees, 100% of the employee's regular, straight-time weekly pay at the start of the leave, assuming a 40-hour week; and (3) for nonexempt craft employees, 100% of the employee's regular shop rate at the start of the leave, assuming a 40-hour work week. Any special forms of compensation, including, but not limited to incentives, bonuses and/or payment at the overtime rate shall be excluded from the calculation of the amounts paid under this policy. In addition, all amounts paid under this policy shall be treated as wages and, therefore, are subject to all required taxes and withholdings.

Additional provisions:

- Employees who take Paid Maternity Leave shall continue to be eligible for coverage under the company's medical benefits and, should the employee wish to continue that coverage, any deductions applicable to the coverage shall be made from the Paid Maternity Leave payments.
- Eligible employees under this policy shall have no right to be paid any unused Paid Maternity Leave for which the employee is/was eligible. Such unused leave shall not be paid out at termination and will be deemed forfeited at that time.
- If a company holiday occurs while the employee is on Paid Maternity Leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total Paid Maternity Leave entitlement. The 10-week Paid Maternity Leave includes any company holiday.
- Any leave needed more than the 10-week Paid Maternity Leave may be subject to coverage under the company's disability policies, the reasonable accommodation policy, or some other leave policy of the company, such as the FMLA policy.
- The notification requirements that apply to the Paid Maternity Leave may vary depending on where an employee works. Employees who wish or need to take Paid Maternity Leave should contact their Regional HR Manager for the notification requirements that apply to that employee.
- The company reserves the right to require information from a medical professional to the extent needed and as permissible under the law.
- This policy is intended to comply with all applicable federal, state, and local laws and, to the extent said laws are contrary to the provisions of this policy, this policy automatically will be implemented to comply with those laws.

Military Leave

This policy is intended to comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and will be construed consistently with USERRA, any applicable federal and/or state law and/or regulations. Myers will not discriminate or retaliate against any individual because of past, current, or future uniformed service obligations. Myers will not discriminate against any eligible employee who takes Uniformed Services Leave under this Policy, nor will Myers retaliate against anyone who protests any unlawful practice under USERRA.

Eligibility: All Myers employees are eligible to take unpaid Uniformed Services Leave.

Conditions of Leave:

When Leave Can Be Taken - Employees are eligible for leave under this Policy when they are absent from work due to service in the Army, Navy, Air Force, Marine Corps or Coast Guard; the Reserve units of the Army, Navy, Air Force, Marine Corps or Coast Guard; the Army National Guard or Air National Guard; the Commissioned Corps of the Public Health Service; or any other category of service designated by the President of the United States in time of war or emergency. For purposes of this Policy, "service" includes the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty training, inactive duty training, full-time National Guard duty, State active duty for a period of 14 days or more, State active duty in response to a national emergency declared by the President under the National Emergencies Act (50 U.S.C. 1601 et seq.), State active duty in response to a major disaster declared by the President under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170), a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, a period for which a System member of the National Urban Search and Rescue Response System is absent from a position of employment due to an appointment into Federal service under section 327 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and a period for which a person is absent from employment for the purpose of performing funeral honors duty as authorized by section 12503 of title 10 or section 115 of title 32.

Duration of Leave - The cumulative length of an employee's Uniformed Services Leaves under this Policy generally may not exceed five years, unless one of the statutory exceptions to the five-year limitation applies.

Request for Leave - Employees are required to provide their managers advance notice of their uniformed service obligations, unless giving advance notice is precluded by military necessity or, under all relevant circumstances is impossible or unreasonable. Notice may be written or oral. In most instances, Myers may request from the employee copies of military orders, training notices or induction information or other written notice.

Benefits During Leave - Group Health: Myers provides employees with limited health coverage during military leave. For an employee on active duty for fewer than 31 days, Myers provides healthcare coverage, and pays the full premium to the carrier. Those on active duty for 31 or more days may elect to continue employer-sponsored health care, by electing COBRA coverage, for up to 18 months; however, Myers may require employees electing coverage to pay up to 102 % of the full premium.

Vacation - An eligible employee may elect, but may not be required, to use accrued paid time off in lieu of unpaid Uniformed Services Leave.

