



Non Union Employment Manual

January 2024

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This handbook is not applicable to union employees. Union employees should refer to the NEI Electric Union Employee Employment Manual.

Welcome

Welcome to **NEI Electric Inc.** (“NEI Electric”); we have been in business since 1952. We are a member of the National Electrical Contractors Association (NECA) and our field employees are members of the International Brotherhood of Electrical Workers (IBEW).

NEI Electric is a full service electrical contracting company. Our range of work includes design/build or plan/specification services for new construction, additions and remodels, tenant and retail maintenance, and any type of electrical maintenance for small to large commercial, industrial and residential customers. NEI Electric is a medium sized company employing skilled IBEW electricians and apprentices in Minnesota and Wisconsin. The commitment by NEI Electric is to provide *Quality Electrical Installations and Service* to all customers.

At-Will Nature of the Employment Relationship

NEI Electric’s Employment Manual is intended to assist employees in becoming familiar with NEI Electric’s policies, procedures, and benefits. This Employment Manual does not constitute a promise or guarantee that employment will continue for a specified period of time or end only under certain conditions. All employees of NEI Electric are employed at their own will and the will of NEI Electric, and are subject to termination at any time, for any reason, and with or without cause or notice. Similarly, employees may terminate their employment with NEI Electric at any time, for any reason, and with or without cause or notice.

From time to time, NEI Electric may unilaterally, in its discretion, amend, supplement, modify, eliminate, or make an exception to, one or more of the benefits, rules, or policies in this Employment Manual, with or without prior notice. However, NEI Electric will attempt to provide as much advance notice as practicable prior to the implementation of any general changes or modifications by posting such changes on the official NEI Electric Bulletin Board and/or by distributing written and/or electronically distributed information on the changes to NEI Electric employees.

No supervisor or manager has the authority to change this Employment Manual. Any final decision regarding interpreting or changing NEI Electric’s policies rests with NEI Electric’s management. Only NEI Electric’s management has the authority to make any individual agreement or, where applicable, collectively bargained agreement contrary to this policy, and any such agreement must be in writing and signed by the CEO of NEI Electric. This Employment Manual replaces all NEI Electric’s previous materials, policies, and handbooks whether written or verbal concerning employment or working relationships between employees and NEI Electric (except written individual or, where applicable, collectively bargained agreements signed by NEI Electric’s CEO).

Who to Contact

Please address any questions or concerns you may have about your employment to your NEI Electric supervisor. Please call your assigned NEI Electric office for additional information.

For the purposes of this NEI Electric Employment Manual, the NEI Partners we refer to are: Nan Renstrom, Jon Reedy, Joe Bembnister, Larry Koenig, Matt Preston and Paul Corey.

For after-hours inquiries, please call your assigned NEI office and leave a voice mail message, we will return your call the next business day. In case of emergency, please follow instructions on the voice mail to leave an urgent delivery message which will notify us 24 hours a day.

Job Assignments

You have been hired to do a specific job; however, we also look for people who are interested in doing additional types of work. We would like to get to know you and find out what you would be interested in doing and what you have experience doing. Please talk to your supervisor if you are interested in doing different types of work in the future. Your supervisor will communicate this to the partners.

Purpose of Employment Manual

This employment manual has been prepared to provide you with general company-wide policies which you are obligated to observe. Employees are required to follow the rules set forth in the Employment Manual whenever conducting NEI Electric business, whether at an NEI Electric office or at a client, customer or project site. In addition, certain requirements including, but not limited to, those related to harassment, social media and confidentiality, must be abided by at all times.

We reserve the right to change, eliminate, supplement, and depart from these policies if necessary. We will attempt to let you know if the policies in this Employment Manual change but reserve the right to change policies as needed without notice.

No NEI Electric Company Authority

Non-supervisory employees have no authority to represent, speak for, or bind NEI Electric in any respect with employees, customers, vendors, government agencies or the public. Supervisory employees have such authority only within the course of their employment and the scope of their duties, subject to any express limitation communicated to them.

Protected Concerted Activity

Nothing in this Employment Manual, including but not limited to its confidentiality, social media, visitors, distribution, no solicitation, discipline and social media (email, voicemail, internet use, etc.)

policies, is intended to interfere with or restrict employees' rights to lawfully engage in or refrain from engaging in protected, concerted activity under the law such as pursuing grievances, criticism or complaints about wages, benefits, working conditions or NEI Electric policies, supporting or opposing union organizing, and/or collective bargaining, or other lawful group action, without fear of reprisals.

NEI Electric believes in providing equal opportunities for all employees. NEI Electric has not, and will not, discriminate for or against any employee, or applicant for employment on the basis of race, color, religion, creed, age, sex, genetics, national origin, ancestry, marital status, pregnancy, familial status, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, affectional or sexual orientation, status with regard to public assistance, complaining in good faith to NEI Electric or to a public authority, membership or activity in a local human rights commission, or any other characteristic protected under local, state or federal statute, ordinance or regulation. Applicants and employees will be evaluated solely on the basis of their conduct, their compliance with NEI Electric's policies and legitimate expectations, and their performance.

If you believe that you or another employee has been unlawfully discriminated against, you must bring this to the attention of your supervisor or the Equal Opportunity Officer. Employees can bring complaints, ask questions, and raise concerns under this policy without fear of reprisal.

This policy applies to all aspects of an employee's employment with NEI Electric, including, promotions, demotions, transfers, recruitment, advertising, layoffs, terminations, compensation, hiring and training, and to all applicants. All employees and applicants are responsible for understanding, adhering to, and strictly enforcing this policy.

Prohibition of Harassment and Retaliation

Policy Statement

NEI Electric is committed to providing a work environment that is free of unlawful discrimination. This policy prohibits harassment or retaliation based upon race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, genetic information, membership or activity in a local human rights commission, complaining in good faith to NEI Electric or to a public authority, lawful requests for access to or to make written submissions to one's personnel file, status with regard to public assistance, or any other characteristic or activity protected under federal, state, or local law. Complaints alleging retaliation or harassment, including but not limited to sexual harassment, based upon any protected characteristics or activity will be handled as described in the Reporting Procedure section.

Sexual Harassment

NEI Electric forbids sexual harassment in the work environment. The "work environment" includes all of NEI Electric's premises, and any other locations where NEI Electric-sponsored activities take place, any off-site location where NEI Electric business is conducted, and on social networking sites if NEI Electric, its customers, suppliers or employees are referenced or included in communications.

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

- a. Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment, and NEI Electric knew or should have known of the existence of the harassment and failed to take timely and appropriate action.

Reporting Procedure

If an employee believes that he/she has been subjected to any conduct or statement that could be viewed as harassment or retaliation, the employee must:

First: Tell the harasser/retaliator to stop, if you feel comfortable doing so.

Second: Immediately report the incident to NEI Electric CEO Nan Renstrom, Human Resource Officer, or the Equal Opportunity Officer.

Third: If the conduct continues, this should also be immediately reported to one of the above individuals.

If an employee witnesses an incident that might be viewed as harassment or retaliation, the employee must follow steps two and three above.

Any incident, complaint or report will be investigated, including those arising after an employee's termination of employment. Complaints and actions taken to resolve harassment or retaliation will be handled as confidentially as possible, given NEI Electric's obligation to investigate and act upon such incidents, complaints or reports.

Employees may bring complaints, ask questions, and raise concerns under this policy without fear of reprisal or retaliation. All employees are responsible for understanding, adhering to and strictly enforcing this policy. Violation of this policy may result in discipline, up to and including termination.

Investigation and Recommendation

NEI Electric will, upon receipt of a report or complaint alleging harassment, retaliation, or other inappropriate conduct, authorize an investigation. NEI Electric will generally respond to an employee's complaint within ten (10) to fourteen (14) days.

In determining whether alleged conduct constitutes harassment, retaliation, or other inappropriate conduct, NEI Electric may consider the surrounding circumstances, the nature of the alleged statements or conduct, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes harassment, retaliation, or other inappropriate conduct, requires consideration of all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint or report has been made, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint or report. The investigation may also include any other lawful methods deemed pertinent by the investigator.

In addition, NEI Electric may take immediate steps, at its discretion, to protect the complainant, witnesses or other employees pending completion of an investigation.

Prohibition Against Retaliation

All forms of unlawful retaliation are prohibited, including any form of discipline, reprisal, intimidation or other form of retaliation for participating in any activity protected by law. NEI Electric will discipline any individual who retaliates against any person who complains of or reports alleged harassment, retaliation, or other inappropriate conduct, or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment complaint.

If you are subjected to any conduct that you believe violates this policy, you must promptly speak to, write, or otherwise contact your direct supervisor or, if the conduct involves your direct supervisor, the Equal Opportunity Officer within ten (10) days of the offending conduct. Additionally, any manager or supervisor who observes retaliatory conduct must report the conduct to the Equal Opportunity Officer so that an investigation can be made and corrective action taken, if appropriate.

Discipline and Other Appropriate Action

NEI Electric may take such appropriate action as it deems necessary, which may include discipline such as warnings, paid or unpaid suspensions, and termination, without opportunity for reemployment, in order to punish harassment or other inappropriate conduct and to prevent its recurrence; as well as other appropriate action including reminders of its policy, orientation, transfers, counseling and training concerning harassment and inappropriate conduct. If investigations into employee allegations reveal other people were discriminated against and/or

harassed, corrective measures will extend to all affected parties. In some cases, referrals may also be made for civil or criminal legal prosecution.

Rules Regarding Employee Conduct and Discipline

NEI Electric's Employee Conduct and Discipline Rules are designed to provide notice of NEI Electric's expectations for all of its employees. NEI Electric expects its employees to obey these Rules of Conduct, which are intended to protect the interests and safety of all employees and of the organization, as well as customers, vendors and other business partners and the public.

NEI Electric reserves the right to handle each disciplinary situation as it deems necessary, including the right to discipline and terminate employees for any reason, including reasons not specified here, with or without cause, notice or prior warning or discipline, at any time, as described more fully in the At-Will Employment policy in Section 1, except to the extent a labor agreement might expressly provide otherwise. As an employee, you are responsible for knowing, understanding and adhering to these Rules. No employee is entitled to progressive discipline. Discipline may include, but is not limited to, verbal or written warnings, paid or unpaid suspensions, fines, demotions, transfers, ineligibility for promotions, benefits or raises, counseling or other required conditions for retaining employment, last chance warnings or termination, without opportunity for reemployment. Since it is not possible to provide an exhaustive list of unacceptable conduct or omissions, the following are examples of conduct and omissions that may result in discipline, up to and including termination of employment:

1. Failure to work efficiently or produce satisfactory results.
2. Failure to communicate directly with your supervisor in advance of an absence, and daily during any absence of more than one day.
3. Unacceptable absenteeism or tardiness.
4. Leaving work prior to the completion of your scheduled or overtime hours without the specific prior permission of your supervisor.
5. Failure or refusal to follow instructions or directives from supervisors or management.
6. Failure to follow safety or health rules, to wear appropriate safety or personal protective equipment, to immediately correct an unsafe condition or to report injuries or accidents as soon as possible after they occur.
7. Inappropriate or unauthorized use, removal, misappropriation, possession, destruction, neglect or abuse of employee, NEI Electric, or other's tools, products, supplies, money, documents, property or equipment.

