



EMPLOYEE HANDBOOK

08/06/2025

CORE VALUES

Passionate- Building positive relationships through outstanding service in every aspect of the business.

Integrity- Upholding the highest moral and ethical standards and promoting trust and respect with our customers and our employees.

Excellence- Exceeding expectations everyday and taking pride in everything we do.

Teamwork- Demonstrating an honest commitment to work with others by creating a collaborative culture where everyone has a voice.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Amber Mission Statement

Serving

Others

&

Positively

Affecting

Lives

Amber Mission Statement



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

AMBER ELECTRICAL CONTRACTORS, INC. **EMPLOYEE GUIDELINES**

Welcome! We are glad to have you on our Amber Team! We wish you success in your new position. We believe you will be a great asset to our company. We embrace our commitment to be a great company that employees want to be part of for life. Our working environment is one where we value productivity and quality, but never ahead of your safety. As we look to grow, we extend a thank you for your future contributions that you will make tomorrow. It is only together we can find success and meet our goals.

We look forward to working with you and hope you will share our passion about the growth and commitment of Amber Electrical Contractors, Inc.!

PURPOSE OF HANDBOOK

We believe in keeping employees fully informed about our policies, procedures, practices, benefits, what employees can expect from the company, and the obligations assumed as an employee of Amber Electrical Contractors, Inc. This practice is designed to provide fair treatment of employees. All employees are expected to become familiar with the policies, procedures, practices, and benefits of Amber Electrical Contractors, Inc. This handbook is intended to provide employees with basic information. The policies and practices described in this handbook reflect a great deal of concern for the people who make it possible for Amber Electrical Contractors, Inc. to exist . . . ***its employees.***

Because Amber Electrical Contractors, Inc. is a growing, changing organization, it reserves full discretion to add to, modify, or delete provisions of this handbook at any time without advance notice. For this reason, employees should check with Management to obtain current information regarding the status of any policy, procedure, or practice. No individual other than the President has the authority to enter into an employment agreement or any agreement that modifies company policy. Any such modification must be in writing and must be signed by the President.

The descriptions of various fringe benefits (such as group insurance) contained in this handbook are summaries only. Should the descriptions in this handbook differ with any formal agreement or other document directly related to the particular benefit, the provisions of such formal agreement or other document should be controlling. While we hope to have a long and fruitful relationship Amber reserves the right to terminate the employment relationship with any employee, at any time and for any reason, with or without cause or notice. Employees also have that right.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Employment

Application for Employment

All candidates for employment with Amber Electrical Contractors, Inc. must fully complete, date, and sign the company's standard employment application form. The application form should be completed in detail and signed by the applicant to verify the accuracy and completeness of previous employment and personal information.

The company may investigate any portion of the requested information and may deny or later terminate the employment of anyone giving false, misleading, or incomplete information.

The completed employment application form will be made a part of the personnel file of those applicants who are accepted for employment.

Equal Employment Opportunity Policy

Amber Electrical Contractors, Inc. was built upon teamwork and equal opportunity. We will continue to be successful when people are treated fairly and allowed to advance and achieve their full potential. We are proud of the fact that we extend equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, religion, sex, age, national origin, or disability, which if needing accommodation, may be reasonably accommodated as required by law.

All phases of employment including, but not limited to, recruiting, hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, termination, recall, use of all facilities, and participation in all company-sponsored activities, will be administered so as to further the principle of equal employment opportunities.

Categories of Employees

Amber Electrical Contractors, Inc. places employees into one of several job classifications, based on their employment relationship with the Company. Some Company policies, procedures and benefits differ based on such job classifications.

Each employee is a full-time salaried, full-time hourly, part-time, or temporary employee.

Full-time employees regularly work in excess of 30 hours per week (the normal work week being 40 hours). Part-time employees regularly work less than 30 hours per week. Temporary employees are hired to fill temporary or seasonal positions.

Each employee is also given an employment classification of exempt or non-exempt based on the definition of those terms under federal law.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Exempt employees are those whose jobs are exempt from certain provisions of the Fair Labor Standards Act. Exempt employees generally hold executive, managerial, administrative, professional, or outside sales positions. These employees are not eligible for overtime pay.

Non-exempt employees are those whose jobs are covered by certain provisions of the Fair Labor Standards Act relating to the reporting of hours and the payment of overtime. These jobs include technical, clerical support, production, and maintenance positions. Employees in non-exempt positions are paid overtime in specific situations.

The term "eligible employee(s)" used in section Benefits of this handbook refers to all employees other than seasonal employee(s) and temporary employee (s) unless otherwise designated. Each employee will be advised of the status of his/her position when he/she is hired.

Orientation

Following the acceptance of employment, the Supervisor will discuss job duties and areas of responsibility in more detail with a new employee. Company policies and procedures will also be reviewed. A copy of the Personnel Manual for Employees will be available to each employee to read and review. Please keep your Personnel Manual so that you may refer to it at anytime.

Two copies of an Acknowledgment of Receipt and Understanding are located at the end of the handbook along with other forms that need to be signed and returned to Human Resources. After reviewing the handbook, each employee must sign the two copies of the statement acknowledging their receipt and their understanding of the information contained in the Personnel Manual for Employees. One signed/witnessed copy of the Acknowledgment of Receipt and Understanding will remain in the employee's personnel file on location. The other signed/witnessed copy of the statement must be returned to Corporate within three (3) days of commencement of employment. This signed/witnessed copy of the statement will become part of the employee's personnel file.

Code of Conduct

Amber Electrical Contractors, Inc. expects all Employees to maintain a standard of conduct that is both ethically and morally acceptable to our Customers, Company, and other Employees.

We expect you to perform with the highest of standards, in compliance with Company policies, laws and regulations as set forth in the Company guidelines and safety regulations, in a manner that maintains the reputation of Amber, our Customers, and respect for others.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Probation Period

During the first ninety (90) days of employment, Amber Electrical Contractors, Inc. and each new employee are given an opportunity to evaluate whether the employment relationship should continue. Prior to the end of this ninety (90) day period, the employee's performance will be evaluated. The employee will then be notified of future employment by the Supervisor.

During the evaluation period, an employee may voluntarily terminate employment without notice or, if the performance of the employee is not satisfactory as determined by Amber Electrical Contractors, Inc., the employee may be released with or without notice.

The completion of the evaluation period should **not** be considered a guarantee of permanent employment. Amber Electrical Contractors, Inc. evaluate employees on a continuing basis and reserves the right to terminate an employee at any time during or after the evaluation period.

Employment of Minors

The following provisions apply with respect to the company's minimum employment age requirements:

- The company will fully comply with the Child Labor provisions of the Fair Labor Standards Act and all applicable state statutes which govern the employment of minors.
- It is Amber Electrical Contractor's policy not to employ individuals younger than eighteen years of age (18) in any position with the company.
- Should the company have any reason to question whether an individual applicant is under eighteen (18) years of age, the applicant may be required to furnish additional proof of his/her birth date.

Employment-At-Will

"AT WILL" means that both employees and Amber Electrical Contractors, Inc. have the right to terminate employment at any time, with or without advance notice (usually two weeks), and with or without cause.

Personnel Files

Amber Electrical Contractors, Inc. will maintain a personnel file on each employee. An employee's personnel file begins with his/her completed employment application form. From time to time, various information will be added to this personnel file regarding an individual's employment status with the company. Personnel file the property of Amber Electrical Contractors, Inc. and will be treated the same as any other confidential company information.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

The following provisions apply with respect to the company's standards for establishing, maintaining, and handling employee personnel files:

All official records concerning an employee will be kept up to date insofar as possible and all employees shall promptly report all pertinent personal information and data changes to the Payroll Department. Information contained in medical forms of any employee will be kept in a separate restricted file.

Employees will be permitted to review their personnel files as permitted by applicable laws. The personnel records of employees will be maintained by Amber Electrical Contractors, Inc. after separation.

Contents of Personnel Files

Employee personnel files will, at least, include the following:

1. Original employment application
2. I-9 Form
3. Performance appraisal reports
4. Absence Reports
5. Disciplinary action notices
6. Special commendation information
7. Status changes affecting employee's work and salary history
8. Employee's resume (if submitted)
9. Other relevant documents as determined by Amber Electrical Contractors, Inc., including acknowledgment statements that are a part of this manual.