Reemployment - Myers will reinstate returning service members if the following criteria are satisfied:

- the employee had been employed by Myers immediately prior to leave, unless that employment was for a brief, nonrecurrent period when there was no reasonable expectation that such employment would continue indefinitely or for a significant period.
- the employee gave notice to the employer before leaving, unless providing such notice was precluded by military necessity or was impracticable or impossible.
- the cumulative period of active service did not exceed five years, excluding certain services required by, among other things, a declared war or national emergency.
- the employee was discharged under honorable conditions.
- circumstances have not so changed as to make such reemployment impossible or unreasonable and does not impose an undue hardship on Myers (e.g., Myers may not be required to reemploy the employee where the employee's position has been eliminated for unrelated business reasons); and

- the employee reported back to the civilian job in a timely manner. Time limits for returning to work following leave differ depending on the duration of the leave taken and whether the employee is hospitalized for or convalescing from an illness or injury incurred in or aggravated during the performance of service in the uniformed services. State law may provide additional time to return to work.

Myers has the right to request that an employee who is absent for a period of service of 31 days or more provides documentation showing that the person's application for reemployment is timely; the person has not exceeded the five-year service limitation; and the person's separation from service was other than disqualifying under Section 4304 of the law.

Employees should consult Human Resources for additional information.

Insofar as issues arise that are not addressed in this policy, Myers will abide by USERRA and any controlling federal, state and/or local laws. Should you have any questions or require further information regarding military leave, please see your Human Resources Manager.

Depending on length of service and qualifications of the employee when returning to work, employees returning from military leave will be placed in the position: (a) they would have had if the continuous employment had not be interrupted by service; (b) in the position in which the employee was employed on the date of the commencement of the service in the uniformed services; (c) in a position of like seniority, status or pay; or (d) in nearest approximation to a position in terms of seniority, status and pay consistent with the circumstances of the employee's case. Their length of service will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

New Employee Orientation

All newly hired Myers employees are required to attend a New Employee Orientation program. This program is provided for new employees to familiarize them with the processes and procedures, and safety within the Myers organization.

- The Safety department will conduct safety orientation and training during the orientation session.
- Orientation sessions are generally held on the employee's first day of employment.
- New employees will complete most necessary employment paperwork and enrollment forms electronically prior to the orientation session. Certain forms like the I-9 section 2, will need to be completed during orientation.

Ongoing Fitness for Duty – Fatigue

Myers has a strong commitment to providing safe working environments for its employees. All employees are responsible for ensuring they are physically and mentally fit to perform their job functions safely. Employees must take responsibility for their own safety as well as the safety of their fellow workers. If, at any time, an employee feels that they are too fatigued to the point of not being able to perform their job duties safely, they must immediately notify their immediate Supervisor. In such situations, Supervisors will be responsible for taking the appropriate remedial action to ensure that the work will be performed in a safe manner.

Organ Donation Leave

A. Eligibility and Entitlement

Myers will grant Organ Donation leave in accordance with applicable Virginia state law. To be eligible for organ donation leave, an employee must have been employed by Myers for at least a consecutive 12-month period and 1,250 hours worked during the preceding 12 months. Employee must live and/or work in Virginia.

Employee will be granted with up to 60 business days per 12-month period of unpaid organ donation leave and up to 30 business days per 12-month period of bone marrow donation leave.

Organ donation leave is in addition to any FMLA leave the employee may be entitled to, and it does not run concurrently with FMLA leave.

B. Notice

In general, a Leave Request form must be completed for all Organ Donation leave taken under this policy. The Leave Request form is available from the Benefits Department. When the need for Organ Donation Leave is foreseeable, the employee must provide the Leave Request form to Human Resources at least 30 days in advance of the planned leave, except when not possible or practicable (such as in emergency situations), or as soon as practicable under the circumstances, i.e., within one to two business days of learning of your need for leave.

C. Pay and Benefits

The leave is unpaid. Health benefits will be maintained, and leave will not be treated as a break in service for other benefits.

D. Returning to Work

Upon return, at the conclusion of the allocated leave period, employee will be restored to the same or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. While all hours worked shall be paid in accordance with applicable wage and hour laws, all overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. All hourly employees will be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked more than 40 hours per workweek. Overtime compensation is paid to all nonexempt employees in accordance with applicable federal and state wage and hour regulations. Holidays count as time worked in the calculation of overtime. Time off on sick leave, vacation, or any leave of absence will not be considered hours worked for purposes of computing overtime calculations.