8. Possession, consumption, or transfer of alcohol, cannabis or drugs on the job or reporting for work or working under the influence of alcohol, cannabis or drugs.
9. Threats, threatening language, and insubordinate behavior, verbal or physical intimidation, fighting or insubordination.
10. Criticism of NEI Electric with respect to its products or services, its personnel or policies to current or prospective customers, vendors or other business partners.
11. Personal use of NEI Electric tools, materials, documents, property or vehicles without the specific, prior permission of a supervisor or manager.
12. Working on personal matters during working time.
13. Engaging in any other business or employment that conflicts with or interferes with your responsibilities to NEI Electric.
14. Discussion of doing work on the employee's own account for NEI Electric customers or engaging in such work.
15. Unauthorized disclosure of confidential, trade secret, or proprietary information, including protected health information, regarding NEI Electric or its customers in violation of the Confidentiality Section 4.
16. Violation of any NEI Electric policy, including the policies on discrimination and harassment, or failing to meet reasonable NEI Electric expectations.
17. Providing false, misleading, or inaccurate information to NEI Electric, including, but not limited to, information about your prior employment and qualifications, criminal record, your absences, your time worked, expenses, leave requests, or in response to requests for information.
18. Making false and malicious statements, claims or charges to NEI Electric, to another employee or to a third party about NEI Electric, its personnel, policies or practices.
19. Inaccurately reporting or recording one's own time, reporting (whether accurately or not) the time of another employee, allowing one's own time to be reported (whether accurately or not) by another person, working overtime hours which have not previously been approved by a direct supervisor, or working overtime hours without reporting them.
20. Disorderly, dangerous, wasteful or careless conduct.
21. Sleeping during working hours.

22. Failure or refusal to perform any assigned duties, mandatory overtime, scheduled hours, or to travel to or from or to report to any assigned project or work site.
23. Gambling on NEI Electric premises, including NEI Electric's parking lots and customer project or work sites.
24. Possession or use of firearms, explosives, weapons or other dangerous or unlawful materials or contraband on NEI Electric property (including NEI Electric parking lots and project or work sites) without the specific prior permission of a NEI Partner or NEI Electric unless otherwise permitted by state law.
25. Making false and malicious or derogatory statements concerning clients, customers, or vendors of NEI Electric.
26. Entering or remaining in production or work areas before or after the completion of one's scheduled or overtime hours, or during non-work periods, without the specific prior permission of your supervisor.
27. Non work-related use of NEI Electric telephones, facsimile, mail, copiers, computers, "smart phones" or other equipment, except in emergencies.
28. Smoking in an unauthorized area.
29. Failure to observe traffic and parking rules on vendor, customer, or other business partners or NEI Electric property or at project or work sites.
30. Failure or refusal to work cooperatively with other employees.
31. Uncooperative, rude or offensive treatment of vendors, customers or business partners in person, in writing, electronically or by phone.
32. Failure to provide prior notice to your supervisor that you are taking medications which may affect your work performance or create a safety risk.
33. Committing a gross misdemeanor, felony or serious regulatory offense, or any similar act or omission, whether on or off duty, which adversely affects NEI Electric by bringing NEI Electric into disrepute, by exposing NEI Electric to the risk of liability or expense, by undermining the employee's ability to effectively perform his or her duties or by reducing customer, vendor, business partner or coworker confidence in the employee.
34. Inadequate performance, violation of any NEI Electric policy, rule, practice or standard, failure to meet standards or reasonable expectations of NEI Electric or any

other conduct which NEI Electric lawfully determines to be adverse to its business interests.

The above rules and standards of conduct are general in nature and are not intended to be all-inclusive. Employment with NEI Electric is "at-will" employment, which means continued employment requires the mutual consent of NEI Electric and the employee, as described more fully in Section 1. Either the employee or NEI Electric may terminate the employment relationship for any reason, with or without cause, notice or prior warning or discipline, at any time, except to the extent a labor agreement might expressly provide otherwise.

We are concerned about every NEI Electric employee and about every employee's concerns, questions, or complaints. NEI Electric has the following procedure for responding to employee concerns or complaints. Our procedure has two main goals:

1. To ensure that we respond to every complaint or concern. While you may not always agree with how a complaint is answered, be assured that we will give your complaint appropriate consideration.
2. To improve communication within NEI Electric and provide a means for complaints to be resolved as described in the following section regarding proper complaint procedure.

If you ever have a complaint, concern or question about any aspect of your employment at NEI Electric, you are urged, and required, to use the following procedure:

1. In most cases, the best procedure is to first talk with your supervisor if you have any concerns, complaints, or questions regarding your employment at NEI Electric. Often, an informal discussion of such issues will lead to their quick, effective resolution. If you have a concern, complaint, or question that is not resolved after you have had such an informal discussion, you should proceed to Paragraph 2. If you do not feel comfortable approaching your supervisor at all about your concern, go to Paragraph 5(a) and follow the instructions there.
2. Employees are asked to give complaints to their supervisor orally, or in writing, or by email, within fourteen (14) calendar days of the date the problem occurred. If for any reason the employee is not comfortable submitting a complaint to his/her supervisor, the employee should bring the complaint (orally, or in writing, or by email) to the Equal Opportunity Officer, preferably within fourteen (14) calendar days of the date of the problem. A copy of all complaints, including a verbatim record of all oral complaints, will be forwarded to NEI Electric's management.
3. Your complaint should indicate, orally or in writing, or by email:
 - a. Your name and title.
 - b. What you are unhappy about. Clearly explain what happened, who was involved when it happened and why you believe it happened.
 - c. Provide any other information you think is relevant to your complaint.
 - d. Describe what you think should be done to correct the problem.
4. We will attempt to investigate and respond to your complaint within 10 to 14 days. This period may be extended, depending on the facts and circumstances of each case (such as the number of people we must interview, etc.).

5. Please keep the following additional guidelines in mind:

- a. If you have a complaint or concern and you do not feel comfortable for any reason discussing it with your supervisor or submitting a written complaint to him or her, we ask that you bring your complaint (verbally or in writing) to the CEO, Human Resources or the Equal Opportunity Officer.
- b. Speak for yourself. This is an informal procedure and you may present your concerns in your own words. No retaliation is permitted against employees who raise concerns or complaints.
- c. Retaliation against employees who raise concerns or complaints is prohibited and may result in discipline up to and including termination.

You may use the First Report of Injury / Accident / Incident form within this manual for your written complaint. Copies of this form are also available through your supervisor, in the project site job boxes and at each NEI Electric office. In addition, this form is available through the employee access on the NEI Electric website: www.neielecric.com.

As an employee of NEI Electric, it is your responsibility to report to your work site as assigned and perform the work you are assigned in accordance with your job classification or description. You should perform your assigned job in a safe manner to prevent injury to yourself and others.

It is your responsibility to report every injury, accident or near miss accident as soon as possible to your supervisor with a written report.

It is your responsibility to report any work site incident that would be in violation of Federal, State or NEI Electric employment policies as stated in the current NEI Electric Employment Manual and/or Safety Policy handbook.

- See Section 3 of this NEI Electric Employment Manual for further clarification.
- Use the First Report of Injury / Accident / Incident form within this NEI Electric Employment Manual and also within the NEI Electric Safety Policy to make your initial report. Copies of this form are also available through your supervisor, in the project site job boxes and at each NEI Electric office. In addition, this form is available through the employee access on the NEI Electric website: www.neielectric.com.

Attendance and Unexcused Absences

You are expected to report to your work site at the time that you have been directed. All absences need to be reported in advance. Good attendance habits are an integral part of every employee's job description.

Please report scheduled absences to your supervisor. Scheduled absences are those you know about prior to the day you will be absent.

Please report unscheduled absences to the office. Unscheduled absences are those you do not know about prior to the day you will be absent; such as illness, family emergencies, transportation problems, etc. To report unscheduled absences, please call your assigned NEI Electric office and leave a message with the administration assistant or on the NEI Electric office voice mail after hours; the NEI Electric office will notify your supervisor that you will not be at work.

Failure to report to work at your designated time without prior notification will be considered an un-excused absence. An excused absence occurs only when NEI Electric approves an employee's request for leave which is: (1) provided by NEI Electric pursuant to this NEI Electric Employment Manual (including vacation use); (2) legally mandated; or (3) supported by another reason determined to be sufficient by NEI Electric.

Discipline for un-excused absences will be as follows:

<u>Violation of Policy</u>	<u>Discipline</u>
1st un-excused absence	Verbal warning
2nd un-excused absence	Written warning
3rd un-excused absence	We will assume that you have quit and confirm your separation from employment immediately on this basis.

NEI Electric reserves the right to require satisfactory documentation or substantiation of reasons for employee absences or lateness for work. Employees must communicate directly with their supervisor daily during any period of absence about their status, condition, expected date of return to work, and other relevant information requested by their supervisor, unless written approval of a leave with a stated duration has been granted.

If an employee is absent for three (3) consecutive days without notifying his/her supervisor, or after notice but without the supervisor's approval of a satisfactory reason for the absence, it will be treated as a resignation or job abandonment and employment may be terminated.

Inclement Weather

Occasionally, NEI Electric's business hours or our customer's business hours may be altered or operations may be closed down due to inclement weather or emergency conditions, which occur without warning or notice and beyond NEI Electric's control.

Should such an event occur prior to the start of the workday, you will be notified that you should remain home.

However, as weather conditions vary throughout the area, we may not know of the driving conditions where you are. Please use your best judgment in determining whether to report to work. We want for you to be safe and not take unnecessary risks in reporting to your jobsite. If you decide not to report due to inclement weather, please notify the NEI Electric office as per the Absentee policy above.

Moonlighting

Employees may engage in outside employment (including self-employment) or any non-employment activities while working for NEI Electric so long as such activity does not conflict with your commitments to NEI Electric or with NEI Electric's interests. Please notify your supervisor if you are considering outside employment. NEI Electric may object to outside employment activities if it feels the outside employment violates this policy. NEI Electric's work requirements, including any NEI Electric overtime, must take precedence over any outside employment.

Workday and Break Policies

A typical workday consists of 8 hours; a typical workweek consists of five consecutive workdays for a total of 40 hours or if applicable, according to collective bargaining agreement. Because of the nature of our work and the need to coordinate our working hours with a wide range of vendors, customers, and other business partners, changes in work schedules and work locations, required overtime, and travel, sometimes for long durations may be necessary.

Employees' actual work schedules will be assigned or approved by their supervisor or manager. All salaried, exempt employees are expected to work a minimum of 40 hours per week and more time as required to perform assigned duties without additional compensation.