Employee's Request for Review of Personnel File

The following provisions apply with respect to an employee's request to review his/her personnel file:

- The Human Resource Manager will have the responsibility of coordinating the review of an employee's personnel file with the employee's immediate supervisor.
- A member of Management must be present while the employee reviews his/her personnel file.
- The employee may take notes, but may not remove, copy, deface or otherwise make notations on the documents in his/her personnel file



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Management's Review of Personnel Files

All information contained in the employee personnel file is considered confidential. This information will only be available to the Human Resource Manager, the employee, senior management personnel, and supervisors or managers who are responsible for the employee on a need-to-know basis. Any violation of this policy is considered a very serious offense.

One exception will be in a transfer situation where the supervisor of the department to which an employee may be transferred will be allowed to review the employee's file with the approval of the Management and the employee's immediate supervisor.

Payroll and Employee Benefits

Amber employees shall receive a paycheck (direct deposit) on Friday of each week representing all hours worked through the preceding Tuesday.

Employees will be paid overtime (one and one half the regular pay scale) only after a full 40-hour week has been worked by the employee regardless of whether the first forty hours is worked on weekdays or weekends and regardless of how many hours are worked on any one day.

Pay raises, promotions, and demotions shall be given at the discretion of the management of Amber Electrical Contractors, Inc.

Payroll Deductions from Gross Pay

The company will make arrangements for payroll deductions for the following:

- Federal income taxes
- Social Security taxes and past due taxes
- garnishments (including child support) or other court ordered wage deductions
- employee's portion of group insurance premiums
- loss, damage, or destruction of company property
- 401(k)/Roth Savings Plan contributions

All deductions will be itemized on the employee's paycheck stub. Questions regarding payroll deductions should be directed to the Payroll Department or Human Resources.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Garnishment of Employee Wages

Garnishments are court orders requiring an employer to withhold specified amounts from an employee's wages for payment of a debt owed by the employee to a third party. State law requires the company to honor garnishments (including child support) of employee wages as a court or other legal judgment may instruct. The law also provides for an administrative fee to be charged when a garnishment occurs.

Pay on Separation from Employment

Employees separated from employment due to resignation will be paid for time worked (less deductions) on the next regular payday. Employees separated from employment due to company termination will be paid for time worked (less deductions) no later than the following Friday.

Attendance

Regular, punctual attendance is expected for efficient operations at Amber Electrical Contractors, Inc. Excessive absenteeism and tardiness are not only inconvenient but also causes costly problems. While it is recognized that illnesses or extenuating circumstances may occasionally cause an employee to be tardy or absent from work, regular on-time attendance is required for continued employment.

Employees are responsible for making the effort to notify the office and their supervisor of any absence or tardiness. This notification should occur as far in advance of the tardiness or absence as possible. It is the employee's responsibility to plan ahead and schedule appointments for doctors, dentists, car repairs, etc. Employees should contact their supervisor directly so that arrangements may be made to alter the distribution of work where necessary.

Any employee who fails to maintain an acceptable attendance record will be subject to disciplinary action up to and including termination. Unexcused absences or tardiness may adversely affect future promotions, raises and/or job security.

Any employee absent from work for a regularly scheduled workday without informing his/her Supervisor will be assumed to have resigned (job abandonment) effective the last day worked by the employee.

Amber Electrical Contractors, Inc. has the right to expect employees to be present and prepared to begin work at the time and station to which they are assigned. If an employee is unable to be at work or is unable to be at work on time, he must contact Amber Electrical Contractors, Inc. by 7:00 A.M. on the day in question. If you come in late you will not be allowed to start work until the next half hour. (Example: You come in at 7:01; you can start work at 7:30.) You will not be allowed to make it up on break, lunch or by staying longer than the rest of the crew. Amber must be contacted each day there is



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

an absence or tardiness. Failure to contact Human Resources and the Superintendent may result in termination of the employee. Employees must also notify their Superintendent and HR if they plan to leave earlier than their normal shift.

Unexcused absences

(1 or more in a rolling 12-month period) or excessive tardiness (3 or more in a rolling 12-month period) may result in dismissal of the employee.

1. Unscheduled absence: Employee will be absent from shift, due to emergency or other unexpected cause.” Employees will notify Human Resources AND shift Superintendent by 7:00 a.m. or prior to shift start if earlier than 7:00 a.m.
2. Tardiness: employee shows up at least 15 minutes after scheduled shift start.”
3. No-show: employee fails to show up for shift without notifying management.”
4. Sick days: employee is absent from shift due to illness without a doctor’s note.”

Excused Absence from Work

1. Sickness/ illnesses: employee is absent from shift due to illness with a doctor's excuse.
2. Jury Duty: employee must provide Amber office with proof (voucher from courthouse showing attendance in court)- Employees will get paid 8 hours of work with if voucher is presented.
3. Bereavement: In the event of an immediate family member, you may take up to three consecutive scheduled workdays off with pay. Immediate family is defined as current spouse, child, parent, legal guardian, brother, sister, grandparent, grandchild, mother-, father-sister-, brother-son, -or daughter- in-law.
4. Birth of an Employee's Child: employee may use accrued PTO for time off due to the birth of a child. Unpaid leave time to be determined by management.
5. Scheduled PTO: employee may use accrued PTO for time off as approved by management with a 2-week notice required.
6. Personal Leave of Absence- A personal Leave of Absence without pay may be granted at the company’s discretion. Leave of absence must be applied for and approved in writing. You should maintain regular contact with supervisor and give prompt notice if there will be any change on your return date. If the approved leave expires and you have not returned to work voluntary termination will be assumed.
7. Military Leave- Amber is committed to complying with the Uniformed Services



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

- Employment and reemployment Rights Act (USERRA). Notify HR for additional information about your rights before and after such leave.
8. Family Medical Leave – You may request to leave under FMLA see page 15 for details. Leave under FMLA is limited to a total of 12 weeks during a 12-month period.

Benefits

The company provides employees with a well-balanced program of benefits that meet the needs of employees and provides protection from financial hardship.

The information contained in this handbook regarding employee benefits is not a contract to provide these benefits to any employee. The eligibility requirements of these benefits are described in the summary plan documents and/or benefits booklets.

Eligible employees qualify, as indicated, for benefits provided by the company if they meet specific requirements.

Employees should keep all information regarding any change to the handbook. Questions concerning benefits and/or insurance claim information should be directed to the Human Resources.

The terms of the benefit plans described are subject to change at any time by the insurers or Amber Electrical Contractors, Inc.

PTO Eligibility

Employees shall receive 40 hours of PTO after six months of continuous service. Amber employees are eligible to receive 80 hours paid PTO during the calendar year after the employee has been employed one full calendar year. These PTO days may only be taken after the employee has worked full time for Amber for a period of one year. PTO pay will consist of the employee's regular pay rate. PTO may only be taken in full 4- or 8-hour increments. Any Amber employee who has been employed full time by Amber for a period of 5 full calendar years is eligible to receive 3 weeks per year paid PTO, consisting of 120 hours at the employee's regular pay rate. After 10 years of continued employment the employee is awarded 160 hours of PTO. The maximum amount of PTO earned is capped at 20 years for a total of 200 hours of PTO. Each employee planning to take PTO time must notify the Amber office, and their Project Manager, two weeks in advance.

PTO REQUEST

PTO requests must be made at least two (2) weeks prior to the desired PTO time. PTO may be taken at any time during the year after eligibility with the following provisions:



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

- Employees are expected and encouraged to take their paid PTO time as a means of rest and diversion for themselves and their families.
- PTO must be approved in advance by the employee's Supervisor.
- Unused PTO time may not be carried over into the next PTO year or paid out at the end of the year. The only exception is when the employee's supervisor specifically requests the employee to work during previously scheduled PTO time or other similar circumstances as determined by management. Any unused PTO will be returned to the company.
- PTO time must be taken in minimum increments of four (4) hours.
- A holiday observed by the company that falls during the PTO period will be considered as a paid holiday and not PTO time. This day of PTO may be taken at another time as approved.
- An employee must work the regularly scheduled workdays immediately before and after the paid PTO period in order to be eligible to receive PTO pay.
- Job requirements will always have precedence over PTO schedules.
- Length of service will be considered in the event a conflict of PTO schedules arises between two or more employees.

PTO

The following provisions apply with regards to PTO pay:

- PTO time will be at the employee's regular rate of pay.
- PTO will not be considered as time worked for the purpose of computing overtime.