Failure to work scheduled overtime, or overtime worked without prior authorization from the supervisor, may result in disciplinary action, up to and including possible termination of employment. As a Myers nonexempt employee, you are required to accurately record all time you work. If you have any questions, please contact Human Resources.

Pay Periods

All employees are paid every Friday for the hours worked in the preceding week. Sunday - Saturday is the standard pay period.

In the event a regularly scheduled payday falls on a day off or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

In addition to their paycheck or deposit notice, employees shall receive a statement showing gross pay, deductions and net pay and all other information required by the law. All standard deductions are taken from employees' checks including: all local, state, and federal withholding taxes, Social Security, and unemployment insurance. Benefits and 401(k) retirement deductions will also be reflected on this statement.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Myers. Employees will receive an itemized statement of wages when Myers makes direct deposits. Monies are normally credited to personal banking accounts by 9:00 a.m. each payday.

Myers will not disclose employee financial information to outside parties unless required to do so under the law or without written consent from the employee.

Payroll Deductions

Through an electronic authorization provided through Empyrean, employees may elect to have additional voluntary deductions, such as medical/dental/vision/ prescription, disability, retirement, and others, taken from their pay.

Payroll will process a writ of garnishment, a notice of levy by a taxing authority, or similar order requiring payment of a portion of an employee's compensation to someone other than the employee. Payroll will notify the employee of any writ or levy immediately so that the employee may make a settlement and obtain a release of monies owed. If there is no settlement and release, Myers may be required by law to withhold earnings.

The law also requires that Myers make certain deductions from every employee's pay. Among these are applicable federal, state, and local income taxes. Myers must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

Myers offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning deductions made from your paycheck or how they were calculated, please contact your supervisor, Human Resources or Payroll.

Personal Appearance

Our policies are designed to ensure that we present a professional image to our peers, visitors, customers, business partners and anyone else with whom we come in contact. Additionally, our policy ensures that an employee's dress does not present any safety issue or concern.

Field Dress - It is the policy of Myers to provide a safe work environment for our employees and to project a safety-conscious image to our customers and the public using the comprehensive Field Dress Policy.

- All field personnel must wear long pants, a shirt with sleeves, steel toe or composite work boots, safety glasses, work gloves, high visibility vest, and a helmet always when on the worksite. Myers issues helmets, safety glasses, high visibility vests, and work gloves to all employees. All footwear is to be supplied by the employee.
- Employees must have personal raingear for inclement weather, and cold gear for cold weather.
- The personal appearance of employees who do not regularly meet customers and the public is to be governed by safety and comfort requirements but should still be as neat and business-like as working conditions permit.

Employees who do not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed due to failure to comply with this policy will not be compensated. Repeated violations of this policy will result in disciplinary action.

Office Dress - It is the policy of Myers that each employee's dress and grooming promote a safe and professional atmosphere in our offices.

- Employees must present a professional, business-like image to customers and the public. Radical departures from business dress are not permitted.
- Personal appearance guidelines include:
 - Business-like clothing. Wearing sexually suggestive attire, shorts, sneakers, sweats, T shirts and similar items of casual attire are not permitted.
 - Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - Sideburns, mustaches, and beards should be neatly trimmed.
 - Any visible tattoos must be free of sexually related references, foul language, offensive phrases, or anything that may suggest/promote the use of drugs of alcohol. Any tattoos of this nature must be covered regardless of work location.

- Certain employees may be required to meet special dress and grooming standards depending on the nature of their job. If an office employee should visit or work in the field, they should dress appropriately for that work area.
- Logos or graphics on clothing must not reflect any form of violent, discriminatory, abusive, offensive, demeaning, or otherwise unprofessional messages.

Fridays are a "casual day" for those employees who do not associate face-to-face with customers or the public. Jeans may be worn provided they are neat, clean, and free of holes or tears. Sneakers, sweatshirts or sweatpants, and t-shirts are not appropriate at any time.

Note: Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, or buttocks areas. Clothing must be free of sexually related references, foul language, offensive phrases, or anything that may suggest/promote the use of drugs or alcohol.

Employees who do not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed due to failure to comply with this policy will not be compensated. Repeated violations of this policy will result in disciplinary action.