NEI Electric recognizes the need for periodic "break" periods, which should not exceed one 15-minute period each morning and afternoon or if applicable, per collective bargaining agreement. Established break periods may be scheduled. If they are not, employees may set their own times for breaks, but must provide prior notice to their supervisor. Breaks are intended to provide employees time to attend to personal needs, such as rest room visits, personal telephone calls and nourishment.

Employees are not permitted to skip rest or meal breaks in order to leave early or claim overtime pay. Hourly, nonexempt employees must record their actual start and stop times for each break and meal period, on their time cards, and are not to record simply "8 hours" or the like. Breaks of 15 minutes or less are paid, but meal periods are not.

NEI Electric will also provide reasonable break times each day to an employee who needs to express milk. These breaks will run concurrently with the break times already provided to the employee. NEI Electric will not reduce an employee's compensation for the time used for the purpose of expressing milk. NEI Electric will also make reasonable efforts to provide a clean, private, in close proximity to the work area, other than a bathroom or a toilet stall, that is shielded from view and free from intrusion from coworkers and the public and that includes access to an electrical outlet, where the employee can express milk in privacy. Contact NEI Electric Human Resources for assistance if needed. For additional information about your rights related to pregnancy and lactation, please see the "Pregnancy Accommodations" policy.

Resolution of Complaints Regarding Payment of Wages

NEI Electric abides by all state and federal laws governing the payment of wages. Any employee who believes that he/she has not been paid correctly must immediately make a report using the procedure set forth in Section 3 on Resolution of Complaints to Human Resources, NEI Electric CEO or NEI Electric Payroll. NEI Electric will investigate such any claims and adjust pay as is necessary.

Policy for Refusal to Do Service at a Facility/Residence

NEI Electric feels that our employees should not work in unsafe, unhealthy or unsanitary conditions. Therefore, our employees have the right to refuse to do work at a project on the basis that the project or site is unsafe, unhealthy or unsanitary. In the event of a refusal to do work, our employee will notify the NEI Electric office of the condition that needs to be corrected in order to make the project safe, healthy and/or sanitary. The employee will then leave the job site. The NEI Electric office will let the customer know of the condition that needs to be corrected in order for the working condition to be safe, healthy and sanitary. The customer then has the right to correct the condition and notify NEI Electric. The work will be rescheduled at that time.

Pregnancy Accommodations

Sate, Federal and Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. NEI Electric cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. NEI Electric should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

It is against the law for NEI Electric to retaliate, or to take negative action, against a pregnant or lactating employee for exercising their rights under this law.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 or other state and federal departments for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

Dress

You are required to wear your NEI Electric furnished (or approved) protective equipment, including Safety Glasses with side shields, Hearing Protection, and Hard Hats in accordance with the NEI Electric Safety Policy and the project rules of your particular work site.

Dress and personal appearance contribute to the morale of employees, promote a productive work environment, and affect the business image NEI Electric presents to customers and visitors. During business hours, you are expected to present a clean, well-groomed appearance and to dress according to the requirements of your position. You should consult with your supervisor if you have questions as to what constitutes appropriate attire for your position. At the discretion of Management, employees who arrive for work inappropriately dressed will be sent home and directed to return to work in proper attire and will not be compensated for the time away from work.

Please dress appropriately for your work setting. Inappropriate dress includes skin tight garments, clothing which exposes the body (i.e., muscle shirts, briefs, halters, see-through clothing, inappropriately short skirts or shorts, or plunging necklines), and any kind of clothing with racially, sexually, political or otherwise offensive legends or slogans. All clothing and personal grooming should be neat and clean daily. Please make sure your clothing will fit in a manner as not to cause a tripping hazard and to minimize possible contact with moving machinery. Shorts and sleeveless shirts are not acceptable as they do not provide adequate physical protection. If jewelry (such as rings, necklaces or earrings) is worn, it should not protrude from the body as to cause hazard or injury to employee.

The use of personal headphones, radios, and CD players, etc. are prohibited during your work shift. You may use radios and CD players during your breaks as long as you do not disrupt our customers, others working around you, or your co-workers.

Personal Cell Phones

The use of personal cellular phones during your work shift is prohibited. Please keep your personal cellular phone OFF and retrieve messages and make your calls at your break times. If you have a personal situation that requires that you are available by your cellular phone during your work shift, please talk with your supervisor. Employees should only use their personal cell phone for conducting NEI Electric business if they receive prior authorization from their foreman or supervisor. Employees should include any time spent on their personal cell phone on their time card. NEI Electric will reimburse these charges, as appropriate.

Smoking Policy

Smoking of tobacco is only allowed where expressly permitted. Employees should follow customers' and vendors' policies and project and work site regulations on smoking. There is no smoking within the NEI Electric building or at any customer or vendor location where smoking is prohibited. Failure to comply with applicable smoking policies may result in disciplinary action.

Alcohol

Consumption of alcohol during the work day, including breaks and meal periods, or at any time on NEI Electric premises (including NEI Electric parking lots), within NEI Electric vehicles, or at any

customer, vendor, business partner or other project or work site is prohibited, except for refreshments served by designated personnel during NEI Electric sponsored events conducted for our customers and during occasional officially sanctioned NEI Electric sponsored employee functions. On those occasions, all employees are expected to act responsibly and to exercise prudence in the amount of alcohol they consume.

Apart from these limited exceptions, the possession, storage, transfer or consumption of alcoholic beverages, or being under the influence thereof, during the work day, including breaks and meal periods, or at any time on NEI Electric premises (including NEI Electric parking lots), within NEI Electric vehicles, or personal vehicles used for NEI Electric business, or at any customer, vendor, business partner or other project or work site, or in any other location while working, is a violation of this policy and will also result in possible regulatory consequences, as well as civil and/or criminal prosecution. Employees may also be subject to a lawfully adopted drug and alcohol testing policy.

Drugs

Drugs are defined as (i) illegal controlled substances as defined by applicable state law; (ii) legal controlled substances that are being used or possessed illegally; or, (iii) legal controlled substances that could adversely affect the ability of the Employee to perform his or her job safely. Employees are prohibited from possessing, storing, transferring or using drugs, or reporting for work under the influence of drugs. The only limited exception to the prohibition against drugs is prescription drugs used in accordance with a valid prescription. An employee who is taking any drug or medication that may affect their ability to work safely, or could reasonably impair their job performance, is responsible for informing Human Resources before beginning work. Employees will be subject to disciplinary action up to and including termination if such notice is not provided. An employee who is deemed incapable of working safely, or performing their job duties, will not be permitted to work.

Apart from these limited exceptions, the possession, storage, transfer or consumption of such drugs, or being under the influence thereof, during the work day, including breaks and meal periods, or at any time on NEI Electric premises (including NEI Electric parking lots), within NEI Electric vehicles, or personal vehicles used for NEI Electric business, or at any customer, vendor or other project or work site, or in any other location while working, is a violation of this policy and will also result in possible regulatory consequences, as well as civil and/or criminal prosecution. Employees may also be subject to a lawfully adopted drug and alcohol testing policy.

Engaging in any illegal drug-related conduct (including theft, possession, sale or distribution of drugs) while on NEI Electric premises or on an NEI Electric job site will result in an employee's immediate termination. NEI Electric may notify appropriate law enforcement and government agencies of such conduct.

Cannabis

Cannabis is defined as tetrahydrocannabinols, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products. Employees cannot consume, use, possess, sell, transfer, or be impaired by cannabis in the course of: (i) reporting for or remaining on duty; (ii) performing (or being about to perform) any work tasks, including, but not limited to, Safety-Sensitive duties; (iii) being on NEI Electric's or a customer's premises; or, (iv) operating NEI Electric vehicles, machinery or equipment used in the service of NEI Electric. An employee who is deemed incapable of working safely, or performing their job duties, will not be permitted to work.

Business Gifts

Occasionally it may be appropriate to express appreciation to customers by means of a token gift. Examples of token gifts are tickets to athletic or entertainment events, gift packages or beverages, or other items with cash value under \$25.00. However, NEI Electric does not make a practice of giving gifts to customers and discourages officers and employees from regularly accepting gifts from individuals or firms who do business with us. Regular gifting and gifting of higher value may suggest bribery rather than appreciation and could reflect badly on the image of NEI Electric as well as the individual involved. NEI Electric preference would be that you dine with your customer or attend an event with them (rather than just give them the ticket/meal, etc.). This not only shows appreciation but also builds lasting relationships. Discretion is the key word. Avoid any situation that could be interpreted as undue influence or bribery.

NEI Electric Vehicles

Please note the following rules in relation to your use of any NEI Electric vehicle.

Eligibility to Drive NEI Electric Vehicles

For the purposes of NEI Electric's vehicle policy, the following definitions apply:

- Driving suspension offenses include: DUI, DWI, reckless driving, leaving the scene of an accident, and any felony involving the use of a vehicle;
- Major offenses include: careless driving or being involved in an accident with over \$7,500 worth of damage chargeable to a NEI Electric driver; and
- Minor offenses include: speeding tickets or other moving violations, or an accident chargeable to a NEI Electric driver with less than \$7,500 worth of damage.

In most cases, an employee who has one of the driving suspension offenses listed above will be prohibited from using a NEI Electric vehicle until the offense is removed from the individual's record. Depending upon the severity of the offense, NEI Electric may, in its sole discretion, permit

an employee to use a NEI Electric vehicle after four years have passed since the employee's most recent violation.

Employees with one major offense, or two minor offenses, are required to participate in training consisting of a defensive driving or related course. An additional offense following re-training may result in suspension of the employee's use of NEI Electric vehicles.

NEI Electric Vehicle Use

If a vehicle breaks down, do not leave it abandoned on a highway or street. It is your responsibility to secure it and have it towed to a safe place.

There are NEI Electric vehicle gas cards assigned to each vehicle. It is your responsibility to send the supporting receipts to the NEI Electric office at the end of each month. Please arrange routine maintenance on your vehicle. All major repairs need to be approved by the NEI Electric office. Please notify the NEI Electric office if there appears to be any operational problem with your vehicle.

Employees shall not possess, transfer or consume alcoholic beverages or controlled substances in motor vehicles at any time while on NEI Electric business regardless of whether they are driving or not driving or whether they are using NEI Electric or personal motor vehicles. Violations of this policy may result in discipline.

Drivers of NEI Electric vehicles must observe all speed limits and traffic safety rules, and be courteous and respectful of other drivers. Employees must always have in their possession while driving NEI Electric vehicles a current valid driver's license with proper endorsements. The driver of the vehicle will pay any moving violation fine.

NEI Electric owned or leased vehicles and equipment are not to be driven or operated by anyone other than current, approved NEI Electric employees. Passengers are not allowed unless the vehicle is equipped with safety belts as required by law. Approval from the NEI Electric office is required for personal use of any NEI Electric owned or leased vehicle or motorized equipment.

All motor vehicles shall be maintained in safe condition and shall comply with the applicable Minnesota and Wisconsin Department of Safety, Minnesota and Wisconsin Department of Transportation and the United States Department of Transportation regulations. Safety belts shall be fastened prior to the operation of any vehicle. Tools and materials shall be secured to prevent movement when transported in the same compartment with employees.