Observed Holidays

The company normally recognizes the following paid holidays; however, the company may decide to work on a holiday depending upon job requirements. Paid holidays are given after 6 month of continuous employment with the exemption of exempt employees.

<i>New Year's Day</i>	<i>Independence Day</i>
<i>Memorial Day</i>	<i>Thanksgiving Day</i>
<i>Labor Day</i>	<i>*Floating Holiday</i>
<i>Christmas Day</i>	

*Floating Holiday will be used for the Friday after Thanksgiving

The following provisions apply with regards to holidays observed by the company:



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

- If a holiday falls on a Saturday or Sunday, its observance will be at management's discretion.
- An employee must also work the regularly scheduled workdays immediately before and after a holiday to be eligible for holiday pay.
- Paid holiday time will not be considered as time worked for the purpose of computing overtime.

Group Health Insurance

Group health insurance is available to all eligible employees. If the employee meets the Plan's requirements, effective the 1st day of the month following sixty (60) days of continuous employment.

Continuation of Group Health Insurance

(Cobra) Employees

- Employees who have earned insurance coverage and who lose such coverage due to termination for reasons other than gross misconduct or because work hours are reduced to such an extent that they are not eligible for coverage may continue group health insurance coverage for up to eighteen (18) months (twenty-nine (29) months if disabled at the time of termination) at their own expense according to COBRA regulations.
- COBRA notification, costs, application, and procedural information will be mailed to the employee when applicable.
- The employee must notify the Corporate Payroll Department in writing of their intent to continue coverage within sixty (60) days of the date of notification and must pay the premiums according to the premium schedules.
- Failure to notify the Corporate Payroll Department in writing or pay premiums is considered notice of cancellation of this option.

Dependents

- A dependent who is no longer eligible for coverage under the employee's group insurance certificate due to employee's death, a divorced or legally separated spouse, or a child ceasing to be a dependent, may continue group health insurance for up to thirty-six (36) months at the expense of the employee or dependent.
- The dependent must notify the Corporate Payroll Department in writing within



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

sixty (60) days of the date eligibility ceases of intent to continue coverage.

- Failure to notify the Corporate Payroll Department in writing or pay premiums according to premium schedule is considered notice of cancellation of this option.

Group Life Insurance

Group life insurance is available to all eligible employees. Employees pay supplemental premiums for group life insurance. This coverage becomes effective simultaneous to the group health insurance. Information will be provided together with the group health insurance booklet.

401(K) Retirement Savings Plan

This program enables employees to save for retirement on a pre-tax basis. All employees are eligible to participate in the 401(k) Retirement Savings Plan after 60 days of employment.

Roth Retirement Savings Plan

This program enables employees to save for retirement on a post-tax basis. All employees are eligible to participate in the Roth Retirement Savings Plan after 60 days of employment.

Voting

The company encourages its employees to vote in every election; however, we do not provide time off for voting with or without pay. Employees should make arrangements to vote prior to or following normal work hours.

Funeral Leave

Full-time, salaried, and hourly employees will be allowed up to three (3) days off with pay to assist with arrangements in the event of a death in the employee's immediate family or to attend the funeral. If additional time is necessary, PTO days may be used provided the employee is eligible for PTO time. Immediate family is considered: spouse, parent, stepparent, child, stepchild, brother/sister, stepbrother/sister, grandparent, grandchild, and in-laws.

The employee must notify his/her Supervisor prior to any funeral leave. If prior approval is not obtained, the employee will not be paid for the funeral leave.

Payment will not be made under this policy when funeral leave occurs during an employee's PTO, leave of absence, and layoff or at a time when an employee receives holiday pay.

The company reserves the right to request substantiation of any death in an employee's immediate family and/or confirmation of an employee's attendance at a funeral. Funeral leave is available as paid leave upon the completion of ninety (90) days of continuous service. Prior to that time, it is considered unpaid leave.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Work-Related Injuries

Amber Electrical Contractors, Inc. have workers' compensation insurance coverage to aid colleagues who experience a work-related accident or illness. The insurance provides payment of medical expenses and partial salary. Please see Human Resources with questions.

The amount and duration of benefits depend upon the nature of the injury or illness and state laws and regulations. In general, however, all medical expenses incurred in connection with a work-related injury or illness are paid in full as long as the proper procedure are followed and partial salary payments may be provided once the requisite state waiting period has been met.

Individuals who miss work due to a workers' compensation injury or illness will be placed on FMLA leave, assuming they qualify for FMLA Benefits.

Reporting Injuries and Accidents

An employee must advise his/her supervisor of all accidents, injuries or illnesses that occur while at work. All accidents, injuries or illnesses that occur while at work must be reported immediately no matter how slight they may appear.

The company will provide the proper forms for reporting job-related accidents, injuries, and illnesses. Any employee failing to report such occurrences will be subject to disciplinary action.

In the event of a vehicular accident involving a company-owned/leased vehicle or while on company business, report all information immediately to Management. In no instance should responsibility for an accident be expressed to anyone until the proper person in the company has been notified and specific authorization has been obtained to make such statements.

The first aid kits provided at each facility and in vehicles are intended for use by those who require attention that are able to treat themselves without assistance. In cases where injured employees or other persons may require additional assistance, an authorized provider will be notified to administer first aid or health care.

Separation from Employment

An employee may be separated from employment by retirement, voluntary resignation, lack of work, or termination. Usually, before an employee is terminated, he/she will be told the reason(s) and will be counseled by his/her Supervisor. However, if any misconduct warranting discipline is severe enough, the Supervisor has the authority to discharge the employee immediately.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

The Supervisor will advise Human Resources immediately of the date and reason for terminating an employee.

Terminated Employment

If an employee is terminated, any accrued and unused PTO will not be paid to the employee. Unused sick time is not paid upon separation as well.

Voluntary Resignation

Any employee voluntarily resigning his/her position with Amber Electrical Contractors, Inc. is expected to submit a two (2) week notice of resignation. If a two-week notice of resignation has not been given, the employee is not eligible to be paid for any accrued and unused PTO time. Payment of unused and accrued PTO time is at manager's discretion once a two (2) week notice of resignation has been given. Unused sick leave is not paid upon separation of employment.

Exit Interview

An employee planning to leave the company may be asked to participate in an exit interview. In addition to discussing his/her decision to leave the company with his/her immediate supervisor, a member of management may also meet with the employee prior to his/her departure. Discussions concerning the reasons for leaving will assist the company in evaluating the effectiveness of its personnel policies and practices. At the time of the exit interview matters relating to final pay and any other personal considerations will be arranged.

Pay at Time of Separation from Employment

The company will determine if the terminating employee has any outstanding debt owed to the company and whether the individual has in his/her possession any uniforms, tools, keys, safety equipment, manuals, vehicles, ID cards/badges, or other company property. This includes school tuition that has been provided by Amber Electrical Contractors, Inc. Any employee terminating employment is expected to return any company property in his/her possession. After a full accounting of the employee's and the company's accounts (as determined by the company) is completed, a final paycheck will be issued to the employee in accordance with state law.

The company will issue a check designated as the final payment for all services rendered.

Upon resignation or termination, the employee should consult with the Payroll Department for possible conversion of group insurance and to address any other financial issues that may be outstanding.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Reduction of Workforce

In the event that a reduction in the company's workforce becomes necessary, employees over and above the number determined by the company to be needed for performance of available work will be terminated. In determining those employees who will be retained, consideration will be given to the quality of each employee's past performance, length of service, and the need for the position held by the employee.

Leave of Absence

Purpose

Amber Electrical Contractors, Inc. provides eligible employees with an opportunity to apply for leave in certain situations requiring continuous absence from work for an extended period.

Eligibility

Full or part-time employees who have completed at least one (1) year of continuous service (or a lesser amount if specified by law) with Amber Electrical Contractors, Inc. are eligible to apply for leaves of absence provided under this policy.

Length of service requirements does not apply to employees seeking military leave or a medical leave of absence due to a job-related injury or illness.

Employees of Amber Electrical Contractors, Inc. who (1) seek family leave or medical leave based upon a serious health condition, (2) have worked for Amber Electrical Contractors, Inc. for at least twelve (12) months and 1,250 hours during the twelve-month period preceding the start of the leave, and (3) have been employed at a work site where Amber Electrical Contractors, Inc. employs at least 50 employees within a 75 mile radius (hereafter referred to as "Covered Employees") are subject to certain additional requirements and may receive additional benefits under this policy. In determining a Covered Employee's eligibility for leave under the Family and Medical Leave Act ("FMLA"), Amber Electrical Contractors, Inc. will use a "rolling" 12-month period measured backward from the date that the employee's requested leave is to begin.