Nothing in this policy is intended to address those situations when an employee requires an accommodation due to his/her disability or religion. If an employee in good faith and reasonably believes he/she needs such an accommodation, that employee should contact Human Resources.

For any other details on this policy, please contact Human Resources.

Personal Data Changes

It is the responsibility of each employee to promptly notify Myers of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, beneficiaries, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify Human Resources.

Personal Leaves

In certain and rare cases, personal leaves of absence may be granted to employees when the leave is not eligible to be considered FMLA, or another protected or offered leave. Requests should be submitted in writing thirty days prior to the desired start of the leave period. Employees will be granted leaves only with the written approval of their regional VP/GM and the Human Resources Representative.

- Employees may be eligible for personal leaves of absence if they have completed at least one year of service with the Company.
- The employee must use any available personal or accrued unused paid time off days as part of the approved period of leave.
- Failure to report to work at the end of the personal leave of absence constitutes voluntary resignation.
- If granted leave, the employee, upon return to work in the specified time, maintains their original date of hire.
- Myers does not guarantee reinstatement in any capacity upon expiration of employee's personal leave of absence except where required by law. However, to the extent Myers in its sole discretion determines it benefits the Company, Myers will make a reasonable effort to offer the employee a position equal to their ability and experience.
- Vacation time will not accrue while on a personal leave of absence.
- Employees will remain covered under the company benefits (if enrolled) for up to 180 days
- Myers assumes an employee on a personal leave of absence has decided to voluntarily separate from the Company if:
 - The employee fails to return to work at the end of their personal leave of absence.

- The employee accepts employment outside the company during the personal leave of absence.
- The employee files for unemployment compensation during the leave of absence.

Promotions/Transfers

Promotions - An employee may be considered eligible for promotion if the employee has a satisfactory performance record and no disciplinary actions.

Promotional factors are determined by the requirements of the job and at the sole discretion of Myers' leadership. They may include related experience, education, past performance, capacity for development, length of service, attitude, work ethic, and safety record.

Job openings and promotions generally will be posted in accordance with Myers Job Posting Procedure. From time to time, Myers may fill job openings or offer promotions without posting notices depending on business needs.

Current active employees are not subject to the New Hire Orientation Policies when applying for a position. Whenever feasible, promoted employees shall be moved to their new position within thirty (30) days of the promotion decision. If promoted employees are unable to perform satisfactorily in the new position, a reasonable effort may be made to return them to their previous or similar position.

Transfers - Myers may require employees to make either a temporary or long-term transfer to accommodate the company's business needs. In certain cases, and at the sole discretion of the VP/GM, per diem, travel stipends, or relocation assistance may be offered.

Employee desires and interests are also considered if the employee requests a voluntary job transfer. To be eligible, employees must meet the requirements of the new position, a satisfactory performance record, and no disciplinary actions.

Nothing in this policy is intended nor shall it be construed to provide any rights to employees regarding promotions and transfers.

Referral Bonus Program

We believe employees are one of the best resources for qualified employment referrals. The purpose of the Employee Referral Program is to recognize and reward employees' efforts to identify and hire experienced and qualified candidates for the specific positions listed below.

Referral Bonus Payment

- Employees who refer a candidate hired into any of the following positions will be eligible for a referral bonus:
 - Craft Professional - \$1,500 (Example: Laborer, Equipment Operator, Carpenter, Driver, etc.)
 - Construction and Materials Professional - \$2,500 (Example: Project/Plant Manager, Superintendent, Project Engineer, Field Manager, HSE Professional, etc.)
 - All other salary positions not identified above - \$1,500
- Bonus payments will be distributed to referring employees as follows – 50% after the referred candidate is employed for 90 days, and 50% after completion of 6 months of service.
- Referrals are considered those recommendations made by employees of candidates whom the employee knows personally or professionally for at least 1 year, and can attest to things such as their: character, work ethic, attitude toward safety, skills, and abilities, etc.
- Referrals are not considered those recommendations made of candidates the employee has just met or does not know personally or professionally for at least 1 year.
- To receive a referral bonus, both the referring employee and the referred employee must be actively employed at the time of payment.

- Referral bonus payments will be processed through the payroll department and are considered taxable in accordance with IRS regulations.
- Bonus payments will be made the first week of the month, after the hired employee reaches either 90 days or 6 months of employment. Bonus checks will be hand delivered whenever possible.