In case of an accident: Immediately call the police; provide the other driver and law enforcement authority your name, your driver's license number and insurance information. The driver of the NEI Electric vehicle is to complete an accident report (form contained within this NEI Electric Employment Manual) and turn it into the NEI Electric office at the earliest possible time. The information the driver should obtain includes but is not limited to:

Name of the other driver.

Driver's license number of the other driver.

The license plate number of the other vehicle.

The other driver's insurance company and policy number.

If possible, take photographs of all vehicles involved.

Obtain the police report or case number and notify the NEI Electric office of this information.

When asked a specific factual question by the other driver or police, give a specific factual answer, if known, but should not speculate or volunteer information other than that contained in the list above, especially about who or what is responsible or at fault for the accident. Be courteous, but at no time are you or anyone with you in the vehicle at the time of the accident, to make any statement regarding the cause of the accident, or to make any statement regarding anyone's culpability or fault.

If you receive a ticket for causing the accident, accept it courteously, but say nothing about whose fault the accident was. Everyone must be careful not to say anything that could be harmful to NEI Electric or the driver. Fault will be determined at a later time.

Distracted Driving

NEI Electric recognizes that distracted driving can impair safe driving and contribute to vehicle accidents. This policy will apply to all commercial drivers operating NEI Electric equipment, and to non-commercial drivers, including sales and management personnel and all others operating NEI Electric owned or leased equipment.

Policy

This policy is intended only to define certain prohibited activities and prescribe certain practices and recommendations to help employees safely operate NEI Electric equipment or perform work for NEI Electric. Any activity which would cause drivers to take both hands off the wheel at the same time, or their mind entirely off the driving responsibilities is prohibited. Driving distractions include devices inside the cab as well as conversations with passengers or co-drivers. Distractions may also be caused by objects or occurrences outside the cab, such as signs, billboards, "rubbernecking", etc.

Specific Prohibitions

Although a list of activities that could be considered distractions would be too numerous to mention, NEI Electric prohibits the use of the following devices by the driver while driving:

- Texting with a cell phone
- Cell phone use, unless coupled to an approved hands-free device

- Televisions and CD players
- Use of radio or stereo headphones
- Electronic games
- Any device in violation of any applicable local ordinance, state or federal statute

Employees charged with traffic violations or civil liability involving the use of a wireless communication device will be solely responsible for any penalty or liability that results from such actions. Cell phone conversations should be limited to conversations related only to the delivery task. While animated and argumentative conversations are sometimes unavoidable, they are to be delayed until the vehicle can be parked in a safe and legal parking area. NEI Electric also prohibits driving while impaired mentally or physically, including driving while in a fatigued state. When fatigued, your ability to operate the vehicle safely is significantly reduced. If you find yourself in any of these conditions, please find the next safe place to legally park and get some rest.

Suggested Practices

Even where the use of mobile telecommunication devices are not restricted or prohibited by statute, making or receiving phone calls is strongly discouraged while driving. NEI Electric prohibits the unnecessary use of cell phones while driving. It is best to make mobile phone calls only when you are safely parked off the traveled portion of the roadway. When you must use a mobile communication device while in motion, NEI Electric encourages the use of approved "hands-free" devices. NEI Electric also suggests the following safe practices:

- Do not reach for something that would cause you to move your body and hands from their proper driving positions or that would cause you to take your eyes off the road.
- If you must drink something, use a straw and avoid open cups that might easily spill. Choose foods that are simple and easy to hold and manipulate with one hand and never take both hands off the wheel at the same time.
- Pre select radio stations.
- If conversing with a passenger or co-driver, keep your eyes focused on the road ahead. Do not look at the person with whom you are speaking. Avoid any discussion, or conversation, that is contentious or causes you to lose focus on your driving responsibilities.
- Never write or handle paperwork while the vehicle is in motion.
- Do not read a map or atlas while the vehicle is in motion. Study your map and directions while parked.
- Pre-program your GPS with origin and destination points before moving your vehicle.

Consequences for Violating Policy

If a driver is involved in an accident, and a significant causal factor of the accident is driving while distracted, the driver will be subject to retraining and/or disciplinary action up to and including termination. A driver who is observed engaged in any specifically prohibited conduct will be

subject to retraining and/or disciplinary action up to and including termination. The Federal Motor Carrier Safety Regulations impose legal sanctions for driver offenses, including civil penalties to the driver up to \$2,750. NEI Electric is prohibited from requiring or allowing our drivers to text or use a hand-held mobile phone while driving and may be subject to civil penalties up to \$11,000 if an employee is guilty of such violations. It is important that commercial motor vehicle drivers understand Federal Motor Carrier Safety Regulations 49C (<http://www.fmcsa.dot.gov/rules-regulations/topics/distracted-driving/overview.aspx>).

Phone, Computer, Email, and Internet Use - Standards of Conduct

This policy governs access and use of NEI Electric's computer, computer communication, Internet, Intranet, e-mail, voicemail, facsimile, cell phone and other communication devices (referred to throughout this policy as "Company Electronic Device"), and all similar employee personal electronic devices (referred to throughout this policy as "Personal Electronic Device"). This policy applies to all NEI Electric employees and non-employees (including customers, vendors, business partners, and their employees and applicants) who use or may use either a Company or Personal Electronic Device for business purposes.

NEI Electric reserves the right to restrict or revoke employee or non-employee access to all Company Electronic Devices at any time or Personal Electronic Devices during work time or used for business purposes. Violation of this Policy will result in discipline up to and including termination, as well as possible civil and/or criminal prosecution. In the case of a non-employee, violation of this Policy will result cancellation of the applicable business relationship or contract, as well as possible civil and/or criminal prosecution.

Use, Restrictions, Monitoring and Access of Company and Personal Electronic Devices

All Company and Personal Electronic Devices used for business purposes or during work hours may only be used for lawful and authorized work-related purposes. Company and Personal Electronic Devices may be used for personal reasons during scheduled breaks, the lunch period, or if approved by a NEI Electric Partner.

NEI Electric restricts, and will monitor Company and/or Personal Electronic Devices used for business purposes or during working time for reasons including, but not limited to: ensuring that the electronic and telephonic systems are being used in compliance with this Policy; monitoring performance, productivity, customer service and compliance with NEI Electric policies; and investigating conduct or behavior, which may be unlawful, inconsistent with an approved business purpose, may adversely affect NEI Electric, or may jeopardize the welfare of employees, vendors, customers, business partners or third parties.

NEI Electric retains the right to monitor, access, retrieve and disclose the content of personal communications sent or received on all Company and/or Personal Electronic Devices used for business purposes or during work hours, even if it is from a personal account, password protected, and/or designated confidential, private and/or privileged. By using Company and/or Personal

Electronic Devices for business purposes or during work hours, the user acknowledges that the systems, communications and/or data contained on such systems, are NEI Electric property and are to be used for authorized business purposes only (except for appropriate personal use during non-work time). The employee consents to monitoring, access, retrieval and disclosure by NEI Electric, and acknowledges NEI Electric's right to monitor and access Company and/or Personal Electronic Devices.

Additional Guidelines for Company Electronic Devices

The following additional guidelines should be observed regarding use of all Company Electronic Devices outside of the office (i.e., cell phones, laptops, i-pads, smart phones, tablets, etc.):

- The device is to be used only by the employee. During work hours the device is only to be used for business purposes.
- Personal communications should be the exception and the duration needs to be limited on those communications.
- All non-exempt employees must keep track of all work time spent using a Company Electronic Device by filling out a time sheet. Non-exempt employees are prohibited from using Personal Electronic Devices outside of the normal workday, unless they receive advanced permission from their direct supervisor.

Social Media

NEI Electric prohibits employee use of social media during working hours, except for employees who are authorized to engage in social media use on behalf of or for NEI Electric. When engaging in social networking, blogging or otherwise posting any information on the internet, employees must abide by the Code of Conduct for Electronic Communications as well as all other workplace rules in this NEI Electric Employment Manual for all conduct that may be directly or indirectly attributed to, or otherwise adversely effect, NEI Electric. This policy is not intended to prohibit protected activity under the state or federal law (see Section 1).

Use of NEI Electric Email Systems

NEI Electric's email system is intended to be used principally for authorized business purposes. Occasional employee use of the email system for personal and non-business purposes is permitted, provided that such use is limited to non-working time, does not interfere with other employees' work, does not create a risk of harm to NEI Electric's computer systems (i.e., risks of viruses, malware and the like), and otherwise complies with NEI Electric's Code of Conduct for electronic communications. NEI Electric reserves the right to monitor all employee email communications on NEI Electric's email system for purposes of compliance with these requirements, and employees should be aware they have no right to privacy in those communications.

Code of Conduct for Electronic Communications

NEI Electric strictly prohibits the use of Company and/or Personal Electronic Devices to access, create, distribute, store or solicit communications or store data that:

- are hostile, abusive, foul, offensive, defamatory, pornographic, intimidating, threatening, or otherwise inappropriate;
- threaten, harass or disparage others based upon any characteristic or activity protected under federal, state or local law;
- constitute or relate to unwelcome sexual advances, requests for sexual favors, sexual flirtation or other conduct of a sexual nature;
- disclose confidential, trade secret or proprietary information, including protected health information, concerning NEI Electric or its customers, vendors or business partners to any third party, except as required for performance of the employee's official duties in the course of his/her employment;
- solicit, advocate or respond to solicitation or advocacy which is not directly associated with NEI Electric business during working time;
- may restrict system bandwidth or lines available or reduce business availability;
- are beyond the scope of his/her authorization or that misappropriate or misuse NEI Electric information;
- state a position on NEI Electric's behalf or otherwise communicate on behalf of NEI Electric without prior written NEI Electric authorization;
- link any blog, Webpage or Website to the Website of NEI Electric without prior written approval from the President of NEI Electric; or
- install, transfer or download outside electronic data, programs or components onto NEI Electric's media systems or from NEI Electric's media systems onto the employee's personal media systems without the express written approval of a NEI Electric IT Contact.

Notice/Policy on Privacy in Connection with Employment

NEI Electric reserves the right to investigate and to interview employees in the course of implementing and enforcing the policies of NEI Electric, to require truthful answers to inquiries in connection with such investigations and interviews, to administer tests, to conduct searches

of employees' persons, vehicles, work stations and locations, furniture, clothing, purses, briefcases, luggage, lockers, toolboxes, personal items and other possessions, mail addressed to employees at work, documents, computer, e-mail, voicemail, Internet and telephone communications and databases, and any and all other articles or information within their possession or control while employees are on duty, on NEI Electric or customer, vendor or business partner property or while operating or being transported in a commercial motor vehicle or any other vehicle used, at that or any other time, in the service of NEI Electric. NEI Electric may, in its sole discretion, take into custody any items or information which it deems to represent possible evidence of a violation of its policies or local, state or federal law. An employee may decline to consent to a search of his/her person or items of personal property in his/her possession or control, but such non-consent, as well as any other interference, non-cooperation or refusal to submit to such investigations, interviews, searches and seizures, or to required tests, may lead to adverse conclusions about the facts involved and to disciplinary action up to and including discharge. NEI Electric's employees should have no expectation of privacy while performing duties for NEI Electric, while on NEI Electric, vendor, business partner or customer premises (including parking lots), on project or job sites, or while in a NEI Electric vehicle or personal vehicle used in the service of NEI Electric.