Type of Leave

Medical Leave of Absence - an eligible employee who is unable to work because of (1) an illness, injury or disability; and/or (2) a serious health condition within the meaning of the FMLA, that renders the employee unable to perform the functions of his or her current position, may apply for a medical leave of absence. This type of leave includes absences caused by pregnancy, childbirth, or conditions related to pregnancy or childbirth.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

An employee seeking a medical leave of absence must first exhaust all accrued PTO and sick time. This time will be considered part of the approved leave period.

Maternity Leave

To support employees during pregnancy, childbirth, and early childcare, our company provides maternity leave to eligible employees. We recognize the importance of recovery and bonding time and aim to offer a compassionate and legally compliant policy. This policy applies to all full-time female employees who have completed at least 12 months of continuous service.

Employees are eligible for maternity leave if:

- They are pregnant or have recently given birth.
- They have completed the required service period.
- They provide appropriate medical documentation.

Duration of Leave

Up to **12 weeks of leave** is available, in accordance with the Family and Medical Leave Act (FMLA).

Additional unpaid leave may be granted upon request and approval.

Paid vs. Unpaid Leave

- The first 6 weeks will be paid for by the employer.
- Remaining leave may be unpaid or depending on accrued PTO, or short-term disability coverage or unless otherwise specified in the employment contract or state law.

Personal/Family Leave of Absence - Eligible employees may request a personal leave of absence in non-recurring, exceptional situations, such as a personal emergency, participation in public affairs or further educational training of limited duration.

Also included within a personal leave of absence are leaves sought for the following reasons: (1) because of the birth of and in order to care for the employee's child; (2) because of the placement of a child with the employee for adoption or foster care; and (3) in order to care for the spouse, child or parent of the employee, if such spouse, child or parent has a serious health condition (collectively referred to as "family leave").

An employee's entitlement to family leave for the birth of a child or the placement of a child for adoption or foster care expires twelve (12) weeks after the child's birth or placement.

An employee seeking personal/family leave must exhaust accrued PTO time, and this time will be considered part of the approved leave period.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Military Leave of Absence - An employee who is inducted into or enlists in the United States Armed Forces for active duty, active duty for training, initial active duty for training, full-time National Guard duty or examination to determine fitness to perform any such duty for a cumulative period of not more than four (4) years (plus any involuntary extension of not more than one year) will be granted a military leave of absence regardless of the employee's length of employment with Amber Electrical Contractors, Inc. Unless impossible, Unreasonable, or precluded by military necessity, the employee must provide Amber Electrical Contractors, Inc. with a copy of the employee's duty orders.

Procedures for Seeking Leave or Extensions of Leave

The procedures below must be followed in order for an employee to be considered for a medical, personal/family or military leave of absence:

Request for Leave Form

Whenever an anticipated continuous absence exceeds six working days, the employee must submit a signed "Request for Leave of Absence" form to the employee's immediate supervisor. This form must be completed in full and the reason for the request must be clearly stated. Falsification of information on a leave of absence request form (or on any supporting documentation) is a violation of company policy and is grounds for disciplinary action up to and including discharge from employment.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Medical Certification

Requests for medical or family leave or for extensions of such leave based upon the employee's or a family member's serious health condition must be accompanied by a "Certification of Health Care Provider" form, which is available from the Human Resource Manager. The certification must be provided in a timely manner, usually within fifteen (15) days after submission of the employee's request for leave. Amber Electrical Contractors, Inc. may request a second opinion and may require later re-certifications on a reasonable basis.

Time to Submit Request

The "Request for Leave of Absence" form (and any supporting documentation) should be submitted by the employee at least thirty (30) days prior to commencement of the leave period. If thirty (30) days' notice is not possible due to emergency or other legitimate circumstances, the employee should promptly notify his or her immediate supervisor of the situation causing the absence from work and request a leave in writing as soon as practical.

Where the necessity for leave is (1) due to a family member's or the employee's own serious health condition, and (2) is foreseeable based upon planned medical treatment, the employee must make a reasonable effort to schedule the medical treatment so as not to unduly disrupt the operations of Amber Electrical Contractors, Inc., subject to the approval of the health care provider.

Intermittent or Reduced Schedule Leave

Where (1) an employee is a Covered Employee, (2) requests intermittent leave or leave on a reduced schedule due to a family member's or the employee's own serious health condition, and (3) the leave is foreseeable based upon planned medical treatment, the Covered Employee may be required by Amber Electrical Contractors, Inc. to temporarily transfer to an alternative job which has equivalent pay and benefits, for which the Covered Employee is qualified, and which better accommodates the leave than the Covered Employee's regular position.

Approval of Request for Leave

Each request for leave of absence must be submitted to the employee's manager and must be approved by Human Resources and Jerold Nichols. The manager will inform the employee as to the disposition of the request. Approved leaves will indicate the beginning and ending dates of leave, as well as any special reporting instructions, which must be followed by the employee during the leave period. Unless otherwise required by law, an approved leave of absence will become effective on the date the employee will be or was first absent from work.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Extension of Leave

An employee seeking to extend a leave of absence beyond the approved period must submit a completed and signed "Request for Extension of Leave of Absence" form to the manager at least five working days prior to expiration of the leave period then in effect. In the case of medical leaves of absence, the "Request for Extension of Leave of Absence" form must be accompanied by a physician's certification as set forth in the Medical Certification section above. All requests for extensions must be approved by the manager, Human Resources and Jerold Nichols.

Notice to Supervisor

The manager will monitor leave status and will notify the appropriate supervisory personnel when an employee is placed on an approved leave of absence or when a leave has expired.

Obligations During Leave of Absence

While away from work on a leave of absence, an employee must adhere to the following procedures and obligations:

- An employee must report his or her status at various times during the leave as directed by the manager and, for leaves of absence due to job-related injuries, in accordance with the Employee Injury Benefit Plan.
- Employees are not permitted to engage in other employment (including self-employment) at any time during a leave of absence.

Status of Compensation and Benefits Compensation

All leaves of absence are without pay, except that (1) employees who are on medical leave due to a job-related injury may be paid replacement wages and (2) employees will be paid for accrued PTO and sick time exhausted in accordance with this policy. Employees are not entitled to receive pay for any holiday falling within an approved leave of absence unless the holiday falls during the period of accrued PTO or sick pay.

Insurance:

Group health, life and disability insurance benefits will continue for the first twelve (12) weeks of an approved leave period for Covered Employees who are on (1) family leave, or (2) medical leave of absence due to a job-related injury or the serious health condition of the Covered Employee or the Covered Employee's spouse, child, or parent, at the level and under the conditions that such coverage would have been provided had the Covered Employee remained actively employed by Amber Electrical Contractors, Inc. If a Covered Employee fails to return to work after leave has expired, Amber Electrical Contractors, Inc. may recover from the Covered Employee any premiums paid by Amber



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Electrical Contractors, Inc. to maintain group health coverage during the employee's absence.

In all other situations (except military leave), group health, life, and disability benefits will continue only upon the employee's payment of the full premium amount. Premium payments must be received by the Payroll Department no later than the first day of each month for which coverage is sought. It is the employee's responsibility to make any necessary arrangements with the Payroll Department to assure timely payments during the leave of absence. An employee's failure to meet premium obligations may result in cancellation of coverage.

Employees on military leaves of absence may elect to continue their group health coverage for a period of up to 18 months. Further details are available from the employee's manager or Human Resources.

Other Benefits

Except in the case of military leave or where otherwise required by law, the period during which an employee is on an approved leave of absence is not considered in accruing eligibility for other benefits of employment, including paid PTO and sick leave.

However, that portion of an approved leave period consisting of accrued PTO or sick time, which the employee is required to exhaust, will count toward eligibility for employment benefits.

Performance appraisal and benefit dates may be predetermined by Amber Electrical Contractors, Inc. based upon the length of leave.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Reemployment Rights / Return to Work

The following policies govern an employee's return to work from an authorized leave of absence:

Notice of Return

When an employee is ready to return from a leave of absence, the employee must notify their manager. Where possible, an employee must apply for reinstatement no later than five working days prior to the expected return to work date.