Eligibility

- Only employees of Allan Myers are eligible to participate in the Referral Bonus Program.
- Employees of Human Resource *are not* eligible to participate.
- Senior Management Employees *are not* eligible to participate.
- Managers & Supervisors are eligible to receive a referral fee under these conditions
 - If a Manager/Supervisor refers a candidate who is hired into their own department, they will be eligible to receive a \$250 bonus.
 - If a Manager/Supervisor refers a candidate hired into a department other than their own, the referring Manager/Supervisor will be eligible for the appropriate bonus amount outlined above.
- Employees who refer former Allan Myers employees would meet eligibility criteria, provided a minimum of two years has elapsed since the referred candidate’s last date of employment with Allan Myers referrals received after interviews and subsequent hire are not eligible for the referral bonus.

Program Administration

- Human Resources will document and track referrals of newly hired employees, make final eligibility determinations *and* process the necessary paperwork for referral fee payments through the Payroll department.

General Program Guidelines

- Only referrals that are documented (i.e., on the written Employment Application or on-line Application) are eligible to participate in this revised program.
- Referrals are given special consideration and priority compared to other external applicants for the position. Employment consideration will be based on skills, knowledge, experience, and abilities as related to the position. Not all referrals will be interviewed and/or hired.
- Employees are not authorized to make verbal or written promises or commitments, on behalf of Allan Myers to any candidate they refer.
- All information on an applicant’s status and the decision to hire, or not to hire, remains confidential.
- This program may be modified or discontinued at any time.

Rehires -Benefits/Credits Available

The re-hiring of a former employee will be reviewed and approved by Human Resources prior to any job offer. Former full-time Myers employees who are re-hired should refer to the chart below regarding benefits when there is a break in service.

<i>Break in Service</i>	<i>Service Entitlement Result</i>
30 days or less	Reinstated with Original Hire date
31 days – 1 year	Eligible for Adjusted Service Entitlement
> 1 year	Not Eligible to receive credit for prior year service

The adjusted service entitlement date affects the following hourly employee benefits:

- Health Insurance benefits
- Vacation entitlements
- Retirement contributions
- Service Recognition Awards

* Rehires with greater than a 30-day break in service must satisfy their 90-day waiting period to be eligible for Health insurance benefits.

* Rehires with greater than a 90-day break in service but less than 1 year, must wait 1 year from their rehire date to receive their vacation entitlement.

Re-hired employees should consult with HR for details regarding break-in-service rules for 401(k) eligibility, vesting and distribution eligibility.

Reserve Duty Leave

In addition to Myers' Policy for Military Leave, it is the policy of Myers to grant military reserve training leave to employees who are members of Military Reserve units for annual Reserve Military training.

Requests for Reserve Duty Leave of Absence should be submitted with a copy of the military orders in writing to the supervisor, Human Resources, or the VP/GM.

Employees will be protected against loss of income while serving their annual encampment or training duty in the U.S. Military Reserves or the National Guard in that, during the training, Myers will pay the difference between what an employee earns from the government for military service and the employee's normal straight time hourly rate times eight hours a day. This difference will be paid for a maximum of two weeks per calendar year.

Medical benefits will be continued at the expense of Myers for the first 30 days of military reserve training leave. Employees who do not return after that time will be sent a Continuation of Benefits (COBRA) letter to elect medical benefits at their own expense.

To be eligible for reinstatement, the employee must:

- have been employed in a regular full time or part time position prior to leave.
- the employee gave notice to the employer before leaving, unless providing such notice was impracticable or impossible.
- the employee notified the appropriate supervisor or Human Resources of the intended return date and reported back to his/her job at Myers in a timely manner.

Employees should consult Human Resources for additional information.

Rideshare Commute Policy

Allan Myers secures work in multiple locations. As a convenience to our employees, we want to find ways to make this work as accessible as possible. Therefore, from time to time, Allan Myers may, in its discretion, provide a rideshare opportunity for employees to commute to a work site.

This benefit is offered to make work accessible to our employees, reduce stress, reduce wear and tear on employee personal vehicles, and save employees money on gas and tolls. We also hope it reduces congestion on the roads and helps the environment.