Confidentiality

The nature of our business is highly competitive. Confidential, trade secret or proprietary information ("Confidential Information") includes but is not limited to discussions, documents and research, notes, memoranda and data (including audio and video tapes and electronic or computer data stored on hard drives, disks or otherwise) regarding proposals, estimates, pricing, bidding, projects, marketing, customers and prospective customers and projects, NEI Electric services or products, research, development, protected health information, personnel and financial information, which employees prepare, compile, have access to, or receive at any time during the course of their employment which is not available to persons or firms outside of NEI Electric.

Confidential information also includes any information that our clients and or customers consider to be confidential. As a condition of employment at NEI Electric, employees are required to abide by confidentiality restrictions, designation and requirements set forth by NEI Electric's clients and customers.

Failure to abide by NEI Electric, client and customer Confidentiality requirements will result in discipline up to and including termination as well as possible civil and criminal penalties.

Employees shall not access, misappropriate, use, disseminate, post, or disclose Confidential Information to any third party, business or agent except as required for the performance of the employee's official duties in the course of employment without the prior written authorization of a NEI Electric officer, except as provided in the final paragraph of this section.

When your employment with NEI Electric ends, you must return all Confidential Information and all other NEI Electric property, documents, materials, tools or equipment issued to you by NEI

Electric during the term of your employment, including all copies and information storage versions, except for your own copy of this Employment Manual (subject to the non-disclosure restriction in the prior paragraph and the exception noted in the final paragraph of this section). Your obligation to maintain the confidentiality of such information and not to misappropriate, disclose, use, remove or retain it continues, both during and after your employment with NEI Electric, without time limitation and such actions or violations may result in possible civil and/or criminal prosecution, as well as discipline, except as provided in the following paragraph.

Nothing in this section, or elsewhere in this NEI Electric Employment Manual, is intended to discourage an employee from discussing his/her own terms and conditions of employment, or the terms and conditions of other employees who freely share such information with other employees, or with third parties who are not competitors of NEI Electric, or from engaging in concerted activity with such employees or third parties.

False Information and Claims

NEI Electric will not pay medical, income replacement or other benefits for injuries or sicknesses resulting from other employment or self-employment, or from outside activities, and will resist all other false, frivolous or non-meritorious claims, charges, complaints, and allegations. Providing false information to NEI Electric, or to any attorney, investigator, health care or treatment provider, insurer or government agency or tribunal, in connection with a claim for benefits, or in pursuit of any other legal remedies, or acting in bad faith in connection thereto, will result in civil and/or criminal prosecution, forfeiture of benefits and/or civil damages, and costs and attorneys' fees when applicable, in addition to discipline. Filing a charge or complaint, proceeding with other legal remedies, or cooperating with a governmental investigation, in good faith and without falsification of facts, will not constitute a violation of this policy and will not be grounds for discipline.

Workplace Violence; Inappropriate Conduct; Weapons

NEI Electric's policy is to promote and maintain a work environment that is safe, secure, and free from violence, threats of violence, harassment, intimidation, and other inappropriate and disruptive behavior.

Physical violence, threats of physical violence, harassment, intimidation, and other disruptive behavior in NEI Electric's workplace or involving NEI Electric's employees, vendors, customers, or other business partners will not be tolerated, nor will improper possession, transporting, brandishing or using weapons, including but not limited to all firearms (except in the case of a firearm in an employee's personal vehicle for which the individual has a state-issued carry permit, or under other circumstances permitted by law), knives, explosives or any devices which are likely to produce bodily harm and which NEI Electric, at its discretion, deems dangerous. Employees should be on notice that NEI Electric bans guns on its premises, and that NEI Electric may post signs in accordance with state law regarding the restriction of firearms. In addition to actual physical violence and weapons possession, such behavior includes but is not limited to, oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm.

Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including termination, as well as possible civil and criminal penalties.

All complaints of violations of this policy will be investigated and dealt with appropriately. All NEI Electric employees are responsible for notifying their supervisor or another manager of any behavior which may represent a violation of this policy which they have witnessed or been told about.

Medical Examinations

Medical examinations may be required for personnel after a conditional offer and prior to an unconditional offer of employment, for determination of fitness to return to work, for assessment of accommodations, for confirmation of reasons for absence or leave, and in other appropriate circumstances. Such examinations will be conducted at NEI Electric's expense and conducted by a NEI Electric appointed doctor. Pre-employment examinations will only be conducted after NEI Electric has extended a conditional offer of employment to the applicant. Employment, return to work, and new job assignments are conditional on receipt of a satisfactory doctor's report when an examination is required, even if the employee has provisionally begun work prior to receipt of all such information. Any such procedures will be designed and administered in conformance with applicable law, and at NEI Electric's expense when the law so provides.

Protected Medical Information (HIPAA)

NEI Electric is committed to complying with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the statutory amendments made to HIPAA under the Health Information Technology for Economic and Clinical Health Act (HITECH) enacted as part of the American Recovery and Reinvestment Act of 2009 (ARRA). NEI Electric is committed to protecting and safeguarding against the improper disclosure of employee medical information. NEI Electric's EEO Officer is currently our Medical Information Officer. In this capacity, the Medical Information Officer is responsible to ensure that NEI Electric maintains safeguards against the improper disclosures of an employee's medical information. For all non-routine disclosures of an individual employee's medical information, NEI Electric will provide notice and obtain the affected employee's consent before disclosure is made. NEI Electric will document all disclosures of medical information. All employees are instructed to direct any questions or complaints regarding medical information or NEI Electric's policies or procedures concerning medical information to the Medical Information Officer. Further, any employee may bring a complaint, ask a question or raise a concern regarding medical information without concern over adverse employment action.

First Report of Injury / Accident / Incident

NEI Electric MN NEI Electric WI-SCF NEI Electric WI-EC

Employee Name: _____ Job Title: _____

Date of injury; accident or incident: _____

Time of injury; accident or incident _____ a.m. p.m.

Jobsite Name/Address: _____ Jobsite Foreman: _____

Time employee began work on date of incident _____ a.m. p.m.

Names of Crew (and others on jobsite) that witnessed or were involved in the injury; accident or incident: _____

What Job was being performed at the time of injury; accident or incident? (Describe in detail; what objects, circumstances, or persons caused the incident or contributed to the incident?):

What was the injury; accident or incident? (Detail and identify which hand, right or left, which finger, etc.)

What tools, equipment, machines, objects, or substances were involved?

Has similar injury; accident or incident happened before? Yes (if yes describe) No

Due to unsafe conditions, should employee(s) be removed from jobsite? Yes No

What measures should be taken to avoid a re-occurrence?

Have the details of incident been discussed with the shop? Yes No

Who was notified _____ Date _____ Time _____

INJURY INFORMATION Check Here if **NO** Medical attention was required.

Name of Treating Physician/Clinic: _____

Time Injured Left Jobsite: _____ am, pm Transported by: _____

Give any other information you think is important to this claim:

Form information completed by: _____ **Date completed:** _____

All claims are to be reported to the office as soon as possible. This form is to be filled out by each person involved and returned to the office within 24 hours or the report. Please call the office if you have a question.

NEI Electric MN _____

NEI Electric WI-SCF _____

NEI Electric WI-EC _____

On the spot vehicle accident report - Vehicle #:

INJURIES — Describe nature of any apparent injuries:

Driver: _____
Injury _____

Passenger: _____
Name _____
Address _____
Injury _____

Other Driver: _____
Name _____
Address _____
Injury _____

Other Passenger, Pedestrian: _____
Name _____
Address _____
Injury _____
Name _____
Address _____
Injury _____
Where taken after accident _____

POLICE OFFICER ASSISTING

Name _____
Headquarters _____ **Badge No.** _____

Police report made? Yes No
Citations issued: _____

PROPERTY DAMAGE — Describe nature of damage:

Your Vehicle _____
Property other than Vehicles _____

Owner _____ **Phone (** **)** _____

Other Vehicle _____

Owner _____ **Phone (** **)** _____
Driver _____ **Phone (** **)** _____
Vehicle Make _____ **License No.** _____
Insurance Company _____

WITNESSES

Name _____ **Phone (** **)** _____
Address _____
Name _____ **Phone (** **)** _____
Address _____

Name _____ **Phone (** **)** _____
Address _____
Name _____ **Phone (** **)** _____
Address _____

"ON THE SPOT"
ACCIDENT REPORT

My Name _____ **Age** _____

Driver's License _____ **State** _____

Employee No. _____

My Vehicle _____
(Year) _____ **(Make)** _____
(Unit No.) _____ **(License No.)** _____ **(State)** _____

Company Owned **Owner Operator**

Home Base _____

Business Use **Personal Use**
Job Title _____

INSURANCE IDENTIFICATION

Policy Number _____
Insured's Name _____
Emergency Phone No. (**)** _____
Your Agent: _____

NEI Electric MN _____ NEI Electric WI-SCF _____ NEI Electric WI-EC _____

On the spot vehicle accident report - Vehicle #: _____

ACCIDENT INFORMATION							
Date _____		Time _____		<input type="checkbox"/> A.M. <input type="checkbox"/> Daylight	<input type="checkbox"/> P.M. <input type="checkbox"/> Dark	DIRECTION:	
LOCATION: Name of Street or Highway Number _____		(Closest Intersection or Landmark) _____		Yours <input type="checkbox"/> N <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> W <input type="checkbox"/> Other		Other _____	
City, Town, County _____		(State) _____		Yours <input type="checkbox"/> Posted		Actual when danger noticed	
WEATHER: <input type="checkbox"/> Clear <input type="checkbox"/> Raining <input type="checkbox"/> Snowing <input type="checkbox"/> Fog <input type="checkbox"/> Sleet <input type="checkbox"/> Dust/Smoke/Fog <input type="checkbox"/> High Wind <input type="checkbox"/> Other _____		<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Rural <input type="checkbox"/> Other _____		Other _____		TRAFFIC CONTROL: Stop sign: <input type="checkbox"/> 1 Way <input type="checkbox"/> 2 Way <input type="checkbox"/> 3 Way <input type="checkbox"/> 4 Way <input type="checkbox"/> Yield <input type="checkbox"/> Semaphore <input type="checkbox"/> Police/Flag Person <input type="checkbox"/> Railroad <input type="checkbox"/> Uncont. Intersection _____ Not an Intersection. <input type="checkbox"/>	
AREA: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Rural <input type="checkbox"/> Other _____		<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Gravel/Dirt <input type="checkbox"/> Brick/Stone <input type="checkbox"/> Steel <input type="checkbox"/> Wood <input type="checkbox"/> Other _____		<input type="checkbox"/> Used <input type="checkbox"/> Not Used		SEAT BELT: <input type="checkbox"/> Yes <input type="checkbox"/> No	
PAVEMENT: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Gravel/Dirt <input type="checkbox"/> Brick/Stone <input type="checkbox"/> Steel <input type="checkbox"/> Wood <input type="checkbox"/> Other _____		<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Slippery <input type="checkbox"/> Pot Holes		AIR BAG INFLATED: <input type="checkbox"/> Yes <input type="checkbox"/> No			

ACCIDENT DESCRIPTION

Briefly tell how the accident happened. Indicate movement of involved vehicles when hazard was first noticed, warning or evasive action taken and length and position of any skid marks.