Fitness-For-Duty-Statement

An employee returning from a medical leave must provide their manager with a health care provider's statement which (1) certifies that the employee is released to return to work; (2) states the date on which the employee is medically able to return to work; and (3) identifies any applicable work restrictions or limitations. This fitness-for-duty statement must be sufficient to permit Amber Electrical Contractors, Inc. to determine whether the employee can safely perform the essential functions of the available position before the employee will be allowed to return to work.

Return to Work

If an employee: (1) is a Covered Employee; (2) was absent from work due to family leave or to medical leave based upon a serious health condition of the employee or the employee's spouse, child, or parent; and (3) returns to work after twelve weeks or less of leave, he or she will be restored to the position held when the leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, in accordance with the FMLA.

In all other situations, if an employee returns to work within the maximum six (6) month leave of absence period, Amber Electrical Contractors, Inc. will endeavor to return the employee to his or her prior position or to a position of similar status and pay. However, return to work is not guaranteed and is subject to business needs and the availability of a vacant position for which the employee is qualified at the time the leave expires. If an employee refuses to accept a position, which is available and offered upon return from a leave of absence, the employee will be deemed to have voluntarily resigned from employment with Amber Electrical Contractors, Inc.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Failure to Return

An employee who fails to return to work for three (3) regularly scheduled work days after expiration of a leave of absence will be deemed to have voluntarily resigned from employment with Amber Electrical Contractors, Inc. , except where an extension of leave has been requested and granted.

Reemployment Conditions Applicable to Military Leaves

Reemployment of employees returning from military leaves of absence will be in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act. For more information regarding return to work after military service, please contact your manager.

Reasonable Accommodation

It is the intent of Amber Electrical Contractors, Inc. to apply this leave of absence policy in a manner consistent with the Americans with Disabilities Act and the disability provisions of the Texas Commission on Human Rights Act.

Harassment and Discrimination Prohibited

Amber Electrical Contractors, Inc. seek to ensure that harassment or discrimination based on gender, race, age, religion, sexual orientation, disability, handicap, pregnancy, marital status, or ethnic group does not occur in our workplace. Such behavior is totally unacceptable and will not be tolerated. Further, the Company has a strict policy against retaliation against any employee who seeks to assert a right under federal or state law. As part of its dedication to equal employment opportunity, Amber Electrical Contractors, Inc. is committed to maintaining a workplace in which all of our employees are treated equally and are free to perform their jobs without being subjected to any form of unlawful discrimination or harassment. Accordingly, all employment related issues such as hiring, termination, compensation, promotion and discipline, will be addressed without regard to the Employee's sex, race, age, religion, disability, handicap, pregnancy, marital status, sexual orientation or ethnic group.

Sexual Harassment

Sexual harassment is a form of illegal gender discrimination, which violates federal and state law. All Company personnel are responsible for ensuring that the workplace is free from sexual harassment. This means not engaging in, nor condoning, any action, conduct, or behavior that could be viewed as harassment. Amber Electrical Contractors, Inc. will not tolerate any kind of sexual harassment of our personnel by anyone including employees, vendors, suppliers, clients, or



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

guests. Conduct in violation of this policy will result in disciplinary action, up to and including termination.

This policy specifically prohibits any unwelcome conduct of a sexual nature such as sexual advances, requests for sexual favors, or other verbal or physical conduct in which:

- Submission to such conduct is explicitly or implicitly made a term or condition of a person's employment.
- Submission to, or rejection of, such conduct by an individual is used as the basis for any employment decisions affecting that person; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

By example, harassment can result from any of the following: touching an individual, graphic or verbal commentaries about an individual's body, sexually degrading verbal abuse, workplace display of sexually suggestive or explicit objects or pictures, sexually explicit or offensive jokes or language, and physical assault. While such conduct is not necessarily a violation of the law, these examples provide guidance on the type of conduct that has the potential for creating a hostile work environment.

Reporting Harassment or Discrimination

Any employee who feels that he or she is a victim of harassment or discrimination by any of Amber Electrical Contractor's employees, vendors, suppliers, clients, guests or any other person having any connection with the Company, should bring such concerns to the immediate attention of his or her supervisor. If that would, for any reason, be uncomfortable (if, for example, if the supervisor is the alleged harasser), the aggrieved employee should directly contact Human Resources. Employees who are either victims of, or are witnesses of, harassment or discrimination directed at other employees should immediately report any such incidents to their supervisor or Human Resources.

Investigation of Complaint

When a formal complaint has been made, Human Resources will initiate an investigation within five (5) working days of notification. If necessary, Human Resources may designate another supervisory or management employee to



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

assist him/her in the investigation. Any person who may have information regarding harassment or discrimination may also be interviewed.

The employee making the complaint must participate in the investigation by, among other things, explaining fully the nature and extent of the activity complained of and, as specifically as possible, identifying the persons involved and the dates and times of the incident(s).

Disciplinary Action

Appropriate corrective action will be taken as warranted. Any individual affiliated with the Company who, after the investigation, is determined to have engaged in any form of discrimination, harassment, or retaliation in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

Non-Retaliation Statement

No employee shall be fired or otherwise disciplined or retaliated against because the employee files a good faith complaint, objects to, or testifies about a possible violation of the law and/or Amber Electrical Contractors, Inc. policy.

Open Door Policy

Amber Electrical Contractors, Inc. maintains an “open door policy.” If, for example, you have questions or concerns about the Company’s employee benefits or personnel policies; difficulty dealing with another individual in the workplace, such as a supervisor or a coworker; personal circumstances that are impacting your ability to perform your duties; or suggestions as to how the Company can improve its policies, processes, or working environment, you should feel free to contact your Supervisor or Human Resources. For instance, the Policy should be utilized if an Employee believes he or she has been the victim of harassment or discrimination or if a disabled employee believes he or she requires some reasonable accommodation to perform his or her job. The Open-Door Policy only works if you allow it to. Employees have the responsibility of actively communicating whenever they have problems that need to be resolved or concerns that need to be addressed.

If you are uncomfortable sharing a specific concern with a supervisor (e.g., if you are having a conflict with your supervisor), you should contact Human Resources.

Policy on Consensual Romantic Relationships

Consensual “romantic” or sexual relationships between an employee and a customer’s employee or an employee and Supervisor/Manager may at some point



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

lead to unhappy complications and significant difficulties for all concerned including the Company. Any such relationship may, therefore, be contrary to the best interests of the Company. Accordingly, the Company strictly prohibits such relationships and any conduct (such as dating between an employee and supervisor/manager or an employee and a Customer's employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic or sexual relationships, the Company does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment, and the policy articulated above is not to be relied upon as justification or excuse for an employee's refusal to engage in such social interaction with other employees.

Care of Equipment and Facilities

All employees should be concerned with the care and safe use of company-owned equipment and facilities. Good housekeeping is expected of every employee.

Parking

An adequate parking area is provided for employees. Employees may park in any space that is not marked reserved or visitor. Please cooperate by not blocking any gate, door, driveway, or the dock of the shipping and receiving area. The company assumes no responsibility for an employee's vehicle or the contents of the vehicle while on company property.

Personal Appearance and Clothing

Every employee of Amber Electrical Contractors, Inc. contributes to the company's overall public image during working hours. Appropriate attire enhances an employee's effectiveness in providing superior service. Each employee personally represents the company and is required to dress in a manner appropriate with prevailing business style.

The company does not object to employees having reasonably long hair if it is groomed. Nor does it object to mustaches and/or beards if kept trimmed and do not negatively impact the employee's job performance or safety on the job.

All shirts must have sleeves, **NO** tank tops are allowed, no torn shirts or jeans. In addition, gloves, safety glasses and heavy-duty boots shall be worn at all times on all Amber Electrical job sites. If a supervisor or Human Resources determines that your attire is unsuitable, you will be asked not to wear the inappropriate item and



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

you may be sent home to change. Progressive disciplinary action will be applied if dress code violations continue.

Corporate Policy Regarding the Use of Personal Computer Software

Amber Electrical Contractors, Inc. licenses the use of computer software from a variety of outside companies. Amber Electrical Contractors, Inc. does not own this software or its related documentation, and unless authorized by the software developer, does not have the right to reproduce it except for backup purposes. Amber Electrical Contractors, Inc. employees shall use all Amber Electrical Contractors, Inc. software only in accordance with the license agreements. Amber Electrical Contractors, Inc. employees shall not download or upload unauthorized software over the Internet.