As a participant of a rideshare opportunity with Allan Myers, you understand and agree:

1. The ride in the rideshare vehicle is voluntary. You are not required to participate in the rideshare. You are free to drive your personal vehicle to the work site at your own expense.
2. Time spent in the rideshare vehicle is considered commute time and is therefore not compensable time.

3. The pick-up location for the rideshare may be located at an Allan Myers site, shop, or plant. This is for the employee's convenience. Because the Rideshare is considered commute time, this pick-up location is not considered the first work site of the day.

Sale of Operations Related Material

During the normal course of Myers' operations & projects, scrap materials (e.g., scrap, excess materials, topsoil, asphalt, clearing and grubbing, obsolete equipment, etc.) are often created. All salvaged and scrap materials or any other product or service that can be sold during the operational process or through any other means is the property of Myers and the sales of such must be directed by and approved by the VP/GM. Accordingly, ALL proceeds generated from the sale or disposal of these items are to be remitted immediately to the Company. This policy does not apply to Myers Materials COD sales.

Sick Leave

Certain state, county and/or local laws may be in effect that guarantee a certain amount of paid time off for qualified sick leave. To the extent those laws exist and apply to an employee, Myers will comply with those laws.

Smoke Free Workplace

In keeping with Myer's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace, which includes all offices and trailers. On the job site, employees who smoke should do so at a distance of at least 25 feet from other employees, offices, and trailers. This policy applies equally to all employees, customers, and visitors and applies to cigarettes, cigars, vaping devices, electric cigarettes, etc.

Myers Berks Road campus is a Tobacco Free environment in all open areas. As such, smoking and tobacco use in open areas is prohibited. This is true for employees who work on campus, employees attending training in the auditorium and conference rooms, and all external visitors as well. While we do not encourage tobacco use at any time, this expansion does not prohibit the use of tobacco inside of employees' personal vehicles.

Social Media

Allan Myers recognizes the growing importance of online social media networks as a communication tool. This policy addresses employees' use of social media networks, which for the purpose of this policy includes but is not limited to: Facebook, Twitter, Instagram, LinkedIn, Snap Chat, TikTok, internet forums, weblogs, social blogs, wikis, podcasts, picture-sharing, wall-postings, e-mail, instant messaging, and crowdsourcing, etc. Myers respects the right of employees to use these media during their personal time, and during work time when being used for company business purposes. The use of social media during work time for personal reasons is prohibited. When using social media (and email) for an approved purpose, be thoughtful in all your dealings with others. Generally, it is advisable to always keep in mind that what you say on social media can often be seen by anyone.

If an employee identifies him or herself as a Myers employee on any social media network, these guidelines apply:

- Clearly state that the views expressed on any social media network are the employee's and that they do not reflect the views of Myers.
- Do not disclose Company confidential Information or proprietary information on any social media network.
- Respect all laws concerning copyright, fair use of copyrighted material owned by others, trademarks, and other intellectual property, including the Company's own copyrights, trademarks, and brands. Do not infringe on Company logos, brand names, taglines, slogans, or other trademarks and do not use the Company's logos, marks or other protected information or property for any business/commercial venture without the express authorization from Corporate Communications.
- Respect all privacy laws and rights of publicity and other third-party rights (including laws on the use of an individual's likeness) before deciding whether to post images of co-workers.

- Do not post non-public images of the Myers premises or property. An exception to this rule would be if such images were taken and posted in connection with engaging in activity protected by the NLRA, for example, taking pictures of health, safety and/or working condition concerns or of a work-related and/or protected concerted activities. Do not make statements about Myers, coworkers, customers, competitors, agents, or partners that could be considered profane, obscene, harassing, threatening, libelous, discriminatory, or defamatory in any way.
- Do not share communications that engage in personal or sexual harassment, knowingly or recklessly unfounded accusations or remarks, including racial slurs, derogatory comments, or insults, that would contribute to a hostile work environment including comments about a person's race, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, veteran's status, or any other protected status as defined by law.

An employee responsible for a social media posting who fails to abide by these guidelines may be subject to discipline, up to and including termination. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of Confidential Information or proprietary Company information and that violates the law.

Finally, employees should let Human Resources know if they encounter incorrect information about Myers that might randomly appear online. Employees themselves should not attempt to correct any such information that appears online.