ACCIDENT SKETCH

Draw an accident sketch. Show and label roadway, indicate number of lanes, direction of travel and signs. Number each vehicle and show direction of travel from point hazard was noticed to point of impact by a solid line and any travel after impact by a dotted line.

SYMBOLS:

Your Vehicle **1**

Other Vehicle **2**

3

Pedestrian 

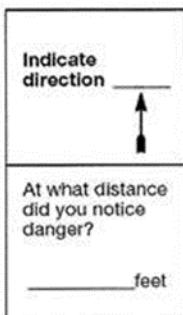
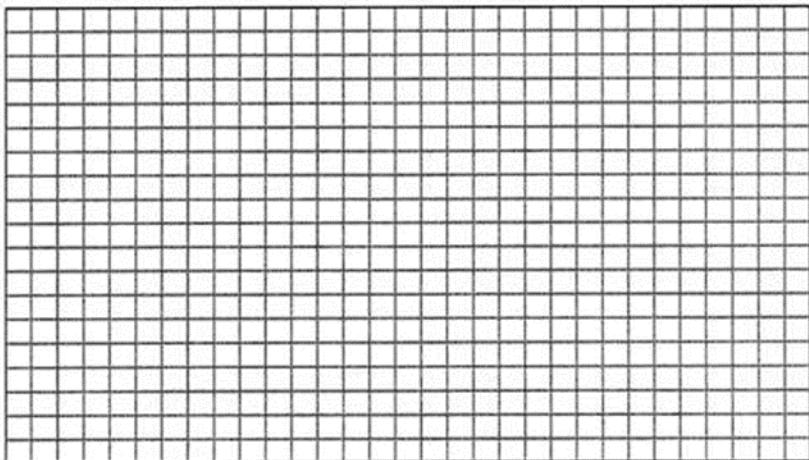
Stop Sign 

Semaphore 

Yield 

Railroad 

Point of Impact 



Payroll

Payroll checks are mailed weekly on Tuesday. In addition to having your check sent to you, you have an option to pick up your paycheck, or use direct deposit. Please call the NEI Electric office for details on these options. All employees will be paid by either check or direct deposit payable to the employee only, and not to third parties, and checks will only be given to the employee. NEI Electric will not pay any employee in cash, nor will NEI Electric cash any employee payroll or personal check. Advances on pay will generally not be made, except in NEI Electric's sole discretion, and then only to employees in good standing.

Employees need to submit their time sheets for the previous week by the following Monday at 7:00 am. It is your responsibility to get this information in or your payroll check may be delayed.

NEI Electric abides by all state and federal laws governing the payment of wages. Any employee who believes that he/she has not been paid correctly must immediately make a report to NEI Electric Payroll, Human Resources or CEO. NEI Electric will investigate such any claims and adjust pay as is necessary.

Travel and Reimbursable Expenses

Please note on your weekly time sheet any travel or reimbursable expense that you incur. Attach supporting documentation, if applicable. Please note job numbers or business purpose of the expenditure.

Payroll Deductions

Normal payroll deductions for federal and state income tax and FICA. Please call the NEI Electric office to get a new W-4 if you wish to change your deductions. If you have a child support withholding order, NEI Electric will be ordered by the State or County to deduct from your payroll check the amount determined by your order as child support. NEI Electric is required to make this deduction and cannot change the amount in the Child Support Order. Please contact your child support agent with changes if you believe the deduction or the amount is in error. Other payroll deduction required or permitted by law (garnishments, advances or expense reimbursements, vacation when approved, or monies or property owed to NEI Electric, for example) will also be made where appropriate. Employees are required to sign authorizations for such payroll deductions as a condition of continuing employment.

Change in Personal Information & Emergency Contact Information

If you change your address, telephone number, marital status, dependent(s) status or emergency contact, please call the NEI Electric office in order to get the information updated in our files.

Notices / Report Forms

Required employment notices are posted at each NEI Electric office.

Important NEI Electric notices will be sent electronically or posted at each NEI Electric office.

Copies of the report forms shown in the NEI Electric Employment Manual and the NEI Safety Policy are available through your supervisor, in the project site job boxes and at each NEI Electric office. In addition, some of the typical reporting forms are now available through employee access on the NEI Electric website: www.neielecric.com.

Personal Information and Personnel Files

NEI Electric maintains a personnel file on each employee containing relevant employment records. The personnel file includes such information as the employee's job application, records of any training, documentation of performance appraisals, absence, discipline, wage and salary history, and related information.

NEI Electric does not and will not: (a) require nondisclosure of wages as a condition of your employment; (b) take adverse employment action or retaliate against you for discussing your wages or another employee's wages (if voluntarily disclosed to you); or (c) require you to sign a waiver purporting to deny you the right to disclose your wages. If NEI Electric fails to do any of the foregoing (a) - (c), you may have remedies under Minnesota law. Employees located in Minneapolis, St. Paul, Bloomington, or Duluth may have additional rights and remedies regarding paid time off. NEI Electric will not retaliate against you for asserting your rights.

Personnel files are the property of NEI Electric, and access to the information they contain is monitored. Only management employees and NEI Electric's insurers, attorneys and accountants and government regulators have access to employees' personnel files and other employment information, and only on a "need to know basis."

NEI Electric limits the type of reference information given out on current employees or previous employees to dates of employment and employment position.

NEI Electric will confirm information (including wages) required for loan applications only if accompanied by a signed release by the employee. The NEI Electric Accounting Department will complete these confirmations and may need to call and confirm with an employee prior to submitting to requestor.

No employee information will be given to third parties without your written release, except as required by law or in emergencies.

Only NEI Electric management employees have access to and are authorized to give out the above information.

With reasonable advance written notice, employees may obtain copies of, or review their own personnel files in NEI Electric's offices in the presence of an individual appointed by NEI Electric to maintain the files, once every 6 months, and once every 12 months following termination. Employees may also disagree with any items to be included in their file and submit their own statement to the file if the dispute cannot be resolved. Applicable law and statutory remedies, as well as NEI Electric policy, protect employees' access and contest rights. No employee access to personnel files other than that specified in this policy is permitted. If you are interested in seeing your file, contact the NEI Electric office to set up an appointment.

Employee Benefits

In addition to cash compensation, NEI Electric provides its employees with numerous additional benefits, including medical insurance, retirement plan contributions, paid time off and other leave, Social Security pension and disability benefits, unemployment compensation benefits, and workers' compensation benefits. These benefits are largely paid for by NEI Electric and can add as much as 45% to the employee's compensation package. For details on these benefits, please consult NEI Electric's human resources representative.

Minnesota Paid Time Off Policy (PTO)

NEI Electric's PTO policy is meant to provide Minnesota-based employees with a single and flexible paid time off program for employees to use when they need personal time away from work, while meeting NEI Electric's need to effectively conduct business and meet customer needs and expectations.

Eligibility for Minnesota PTO

NEI Electric provides PTO to all Minnesota-based employees who work at least eighty (80) hours in a calendar year. PTO begins to accrue upon commencement of employment, and Minnesota-based employees can use accrued time as it is accrued.

Granting of Minnesota PTO

PTO is granted on a yearly basis so long as eligibility conditions are met and continue to be met. The amount of an employee's annual PTO grant is based on length of service as described below:

Year of Service	PTO
0-1	Employees will accrue one (1) hour of PTO for every thirty (30) hours worked, up to a maximum of eighty (80) hours ¹
1-2	10 days (80 hours)
3-5	15 days (120 hours)
6-10	20 days (160 hours)
11 +	25 days (200 hours)

Minnesota employees may carry over accrued but unused PTO into the following year. The total amount of accrued but unused PTO to be carried over may not exceed eighty (80) hours.

¹ Exempt employees are deemed to work forty (40) hours in each work week for purposes of accruing PTO, except that such an employee whose normal work week is less than forty (40) hours will accrue PTO based upon the employee's normal work week.

PTO is assigned on January 1st of the year you reach the designated 'Year of Service' regardless of your start date except if your first year of service is a partial year. For example, if your start date is March 1, 2017, you earn one (1) hour of PTO for every thirty (30) hours worked, up to a maximum of eighty (80) hours. You will earn 10 days of PTO on January 1, 2018, you earn 15 days of PTO on January 1, 2019, and so on.

PTO benefits are paid at the employee's regular straight time rate in effect the pay period immediately preceding the request.

Use and Scheduling of Minnesota PTO

Minnesota employees may use PTO for personal time away from work. PTO cannot be used for activities which constitute a conflict of interest or are in competition with NEI Electric. As a general rule, PTO need not be used for purposes covered by other paid leave including NEI Electric paid holidays.

Accrued, but unused PTO must be used for all full- or partial-day absences and must be used consistent with the smallest increment of time tracked by NEI Electric's payroll system.

Minnesota PTO may be used for time off related to:

- an employee's own physical or mental illness, injury, medical condition;
- an employee's needs to visit the doctor for diagnosis, care, treatment of a mental or physical illness, injury, or health condition, or preventative care;
- caring for a family member, "any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship," or up to one individual annually designated by the employee who has an illness, injury, medical condition, or who needs to see a doctor for diagnosis, care, treatment of a mental or physical illness, injury, or health condition, or preventative care;
- domestic violence, assault, or stalking situations resulting in an illness, injury or medical condition that requires the employee to seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking, , or to obtain psychological or other counseling, seek relocation, seek assistance from a victim services organization, take related legal action for the employee or one of the above-listed individuals in domestic violence, assault or stalking situations;
- the employee's inability to work or telework because the employee is prohibited from working by NEI Electric due to health concerns related to the potential transmission of a communicable illness related to a public emergency;

- the employee's inability to work or telework because the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or NEI Electric has requested a test or diagnosis;
- when it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
- the closure of NEI Electric due to weather or other public emergency;
- the employee's need to care for a family member whose school or place of care has been closed due to weather or public emergency; and
- any other reason allowed under state or local safe and sick time laws.

Minnesota PTO usage **must** have supervisory approval. Except in unforeseen emergencies, PTO requests must be scheduled at least seven days in advance with the employee's supervisor. In certain circumstances, such as unforeseen PTO usage of more than three (3) days, NEI Electric may request reasonable documentation substantiating the need for the leave.

Minnesota employees should notify NEI Electric as soon as possible when seeking to use PTO in emergency situations.