Amber Electrical Contractors, Inc. employees learning of any misuse of software or related documentation with the Company shall notify their department manager or Jerold Nichols. According to applicable copyright law, persons involved in the illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment. Amber Electrical Contractors, Inc. neither condones nor tolerates the illegal duplication of software. Amber Electrical Contractors, Inc. employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

Any doubts concerning whether any employee may copy or use a given software program should be raised with a responsible manager before proceeding.

Amber Electrical Contractors, Inc. may review and monitor personal emails and files.

Solicitation and/or Distribution

To prevent disruption of business activities, minimize distractions for all employees and preserve company security, solicitation and/or distribution of literature, materials, goods, contest promotions, requests for donations or any other solicitation and/or distribution is prohibited during working time or in work areas.

Security

All doors, files, desks, gates and any other equipment with locks must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Company vehicles should be kept locked at all times when not in use. Lost keys must be reported to the Office immediately. Any concerns about security should be directed to Human Resources.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Outside Employment

Amber Electrical Contractors, Inc. makes every effort to keep its employees as fully employed as possible and at a good rate of pay. When an employee is on the job, this means that 100 percent of his/her effort is required. If an employee chooses to work outside of his/her job and the outside employment competes with what is expected of him/her as an employee of Amber Electrical Contractors, Inc. opportunities for promotion and advancement with Amber Electrical Contractors, Inc. may be adversely affected. If management feels that outside employment prevents an employee from fulfilling his/her obligations to the company, the employee will be asked to resign or to leave his/her outside employment.

Statement of Policy on Alcohol and Drugs

In keeping with the commitment of Amber Electrical Contractors, Inc. ("Company") to provide a safe and healthful work environment, and pursuant to Sections 169.1 and 169.2 of the Texas Administrative Code, the following policy is hereby adopted. Employees should note the policy incorporates rules prohibiting work-related use or possession of alcoholic beverages as well as drugs.

Policy

Company policy prohibits the unlawful manufacture, distribution, possession, or use of drugs, on or off Company property. This policy includes not only illegal drugs, inhalants and drugs not properly utilized, but also work-related use of alcoholic beverages.

For purposes of this policy, drugs are defined as: (i) an alcoholic beverage, as that term is defined by Section 1.04, Alcoholic Beverage Code; (ii) a controlled substance or controlled substance analogue, as those terms are defined by the Texas Controlled Substances Act (Chapter 481, Health and Safety Code); (iii) a dangerous drug, as defined by Section 483.001, Health and Safety Code; (iv) an abusable glue or aerosol paint as defined by Section 485.001, Health and Safety Code; or (v) any similar substance, the use of which is regulated under state law.

The Company explicitly prohibits:

- Company policy prohibits being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The Company prohibits the presence of any detectable amount of prohibited substances in the employee's system while at work, while on



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

the premises of the company or its customers, or while on company business. This includes but not limited to travel time. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Company policy also prohibits being in active control of any vehicle owned or operated by the Company or reporting for duty or remaining on duty while under the influence of any drug. In addition, employees shall not possess or consume any drug while on duty or on Company property.

This policy shall apply to all company employees.

Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute or any alcohol-related statute or ordinance must notify their supervisor within five (5) days of such conviction. For the purposes of this notice requirement, a conviction includes a finding of guilt, a guilty or no contest plea, probation, and/or an imposition of sentence by a judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, possession or use of alcohol or drugs.

Penalties for Violation

Compliance with this policy is a condition of continued employment. Consequently, a violation of any aspect of this policy will render Company employees subject to disciplinary action up to and including termination. This policy supplements any other Company directives and policies on the issue. A positive reading on a properly conducted drug or alcohol screen (blood or breath) shall be considered conclusive proof that the Company policy has been violated.

Conflicts of Interest

Employees shall avoid outside employment, activities, investments, and other interests that involve obligations, which may compete with or be in conflict with the interests of the company. A conflict of interest can arise in dealings with any party that transacts business with Amber Electrical Contractors, Inc. These may include customers, clients, owners, buyers, suppliers, banks, insurance companies, and people in other organizations with whom we contact and make agreements.

Conflicts of interest should be avoided and may include the following examples:

- Working for any of the groups mentioned above for personal gain.
- Engaging in a part-time activity for profit or gain in any field in which the company is engaged.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

- Borrowing from, or lending money to, individuals representing organizations with whom business dealings are conducted.

Personal Conduct

The company expects that all of its employees will conduct themselves with the pride and respect associated with their positions, fellow employees, customers, and the company. Employees should always use good judgment and discretion in carrying out the company's business. Employees of Amber Electrical Contractors, Inc. should always use the highest standards of ethical conduct.

Improper conduct by and between employees and/or business associates on the company's premises that may adversely affect company operations will not be tolerated. Any employee demonstrating improper conduct will be subject to disciplinary action including termination of employment.

Confidentiality

Amber Electrical Contractors, Inc. is engaged in a business, which requires that a strict code of confidentiality of information be maintained. No employee will store information outside of the company (either in written or electronic form) about any matter pertaining to the conduct of the company's business. No information regarding the prices for products or services of Amber Electrical Contractors, Inc. shall be given to any competitor or vendor. No information regarding selling prices to one customer or vendor shall be given to another customer or vendor.

Employees are instructed not to discuss selling prices, mark-ups over cost, or gross margins of products with vendors. This is delegated to top management personnel. Likewise, conversations regarding prices, service, problems, gossip, etc. about one vendor to another is only for the discretion of top management personnel. Do not discuss rates of Amber Electrical Contractors, Inc. customers. The customer list is not to be disclosed.

Lack of discretion in these matters is looked upon as a very serious matter. Any employee failing to abide by this policy will be subject to disciplinary action including immediate termination.

In addition, idle gossip, or dissemination of confidential information within the company, such as confidential personal information; financial information, etc. will subject the responsible employee to disciplinary action up to and including termination.

Bribes, Kickbacks And Other Illegal Payments

Bribes, kickbacks, and other illegal payments to or from any individual with whom we conduct business in any form and for any purpose are prohibited.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Certain types of rebates to the company from suppliers, but not to or from an individual employee, are legitimate to correct commercial inequity if done within government trade regulations.

Patents and Copyrights

Any patent or copyright developed by an employee in conjunction with and/or as a result of his/her employment with Amber Electrical Contractors, Inc. is the property of the company. Any information pertaining to such patent or copyright must remain on company premises.

Accepting Gifts

Normally a gift to an individual from an outside source is considered the property of the company unless management makes an exception. It is the policy of Amber Electrical Contractors, Inc. that no employee shall receive any frequent or significant gift, excessive or unusual entertainment, loan or other favor from any outside source including customers and suppliers without approval from management. Any employee who fails to abide by this policy will be subject to disciplinary action including immediate termination.

Rules to Help Us All

It is the policy of Amber Electrical Contractors, Inc. to expect all employees to abide by certain work rules of general conduct and performance at all times. The regulations governing employee conduct and responsibilities have been established in the best interest of the company, its employees, and its customers.

Accordingly, a violation of these regulations constitutes misconduct on the part of the employee and appropriate disciplinary action will be initiated. These rules are guidelines only and are not all-inclusive. Disciplinary action may include, but is not limited to, verbal reprimand, written notice, and suspension from work without pay, and/or immediate termination of employment. Management reserves the right to terminate or discipline any employee as the company, in its discretion, considers necessary in individual circumstances. In the event an employee is suspended from work for disciplinary reasons, benefits will not accrue nor will benefits be recoverable during the suspension period.

Examples of Misconduct

The following are only examples of misconduct for which an employee may be subject to disciplinary action. These examples do not constitute a complete list of the circumstances for which discipline will be warranted.

- Falsification of any records or reports pertaining to absence from work, claims pertaining to injuries occurring on company premises, claims for any



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

benefits provided by the company, communications or records including personnel and production records.