It is the Company's goal to anticipate and effectively manage various situations to reduce disruption to its employees and to maintain our upstanding reputation in the community. Similarly, the Company will want to ensure an appropriate message and avoid giving any misinformation. To these ends, the Company will respond to media in a timely and professional manner only through its designated spokesperson.

Solicitation

To ensure a productive, harmonious, and safe work environment, persons not employed by Myers may not solicit or distribute literature in the workplace at any time for any purpose. Myers maintains a policy of "no solicitation, no distribution."

Myers recognizes that employees may have interests in events and organizations outside of work time. However, employees may not solicit concerning these interests during their work time or the working time of the employee(s) being solicited; nor may employees distribute literature concerning these interests during their work time or the working time of the employee(s) to whom the literature is being distributed or, with respect to literature in paper form, at any time in working areas of the Company. ("Working time" includes the time when an employee is engaged or should be engaged in performing his/her work tasks for the Company).

Examples of impermissible forms of solicitation include, but are not limited to:

- The collection of money, goods, or gifts for community, religious, political, and charitable groups.
- The sale of goods, services, or subscriptions outside the scope of official organization business.
- The circulation of petitions.
- The distribution of literature not approved by Myers.
- The solicitation of memberships, fees, or dues.

Termination-Voluntary

Myers generally will schedule exit meetings at the time of employment termination. The exit meeting will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts, or return of Myers-owned property. Suggestions, complaints, and questions can also be voiced. Employee benefits will be terminated although some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefit that may be continued and of the terms, conditions, and limitations of such continuance.

Time Off to Vote/Serving as an Official

Myers encourages employee participation in and support the political process. Employees who wish to vote will need to inform their supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. In accordance with applicable law, supervisors will allow employees the opportunity to vote. If an employee has two consecutive hours of non-work time during which the polls are open, Myers expects the employee to vote at that time instead of during work hours.

Employees who wish to serve as Election Officials should make such requests for time off to their supervisor as far in advance as possible. Myers' employees who serve as Election Officials may be granted up to eight hours of paid time off. Employees who serve must be strictly monitoring the polls, not supporting a specific party. If an employee chooses to work in support of a party, they may utilize vacation or personal time to do so. To be eligible for this benefit, employees must have completed the 90-day Introductory Period and have no other exclusions from regular work schedule (i.e., vacation, short term disability etc.). Proof of service must be provided to the employee's supervisor or Human Resources upon return to work and it is up to the sole discretion of Myers to determine which elections are deemed acceptable for consideration under this policy.

Use of Personal Image

From time-to-time Myers uses its employees' photographs, photographic images, names, and audio and video recordings in publications, company newsletters, promotions, and advertising. As an employee of the Company, you have been informed and agree that the Company may use any images and videos taken at job sites and/or at office locations in which you appear in the course of your employment for publication. Your presence in or around job sites and/or Company properties, as well as at Company-sponsored events, as an employee of the Company, constitutes your consent to the capture and/or use of your image and/or voice by Myers, and you waive any claims or rights, whether in law or in equity, relating to the use of those images and/or voice. If an employee prefers not to have his or her photograph, image, name, and audio or video recording used by the Company for these purposes, a specific request must be submitted in writing to Human Resources.

Vacation

The number of vacation days earned each year is based on an employee's completed years of service. The following schedule shows the number of vacation days (1 day = 8 hours) employees earn based on completed years of service as of each employee's service anniversary date and their classification as a "full-time, hourly (nonexempt)" employee.

<i>Completed Years of Service</i>	<i>Number of Paid Time Off Days</i>
Less than 90 days	0
91 days – 1 year	5 days
After 1 year	10 days
After 10 years	15 days

Whenever possible, vacation should be scheduled as far in advance as possible. For emergency situations, such as personal or family illness not eligible for protected leave, employees are required to call their supervisor or dispatch before the beginning of the scheduled work shift.

Employees are encouraged to use vacation during the year in which it is earned. Vacation not taken within the year will be subject to forfeiture*.

**As has been our established practice, hourly field employees in the Worcester Region may carry over vacation hours up to a maximum of 200 hours into a new vacation year. Hours more than 200 will be placed in an FMLA (please see FMLA policy for more details). The 200-hour maximum does not include the new vacation entitlements, which are earned as of the first of each new completed anniversary year.*

To be eligible for the full amount of vacation specified above, employees must have worked at least 1,000 hours during their previous anniversary year. If an employee worked less than 1,000 hours, he/she will be eligible for vacation entitlements on a pro-rata basis, based on the number of hours he/she worked during his/her previous year.