Minnesota PTO Use Will Run Concurrently With Paid/Unpaid Leave Time

Where permitted by state law, available PTO must be used first in all leave situations, including Family and Medical Leave Act Leave, Parental Leave, School Conference and Activity Leave and other personal leave. Once PTO hours are exhausted, unpaid leave may be granted only for unavoidable absences, such as those covered by the FMLA, or other legally mandated leaves.

Minnesota PTO Time At Termination

PTO is a time off benefit and employees are not entitled to cash payment of PTO time under any circumstances. Employees in good standing who provide appropriate notice of their resignation/retirement and employees who are laid off may receive a discretionary cash payment for a portion of any unused prorated PTO time upon return of any NEI Electric property and documents and settlement of any debts due to NEI Electric in the sole discretion of NEI Electric. No other employees are eligible for cash payment of PTO time under any circumstances. Any such discretionary cash payments of PTO time do not change the effective date of termination.

Accrued, but unused PTO will not be paid out upon termination, unless required under state law. If an employee was not paid out accrued but unused PTO upon termination, accrued but unused PTO will be reinstated for employees rehired within 180 days after a job separation.

Effect of Minnesota PTO Policy Violations and Other Disciplinary Violations

Violations of notice, scheduling, approval, documentation and other provisions of this PTO policy, including supplying inaccurate information in connection with use of PTO, and other serious violations of NEI Electric policies, will result in disciplinary action up to and including termination.

Wisconsin Employee Paid Time Off Policy (PTO)

NEI Electric's PTO policy is meant to provide Wisconsin-based employees with a single and flexible paid time off program for employees to use when they need personal time away from work, while meeting NEI Electric's need to effectively conduct business and meet customer needs and expectations.

Eligibility for Wisconsin PTO

Regular full-time salaried and regular full-time hourly Wisconsin employees in good standing are eligible for PTO under this policy following the completion of their ninety (90) day introductory period. Regular part-time Wisconsin employees in good standing are eligible for PTO based on a prorated amount of the PTO grants for full-time employees. Wisconsin-based employees not in good standing, seasonal, temporary, part-time and introductory employees, commissioned personnel, and independent contractors do not qualify for PTO.

Granting of Wisconsin PTO

Wisconsin PTO is granted on a yearly basis following an employee's introductory period so long as eligibility conditions are met and continue to be met. The amount of an employee's annual PTO grant is based on length of service as described below:

Year of Service	PTO
0-2	2 weeks - 10 days (80 hours)
3-5	3 weeks - 15 days (120 hours)
6-10	4 weeks - 20 days (160 hours)
11 +	5 weeks - 25 days (200 hours)

Wisconsin Employees may carry over accrued but unused PTO into the following year. The total amount of accrued but unused PTO may not exceed eighty (80) hours.

PTO is assigned on January 1st of the year you reach the designated 'Year of Service' regardless of your start date except if your first year of service is a partial year. For example, if your start date is

March 1, 2017, you earn one (1) hour of PTO for every thirty (30) hours worked, up to a maximum of eighty (80) hours. You will earn 10 days of PTO on January 1, 2018, you earn 15 days of PTO on January 1, 2019, and so on.

Wisconsin PTO benefits are paid at the employee's regular straight time rate in effect the pay period immediately preceding the request.

Use and Scheduling of Wisconsin PTO

Wisconsin employees may use PTO for personal time away from work. PTO cannot be used for activities which constitute a conflict of interest or are in competition with NEI Electric. As a general rule, PTO need not be used for purposes covered by other paid leave including NEI Electric paid holidays.

Accrued, but unused PTO must be used for all full- or partial-day absences and must be used in one hour increments.

Wisconsin PTO may be used for time off related to:

- an employee's own physical or mental illness, injury, medical condition;
- an employee's needs to visit the doctor for diagnosis, care, treatment of a mental or physical illness, injury, or health condition, or preventative care;
- caring for a family member, "any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship," or up to one individual annually designated by the employee who has an illness, injury, medical condition, or who needs to see a doctor for diagnosis, care, treatment of a mental or physical illness, injury, or health condition, or preventative care;
- domestic violence, assault, or stalking situations resulting in an illness, injury or medical condition that requires the employee to seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking, , or to obtain psychological or other counseling, seek relocation, seek assistance from a victim services organization, take related legal action for the employee or one of the above-listed individuals in domestic violence, assault or stalking situations;
- the employee's inability to work or telework because the employee is prohibited from working by NEI Electric due to health concerns related to the potential transmission of a communicable illness related to a public emergency;
- the employee's inability to work or telework because the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease

related to a public emergency and such employee has been exposed to a communicable disease or NEI Electric has requested a test or diagnosis;

- when it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
- the closure of NEI Electric due to weather or other public emergency;
- the employee's need to care for a family member whose school or place of care has been closed due to weather or public emergency; and
- any other reason allowed under state or local safe and sick time laws.

Wisconsin PTO usage **must** have supervisory approval. PTO requests for 3 or more days must be scheduled at least two weeks in advance with the employee's supervisor. In certain circumstances, such as unforeseen PTO usage of more than three (3) days, NEI Electric may request reasonable documentation substantiating the need for the leave.

Wisconsin-based employees should notify NEI Electric as soon as possible when seeking to use PTO in emergency situations.

Wisconsin PTO Use Will Run Concurrently With Paid/Unpaid Leave Time

Where permitted by state law, available PTO must be used first in all leave situations, including Family and Medical Leave Act Leave, Parental Leave, School Conference and Activity Leave and other personal leave. Once PTO hours are exhausted, unpaid leave may be granted only for unavoidable absences, such as those covered by the FMLA, or other legally mandated leaves.

Wisconsin PTO Time At Termination

Wisconsin PTO is a time off benefit and employees are not entitled to cash payment of PTO time under any circumstances. Employees in good standing who provide appropriate notice of their resignation/retirement and employees who are laid off may receive a discretionary cash payment for a portion of any unused prorated PTO time upon return of any NEI Electric property and documents and settlement of any debts due to NEI Electric in the sole discretion of NEI Electric. No other employees are eligible for cash payment of PTO time under any circumstances. Any such discretionary cash payments of PTO time do not change the effective date of termination.

Accrued, but unused PTO will not be paid out upon termination, unless required under state law. If an employee was not paid out accrued but unused PTO upon termination, accrued but unused PTO will be reinstated for employees rehired within 180 days after a job separation.

Effect of Wisconsin PTO Policy Violations and Other Disciplinary Violations

Violations of notice, scheduling, approval, documentation and other provisions of this PTO policy, including supplying inaccurate information in connection with use of PTO, and other serious violations of NEI Electric policies, will result in disciplinary action up to and including termination.

Jury Duty

NEI Electric encourages its employees to fulfill their civic responsibilities by serving on jury duty when required. Regular full-time employees may request paid jury duty leave. NEI Electric makes up the difference between the juror reimbursement and the employee's wages for this period based on an eight (8) hour day for a maximum of two (2) weeks to help alleviate any hardship upon its juror employees. Your medical coverage and 401(k) benefits, if any, will be continued through this 2-week period.

An employee requesting jury leave must show the jury duty summons to his or her supervisor as soon as possible after he or she receives it, so that the supervisor may make arrangements to accommodate the employee's absence. The employee is expected to report for work whenever his or her court schedule permits.

Either NEI Electric or the employee may request an excuse from jury duty if the employee's absence would create serious operational difficulties for NEI Electric.

Bereavement Leave

NEI Electric Inc. is not required by law to provide bereavement leave. As a benefit to our employees, NEI Electric has elected to provide this bereavement leave policy to establish a uniform guideline for providing paid time off to employees for absences related to the death of immediate family members.

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

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation or leave without pay, for additional approved time off as necessary. Employee may be required to furnish satisfactory evidence to support use of bereavement leave.

Bereavement leave is calculated based on the base pay rate at the time of absence. Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to three (3) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in law, daughter-in-law, brother, sister, stepbrother or stepsister.
- Employees are allowed one (1) day off from regular scheduled duty with regular pay in the event of the death of the employee's brother-in-law, sister-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.
- Employees are allowed up to four (4) consecutive hours of bereavement leave to attend the funeral of a fellow regular employee of NEI Electric, provided such absence from duty will not interfere with normal operations of NEI Electric.
- Time off will be considered and granted on a case-by-case basis.

You forfeit your rights to bereavement leave benefits if you terminate employment before returning to your assigned position to work at least one workday after you have used bereavement leave.

This policy applies to employees who are not covered by a collective bargaining agreement.

Health Insurance

NEI Electric offers coverage through an approved Medical Plan selected by NEI Electric for all of its eligible full-time employees. Please refer to your medical plan documents for details on eligibility conditions, limitations, coverage and enrollments. You must enroll to be covered.

Extension of Health and Life Insurance Coverage (COBRA).

Employees and their dependents may elect to continue their insurance coverage upon certain "qualifying events" such as a reduction in hours resulting in ineligibility for benefits, termination of employment (except for serious misconduct), or dissolution of marriage.

401(k) Pension Plan

All non-bargaining unit employees of NEI Electric are eligible to participate in the 401(k) plan, if they have reached the age of 21 and have completed one (1) year of service. New applicants are eligible to enter the plan on January 1 or July 1 after meeting the requirements. Please see your 401(k) plan documents for details on eligibility conditions, limitations, coverage and enrollments. You must enroll to be covered.

Overtime

Hourly nonexempt workers will be paid overtime at the rate of one and one-half times the applicable wage for all hours worked in excess of forty (40) hours per work week, based upon the wage rate applicable to the work actually performed during the overtime hours. NEI Electric will pay overtime compensation to all hourly nonexempt workers based on actual hours worked.

Holidays, vacation, PTO, workers' compensation, other leave or any absence will not be considered "hours worked" for purposes of overtime calculations. Exempt salaried employees will not be reimbursed for work performed in excess of forty (40) hours per work week.

All hourly nonexempt NEI Electric employees who are eligible for overtime compensation, and who have worked in excess of forty (40) hours in a week, will receive overtime compensation. Hourly nonexempt NEI Electric employees shall not perform work of any kind, for any reason, unless their time is recorded on their time record for pay purposes. No work "off the clock" is permitted. All regular and overtime hours that have not previously been scheduled by NEI Electric must be preapproved by a direct supervisor prior to being worked.

Minnesota Parental and School Conference/Activity Leave**Parental Leave of Absence**

NEI Electric offers unpaid Parental Leave of Absence (PLA leave) to employees for the birth or adoption of a child, prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions. All employees are eligible for up to twelve (12) weeks of PLA leave. PLA leave is not paid by NEI Electric, but NEI Electric will continue to make group health insurance coverage available to the employee while on leave of absence at the employee's cost. Also, employees must use any accrued paid time off with PLA leave under this policy, provided that such use does not increase the twelve (12) weeks of leave available under the policy. Any leave granted under this Parental Leave Policy will run concurrently with any similarly qualified leave under the FMLA.

PLA leave must begin within 12 months of the birth or adoptions, unless the child must remain in the hospital longer than the mother, in which case the leave must begin within 12 months after the child leaves the hospital.