- Giving false fire alarms, or causing false fire alarms to be given, or tampering with protection equipment.
- Restricting output, or persuading others to do so, or promoting, encouraging, agitating, engaging in or supporting suspension of work, slowdowns, or any other interruptions of production.
- Sabotage or subversive activity of any kind.
- Misuse or removal from the premises, without authorization, of any company property, or possession of any property removed from company premises without proper authorization.
- Bringing, using or having in possession weapons on company premises at any time.
- Bringing, using, having in possession, transporting, selling or promoting the use of alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug on company premises at any time.
- Striking or manhandling another person or fighting while on the company's premises at any time.
- Striking a member of management at any time in connection with any matter relating to employment.
- Theft of any property on company premises, or theft of company property at any time.
- Theft from a customers site of any materials or tools.
- Willful abuse or deliberate destruction of company property, tools, or equipment or of any property on company premises at any time.
- Gross insubordination defined as a willful and deliberate refusal to follow reasonable orders given by a member of management.
- Violation of the company's Equal Employment Opportunity Policy or Policy on Harassment.
- Committing an immoral or indecent act while on company property regardless of whether the act was committed during the employee's work day.
- Altering any employee timecard, regardless of whether it is the employee's own card, or that of another employee.
- Intentionally clocking in or out for another employee or having another employee clocking in or out on your behalf.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

- Conviction of any offense by a court of law which in management's judgment would make that employee undesirable for association with the company and its other employees.
- Reporting for work under the influence of or when suffering from a hangover from alcohol, any intoxicant, any narcotic, any barbiturate, any amphetamine, any hallucinogen, or any other stimulating or depressing drug.
- Using company issued tools or technology for personal use or for purposes not related to Amber Electrical Contractors, Inc.
- Threatening, intimidating, coercing, or interfering with any person on company premises at any time.
- Sleeping on company time.
- Altering, defacing or removing governmental or company notices and bulletins that are posted.
- Gaining, or attempting to gain, unauthorized access to company records, files, or secured offices whether they are locked or otherwise.
- Handling or operating machines, tools or equipment which do not come within the employee's authority. Careless or negligent use or operation of company tools or equipment.
- Failure to immediately report any injury or accident to management resulting from an on-the-job situation.
- Performing substandard work both in quality and quantity after having been instructed in proper procedure and technique.
- Unauthorized leave from the work area during work schedule exceeding the time allowed for scheduled break or lunch period.
- Unauthorized distribution of literature in the work area or posting of such material on company property.
- Distraction of other employees, or causing confusion by unnecessary shouting, catcalls, whistling, or demonstration while on company property.
- Engaging in horse play, practical jokes, gambling, selling merchandise, solicitation or general loitering while on company property.
- Having non-employees on company property at any time without proper authorization.
- Using profane language on company property which in management's opinion is offensive to visitors and to other employees.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Safety

Amber Electrical Contractors, Inc. is committed to the safety of its employees and its property and equipment. To this end, we will utilize a safety program in our daily activities. Any employee who disregards any company safety rule and/or regulation is subject to disciplinary action including termination of employment.

It is necessary that the company establish safety rules and regulations to be observed by all employees at all times. With regard to these rules, the following will be considered standard procedure for all employees:

Should a safety regulation be modified so that an employee's safety is something less than it should be, the employee should inform management.

All questions concerning the reason for doing something in a certain manner may be asked of any member of management at any time.

Employee's decisions should always be guided by the company's commitment to safety. Should a hazardous situation or condition exist requiring a decision on safety or production, safety concerns should always take precedence over production.

All safety regulations are to be observed and employees are to use good common sense to ensure their own safety as well as that of others. Management will periodically inspect working conditions and may suspend all work activity until an unsafe condition is corrected.

The most important part of safety is **YOU!** It is your responsibility to abide by the safety rules -- these rules are made for your protection. Report any personal injury **IMMEDIATELY**, however minor. Report all dangerous conditions and practices at once to Management.

Hazardous Wastes

The Environmental Protection Agency has classified certain chemicals and chemical groups into categories, which have been defined as toxic. This means that in concentrated forms or by accumulating and combining with other chemicals, even the air, these chemicals can be hazardous to human health if exposure occurs.

As a company, we are opposed to creating or disposing of hazardous wastes in any manner, which will contaminate the environment. We will choose materials, which have been judged as non-hazardous materials when possible. In addition, we will not knowingly dump any wastes into the environment at any time.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

We will inform employees how to control hazardous wastes and what to do if they are exposed to hazardous wastes. If any employee suspects that the wastes he/she may encounter as an employee are hazardous, whether or not they are being created or used by the company, he/she should inform Management immediately.

- **DO NOT TAKE CHANCES**
- **BE ALERT TO HAZARDOUS WASTES**
- **KNOW HOW TO PROPERLY DISPOSE OF HAZARDOUS WASTES**
- **DIRECT ANY QUESTIONS TO MANAGEMENT**

Hazard Communication Program

Purpose

This Hazard Communication Program is intended to ensure compliance with applicable Occupational Safety and Health Administration (OSHA) requirements and to provide a safe and healthy working environment for all employees and independent contractors working at Amber Electrical Contractors, Inc.

Policy

Amber Electrical Contractors, Inc. is committed to providing a safe and healthy work environment for its entire staff. In pursuit of this endeavor, we have adopted this Program to reduce the incidence of chemical source illness and injuries in accordance with OSHA Hazard Communication Standard, 29 CFR 1910.1200. Chemical shall mean a substance in any form including liquid, solid, gas, vapor, fume, and mists.

This Program is a key document to assist Amber Electrical Contractors, Inc. in implementing and ensuring compliance with the Standard and thereby protecting its employees and independent contractors. This Program addresses our:

- Use of labels and other forms of warning
- Use of Material Safety Data Sheets ("MSDSs")
- Procedure with respect to hazardous non-routine tasks
- Communication of hazards, MSDS's and labels
- Training of its employees and independent contractors
- Maintaining of a list of known hazardous chemicals used by our employees and independent contractors



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

- Informing other employers of hazardous chemicals used at AMBER ELECTRICAL CONTRACTORS, INC.
- Injury & Illness recordkeeping

The methods of implementation of these elements of the Standard are discussed in the subsequent sections of this Program.

Program Administration

Our Safety Manager is responsible for the implementation of this Program. The Safety Manager will maintain, review, and update this Program, as necessary.

All of our employees and independent contractors who the Safety Manager determines may have exposure to hazardous chemicals under normal working conditions or during an emergency situation must comply with the procedures and work practices outlined in this Program.

Amber Electrical Contractors, Inc., through individuals in designated supervisory positions will be responsible for ensuring that OSHA records are maintained at all times.

Amber Electrical Contractors, Inc. , through individuals in designated supervisory positions will be responsible for training, documenting training, and making this Program available to all employees and independent contractors as well as OSHA and the National Institute for Occupational Safety and Health (NIOSH) representatives.

Technology Policy

1. Company Owned Cellphone

Amber Electrical Contractors, Inc. recognizes that occasionally it is necessary to make or receive personal telephone calls during working hours. Amber Electrical Contractors, Inc., however, asks that personal telephone/data usage be restricted to emergency situations only. Excessive personal telephone/data usage may result in progressive discipline up to and including termination.

2. Cell Phone Use

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of company phones. Excessive personal calls and data searching such as Facebook/Instagram to name a few during the workday, regardless of the phone used, can interfere with employee productivity and is distracting to others. Flexibility will be provided in circumstances demanding immediate attention. Abuse of this policy will result in disciplinary actions.

3. Electronic and Camera-Enabled Devices

Unless authorized, please refrain from the use of any form of personal electronic communication devices during work hours. These devices may be used on non-work time. This includes text messaging devices. The use of the camera function of any electronic device while at work is prohibited without prior approval from a manager.

4. Personal radios, CD Players, MP3 players, iPod, cellphone, etc.

Employees are cautioned that the use of personal radios, CD players, MP3 players, phones, streaming services etc. with or without earphones, ear pods or any kind of personal listening technology are a present safety concern and may interfere with the employee's concentration and be a distraction to other employees. Therefore, the use of these devices is prohibited during working hours.

5. Internet Use

Employees who have access to the Internet understand that this technology is to be used for company business only. With manager's approval, employees may use the internet for personal use (i.e.: checking personal email, banking) during lunchtime and breaks.

Employees may NOT use personal computers, personal laptops, and any electronic media devices to connect to the Amber Electrical Contractors, Inc. network without prior approval from Management.

Consistent abuse to this policy may result in progressive discipline up to and including termination.