Rehired employees must wait until their one-year anniversary from the date of rehire to earn vacation.

No vacation will be earned for partially completed years of service.

Part-time (i.e., employees who work less than 20 hours per week on average) and temporary employees are not eligible to earn vacation days.

Employees have the option of using their vacation in either daily or hourly units, to receive pay during whole or partial days of absence. Vacation does not count as time worked in the calculation of eligible overtime hours.

Employees may not cash in vacation during their active employment or borrow paid time off prior to their eligibility date. Upon termination of employment, employees will be paid out any accrued vacation hours.

This policy will be administered in accordance with applicable state/federal law.

Work Schedule

The working hours of an hourly employee at Myers' locations will vary in accordance with Company and project requirements. All newly hired employees should check with their immediate supervisor and/or manager to determine the work schedule of their operating unit or project.

Myers policy is to schedule a one-half hour unpaid lunch period (in accordance with state and local laws), whenever possible. It is also Myers policy to provide, work schedule permitting, a 15-minute paid rest period break to any hourly employee who performs for five consecutive hours without a meal break or between the start of the day and the lunch break. Additionally, supervisory personnel in the field have discretionary authority to grant additional rest periods of up to 15 minutes based on circumstances such as weather, physical demand, etc. All time given as rest periods shall be treated as time worked and as such shall be paid time.

Supervisors will schedule rest breaks based on workload. Employees are expected to start and end their breaks on time. Rest periods will not be scheduled during the first hour of the workday. Rest periods may not be used to extend the scheduled meal break, nor may they be postponed and accumulated.

Employees on rest breaks are not permitted to leave the worksite, without the approval of their immediate supervisor.

Myers has an organizational philosophy of emphasizing a healthy balance between work and family life, and between fun and hard work. Therefore, a "Time-Off Program" has been instituted to ensure that all employees, especially those in the field, are able to have adequate time away from work.

The major components of "Time-Off Program" include the following:

- a. No Sundays – Sunday work is the exception, not the norm. Exceptions to the "No Sunday" rule can only occur with Executive Committee approval.
- b. One Weekend per Month – At least one entire weekend per month shall be scheduled as time off for all employees. When possible, such time off is scheduled around holidays, such as Memorial Day, Independence Day, Labor Day, and Thanksgiving Day to provide an extended weekend of time off.

- c. Christmas Holiday Week – The four workdays falling between Christmas Day and New Year’s Day are normally scheduled time off. Employees who have earned paid time off may request to be paid their PTO for this period.

Work Week

The normal workweek is 40 hours from Sunday through Saturday, beginning and ending at 12:01 a.m. on Sunday.

The normal workday is measured from the time the employee reports to work to the time he/she last performs any work for Myers at the end of the day, excluding time off for lunch or other breaks.

Employees may be assigned different starting times on occasion. Supervisors will inform employees of their daily schedule including meal periods and rest breaks, and any other changes.

Supervisors may schedule overtime or extra shifts, as necessary. The Overtime Policy covers the administration of overtime.

Employee attendance at lectures, meetings and training programs will be considered work hours if management requires attendance.

Hourly employees will normally be granted up to one hour of "show-up pay" when reporting for work when no work is available due to weather conditions.

Workplace Violence

Any potentially dangerous situations must be reported immediately to a supervisor or Human Resources. Reports may be made anonymously, and all reported incidents will be subject to investigation. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis and in compliance with the law. All parties involved in a situation will be counseled and the results of investigations will be discussed with them.

Risk Reduction Measures:

Safety - Myers conducts periodic inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Any necessary corrective action will be taken to reduce all risks.

Individual Situations - While Myers does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform Human Resources if any employee exhibits behavior, which could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace
- Direct threats or physical intimidation
- Implications or suggestions of violence
- Stalking
- Assault of any form
- Physical restraint, confinement
- Dangerous or threatening horseplay
- Loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment and might reasonably cause others to fear for their safety
- Blatant or intentional disregard for the safety or well-being of others
- Commission of a violent felony or misdemeanor on company property
- Any other act that any reasonable person would perceive as constituting a threat of violence

Enforcement: Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on Myers' premises will be reported to the proper authorities.