An employee returning from a PLA leave longer than one month must notify a supervisor at least two weeks prior to returning from leave to confirm the date of return. Upon returning from PLA leave, the employee shall be restored to the same position held prior to the leave, or to a position with comparable duties and hours at the same rate of pay the employee had been receiving when the leave commenced, together with any automatic adjustments in that pay rate occurring during the leave. The employee shall also retain available pre-leave employment benefits.

School Conference/Activity Leave

Minnesota employees may take unpaid leave up to a total of sixteen (16) hours during any twelve (12) month period to attend pre-school or school conferences, observations or activities related to the employee's child, if such conferences, observations or activities cannot be scheduled during non-work hours.

When School Conference/Activity Leave cannot be scheduled during non-work hours, and the need for the leave is foreseeable, the employee must provide reasonable prior notice to NEI Electric of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt NEI Electric's operations. Employees may use available vacation for school conference/activity leave under this policy. School Conference/Activity Leave may not be "stacked" consecutively with other available leave.

Family & Medical Leave of Absence

Employees are eligible for FMLA leave in the amounts described below if they have worked for NEI Electric at least twelve (12) months prior to the commencement of the leave and have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period prior to the leave.²

An employee is not eligible for FMLA if both:

- The employee works at a facility with fewer than 50 employees.
- NEI Electric has fewer than a total of 50 employees within 75 road miles of that facility.

An eligible employee is entitled to twenty-six (26) weeks of leave to care for a covered service member undergoing medical treatment, recuperation or therapy for a serious illness or injury incurred in the line of duty. A covered service member is: (1) a current member of the Armed Forces (including National Guard or Reserves); or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the veteran. If an employee takes leave to care for a covered service member, they are entitled to twenty-six (26) weeks of FMLA leave during one (12) month period; however, they are only entitled to a combined total of twenty-six (26) weeks for all leave taken during that (12) month period measured forward from the date of an employee's first FMLA leave to care for the covered service member begins. The leave shall not exceed twelve (12) weeks in duration if an employee takes leave for: the birth, adoption or foster care placement of a child; the employee's own serious illness, or the serious illness of the employee's spouse, child or parent; or a qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on (or has been called to) active duty.

If the FMLA leave is to care for the employee's spouse, child or parent with a serious health condition, or to care for a covered service member (who is the spouse, child, parent or next of kin of the employee) with a serious illness or injury incurred in the line of duty, or if the FMLA is due to the employee's own serious health condition, the leave may be taken intermittently or on a reduced leave schedule, but only when medically necessary. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

² Minnesota employees who do not meet the eligibility requirements under the FMLA may still be eligible for 12 (twelve) weeks of unpaid leave for the birth or adoption of a child under the Minnesota Parenting Leave law. Wisconsin employees who do not meet the eligibility requirements under FMLA may still be eligible for six weeks of unpaid leave for the birth or adoption of a child, two weeks for serious health condition of a spouse, child or parent (including parent-in-law); and two weeks for employee's own serious health condition (as defined under Wisconsin law) that renders the employee unable to perform the essential functions of the employee's job. An employee may not take more than 8 weeks in a year for any combination of leave under the Wisconsin Family Medical Leave Act.

Subject to certain conditions, continuing treatment may be met by: (1) a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider; (2) one visit to a health care provider and a regimen of continuing treatment; or (3) other equivalent conditions. An employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt NEI Electric's operations. The employee must provide medical certification in support of a leave due to serious illness, or for "caregiver leave" for the ill or injured servicemember. NEI Electric reserves the right to require a medical certification, recertification or confirmation thereof from a health care provider of NEI Electric's choice and at its expense.

If the FMLA leave is for a qualifying exigency because the spouse, child or parent of the employee is on (or has been called to) active duty, the leave may be taken intermittently or on a reduced leave schedule. Exigencies include various events (i.e., military event, counseling sessions) and arrangements (i.e., alternative child care, financial/legal arrangements) associated with deployment. Employees requesting such leave may be required to supply NEI Electric with supporting certification or recertification.

If the FMLA leave is foreseeable, the employee must notify NEI Electric at least thirty (30) days prior to the first day of the FMLA leave. If thirty (30) days' notice is not possible, or if the leave is not foreseeable, the employee should notify NEI Electric as soon as practicable and, in any event, within two business days of learning of the need to take FMLA leave. The employee must provide the anticipated start date and return date of the leave as well as sufficient information for NEI Electric to determine if the leave qualifies for FMLA protection. NEI Electric will notify the employee whether the employee is eligible for FMLA and whether the leave will be designated as FMLA protected.

FMLA leave is not paid leave by NEI Electric. If the employee has PTO grants available, the employee must use the PTO time or other accrued paid time off for the FMLA leave and such time will count both as FMLA leave and as PTO. Certain employees may be eligible for short-term disability pay in the event of a serious illness of the employee, but the receipt of short term disability or workers' compensation benefits in the event of a work-related injury or illness during FMLA leave shall not extend the FMLA leave beyond the twelve (12) or twenty-six (26) week limit.

The employee shall not be granted PTO or other leave grants during the FMLA leave, nor will the employee receive holiday pay for any holidays which occur during the FMLA leave. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

NEI Electric will continue to provide group health insurance benefits to employees on FMLA leave, provided they were eligible for such benefits prior to the leave. The employee shall continue to be responsible for the employee's portion of the premium, which shall be deducted from any pay received by the employee during the FMLA leave. If the employee does not receive compensation from NEI Electric during the FMLA leave, the employee shall pay the

premium to NEI Electric on or before the time it would be made if by payroll deduction. If the employee does not return to work at the end of the FMLA leave, the employee may elect, if eligible under COBRA, to continue, at his/her own cost, group health insurance at the full group rate cost of such coverage, including the portion paid by NEI Electric for employees, but must reimburse NEI Electric for NEI Electric's premium payments paid during the FMLA leave in such cases of non-return.

Upon returning from an FMLA leave, the employee shall be restored to the same position held prior to the leave, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. NEI Electric shall retain eligibility for group benefits as prior to the leave, including group health insurance, even if the employee did not pay the employee's portion during the FMLA leave, but NEI Electric retains the right to recover any unpaid employee portion of group health insurance for the period of the FMLA leave, or other amounts due NEI Electric from the employee, upon the employee's return to work.

If the FMLA leave was for the employee's own serious illness, the employee must submit a medical certification to NEI Electric which states that the employee is able to resume work and perform all the essential duties of his/her position without restrictions, before the employee may be restored to his/her same position. NEI Electric reserves the right to require a medical certification or confirmation thereof from a health care provider of NEI Electric's choice and at its expense.

Your rights to FMLA leave are legally protected and do not affect other discrimination laws or supersede other laws granting greater benefits. If you have any questions or concerns about your FMLA leave rights or your rights under state or federal leave law, please raise them with NEI Electric Human Resources. You may also bring them to the U.S. Department of Labor or to a private attorney. If you have any questions about your entitlement to leave, please contact NEI Electric Human Resources for more information.

Military Leave

It is NEI Electric's policy to afford re-employment rights for employees returning from military leaves of absence in appropriate circumstances. NEI Electric requests as much notice as possible for those desiring military leave. Such re-employment opportunities will be granted for employees as follows:

1. Employees entering active military service for a single enlistment period will be granted a general unpaid military leave of absence. NEI Electric will reinstate employees returning from military leave to their former jobs, or to an equivalent position, except in cases where changed circumstances make it impossible to do so or create an undue hardship for NEI Electric.

2. Employees who are members of a National Guard or Military Reserve unit may elect to treat summer training periods as vacation with pay to the extent the employee has available vacation for the period.
3. Employees who elect not to treat military training periods with a National Guard or Military Reserve unit as vacation will receive unpaid military leave for the period of the training.

Resignation/Termination

Termination of employment is an inevitable part of personnel activity within any organization. In the event you should resign, you are requested, but are not required to provide two weeks' advance notice of your decision.

Non-bargaining unit employees who provide such notice of their resignation and who are laid off or discharged for reasons other than conduct problems, policy violations or poor performance may receive a cash payment equivalent to up to one week of their available PTO pay if they are willing to sign a release of all claims the law allows to be released against NEI Electric. No other employees are eligible for such cash payment of vacation benefits.

Such cash payment of PTO benefits does not extend the effective date of termination beyond the last day worked.

NEI Electric generally provides advance notice to its employees if it becomes necessary to terminate their employment. However, NEI Electric does not guarantee such notice and reserves its at-will right to terminate for any reason, with or without notice, cause or prior discipline, except to the extent a labor agreement might expressly provide otherwise. There are no recall or re-employment rights at NEI Electric.

Employees who fail to return from a leave of absence will be treated as having resigned as of the date the leave commenced and will be required to reimburse NEI Electric for any benefits provided during the leave.

Layoff

You may be laid off under certain circumstances, including but not limited to a shortage of work or funds, elimination of position, or changes in NEI Electric's organizational structure or services. If layoffs are necessary, selection of persons to be laid off will be at NEI Electric's discretion based upon an evaluation of factors including, but in no way limited to, seniority, merit, prior disciplinary record, qualifications, business requirements and efficiency, as determined solely by NEI Electric's management. NEI Electric may, to the extent circumstances permit, provide prior notice of such layoffs. There are no recall or re-employment rights at NEI Electric.



Non-Union Employment Manual
January 2024

EMPLOYEE RECEIPT/ACKNOWLEDGMENT FORMS - EMPLOYEE COPY

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No NEI Electric Company Authority
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Minnesota Parental and School Conference/Activity Leave
Family & Medical Leave of Absence
Military Leave

Section 8. EMPLOYMENT ENDING

Resignation/Termination
Layoff

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My signature below acknowledges that I understand and agree it is my responsibility to read the NEI Electric Non-Union Employment Manual and to follow the policies and rules specified in the pages of the NEI Electric Non-Union Employment Manual which follow my signature below, together with any further changes, additions or deletions to such pages of the employment manual. I understand that the NEI Electric Non-Union Employment Manual does not create a contract for continuing employment for a specific period of time or guarantee that my employment will end only under certain conditions. I also acknowledge that my employment relationship with NEI Electric is “at-will” employment as described in the At-Will Nature of the Employment Relationship in Section 1 of the NEI Electric Non-Union Employment Manual, subject to the exception stated in that Section.

The NEI Electric Non-Union Employment Manual is the property of NEI Electric, and contains confidential, trade secret and proprietary information. I understand that I must protect confidential NEI Electric information as described in Confidentiality Section 4 of the NEI Electric Non-Union Employment Manual, subject to the exception stated in that Section.

I acknowledge that this NEI Electric Non-Union Employment Manual and its managerial guidelines and policies supersede all previous manuals and handbooks, and all other inconsistent employment-related materials, practices, procedures and representations of terms and conditions of employment with NEI Electric, whether verbal or written, all of which are hereby revoked and rescinded, subject to the exception stated in Section 1.

Date: _____

Employee Signature _____

(Print your Name) _____

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Date: _____

Employee Signature

(Print your Name)