Company Laptops/Computers

Personal use of the laptop, equipment and accessories is **prohibited**. Keep your laptop close to you and in sight. Otherwise, keep it locked away securely. Do not install any additional software or change the configuration of the equipment in the anyway. Do not allow any other individuals to use the laptop issued to you and/or the related equipment and accessories that have been provided to you.

Email Use

The electronic mail system is provided by the company to assist in the conduct of business. It is company property and all messages composed, sent, or received are and remain the property of the company. It may not be used for personal use.

Email may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

The email system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

The company reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received, or sent over the email system for any purpose

Social Media Policy

At Amber Electrical Contractors Inc., we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for Amber Electrical Contractors Inc.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether associated or affiliated with Amber Electrical Contractors Inc., as well as any other form of electronic communication.

The same principles and guidelines found in Amber Electrical Contractors Inc. policies and four basic values apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Amber Electrical Contractors Inc. Or Amber Electrical Contractors Inc. legitimate business interests may result in disciplinary action up to and including termination.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Know and follow the rules

Carefully read these guidelines and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, sexual remarks/and or images and threats of violence against the company, fellow employee or vendor will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow associates, customers, members, suppliers, or people who work on behalf of Amber Electrical Contractors Inc. Also, keep in mind that you are more likely to resolved work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, sex, disability, religion, or any other status protected by law or company policy. Violations of this policy can lead to immediate termination.

Using social media at work

Refrain from using social media while on work time or on equipment we provide unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use Amber Electrical Contractors Inc. email addresses to register on social networks, blogs or other online tools utilized for personal use.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Retaliation is prohibited

Amber Electrical Contractors Inc. prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

APPRENTICESHIP SCHOOL, JOURNEYMAN & MASTER PREP CLASSES POLICY

Amber Electrical Contractors, Inc. may elect to pay a one-time registration fee for Journeyman and Master Prep Classes. Amber Electrical Contractors, Inc. may also elect to pay for an apprenticeship program for qualified Amber personnel.

If an Amber employee leaves the company (for reasons other than a lay-off) within **six months** of completion of the above-mentioned classes or if an Amber employee fails to complete a class that Amber has paid for, **the employee must reimburse Amber for all expenses incurred related to the class in question.**



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Acknowledgement of Understanding

Read, Sign and Return to your Supervisor

I understand and/or agree that:

- The statements contained in the Personnel Manual for Employees of Amber Electrical Contractors, Inc. are intended to serve as general information concerning Amber Electrical Contractors, Inc. and its existing policies, procedures, practices of employment and employee benefits.
- Nothing contained in the Personnel Manual for Employees of Amber Electrical Contractors, Inc. is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied) or a guarantee of employment for a definite or indefinite term.
- From time-to-time Amber Electrical Contractors, Inc. may need to clarify, amend and/or supplement the information contained in the Personnel Manual for Employees of Amber Electrical Contractors, Inc. and that the company will inform me when changes occur.
- I have reviewed a copy of the Personnel Manual for Employees of Amber Electrical Contractors, have read and understand the information outlined in the handbook, have asked any questions I may have concerning its contents and will comply with all policies and procedures to the best of my ability.

Employee's

Signature _____

Date _____

Location _____

Authorized

Witness _____



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

WIRE and MATERIALS POLICY

Amendment to Employee Guidelines

It is the policy of Amber Electrical Contractors, Inc., that all wire and materials unused, used, removed, rolls, pieces, scrap, and demoed, etc. be returned to Office.

Employees will not sell or drop off on the way to the Office unless specifically requested to do so by an Officer of the Company.

Any employee violating above policy will be terminated.

Employee Signature

Printed Name of Employee

Date Signed by Employee



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

EQUIPMENT AGREEMENT

AMBER ELECTRICAL CONTRACTORS INC has provided you with equipment and accessories for business use. This includes but is not limited to cell phones, laptop computers, printers, and tool kits. You will be expected to handle this equipment with care and to ensure that it is always in good working order. If your equipment becomes inoperative, stolen, or lost, please contact your manager immediately.

If due to your negligence your equipment is stolen, lost or damaged to the extent a replacement is necessary, you will be expected to reimburse AMBER ELECTRICAL CONTRACTORS INC by payroll deduction. The cost of the reimbursement will vary according to the cost of the equipment being replaced. If your employment with AMBER ELECTRICAL CONTRACTORS INC is terminated for any reason, the equipment needs to be returned before your departure.

This will certify that I have read and understand the AMBER ELECTRICAL CONTRACTORS equipment policy and agree to the terms and conditions.

Equipment supplied:

- Cellphone plus accessories (charger, case, and car charger)**

Type of phone/ IMEI(Assigned by Natalie)_____

- Hot Spot**

- Laptop**

Type of Laptop/Laptop # _____

- Backpack/Briefcase**

- Tool Kit**

- iPad/IEI(assign by Natalie)**

- If any of this equipment is lost, broken or stolen, please contact your Supervisor immediately**

Employee Name (Print)

Employee Name (Signature)

Witness Signature

Date



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Employee Non-Compete Agreement

For good consideration and as an inducement for Amber Electrical Contractors Inc. (Company) to _____(Employee), the undersigned Employee now agrees not to directly or indirectly compete with the business of the Company and its successors and assigns during the period of employment and for 2 years following termination of employment, notwithstanding the cause or reason for termination.

The term "not to directly or indirectly compete" as used above shall mean that the Employee shall not compete with the Company in the development, production, or sale of any product or service with which he/she was involved while employed with the Company in a geographical area comprising of those areas in which the Company's work and maintenance are or have been marketed or sold.

The Employee acknowledges that during his/her employment with the Company, the Company will, in reliance on this agreement, provide Employee access to trade secrets, customer information, and other confidential information and goodwill. Employee agrees to retain said information as confidential and not to use said information on his or her behalf or disclose same to any third party.

This Agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, and personal representatives.

In all respects, this Agreement shall be governed by the substantive laws of the State of Texas without regard to conflict of law principles. Any claim or action brought by one of the parties hereto in connection with this Agreement shall be brought in the appropriate Federal or State court located in the County of Dallas, and the parties hereto irrevocably consent to the exclusive jurisdiction of such court.

Signed this _____ day of _____, 20__.

Amber Electrical Contractors, Inc. Representative

Employee



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

MEDIA RELEASE FORM

I, _____, grant permission to Amber Electrical Contractors, Inc., hereinafter known as the "Media" to use my image (photographs and/or video) for use in Media publications including:

- Videos - Email Blasts - Recruiting Brochures - Newsletters - Magazines
 - General Publications - Website and/or Affiliates - Other: _____

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

Please **initial** the paragraph below which is applicable to your present situation:

_____ - I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Signature: _____

Date: _____

Name (please print): _____

Address: _____



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

CONTACT INFORMATION RELEASE

Purpose: To facilitate collaboration and communication within Amber Electrical Contractors, Inc., we'd like your permission to include your contact information in our internal directory or share it with team members as needed.

Information That May Be Shared:

- Full Name
- Email
- Phone Number

Consent Statement:

I, _____, consent to the internal sharing of my contact information listed above. I understand this information will be shared only within the company for work-related purposes and will not be distributed externally without further permission.

Signature: _____ **Date:** _____



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Corporate Policy Regarding The Use Of Personal Computer Software

Amber Electrical Contractors, Inc. licenses the use of computer software from a variety of outside companies. Amber Electrical Contractors, Inc. does not own this software or its related documentation, and unless authorized by the software developer, does not have the right to reproduce it except for backup purposes.

Amber Electrical Contractors, Inc. employees shall use all Amber Electrical Contractors, Inc. software only in accordance with the license agreements.

Amber Electrical Contractors, Inc. employees shall not download or upload unauthorized software over the Internet.

Amber Electrical Contractors, Inc. employees learning of any misuse of software or related documentation with the Company shall notify their department manager, HR or Jerold Nichols.

According to applicable copyright law, persons involved in the illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment. Amber Electrical Contractors, Inc. neither condones nor tolerates the illegal duplication of software. Amber Electrical Contractors, Inc. employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

Any doubts concerning whether any employee may copy or use a given software program should be raised with a responsible manager before proceeding.

Amber Electrical Contractors, Inc. may review and monitor personal emails and files.

Software Use Policy

I am fully aware of the software use policies of Amber Electrical Contractors, Inc. and agree to follow and uphold these policies.

Employee Signature

Date

Printed Name



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Acknowledgement of Policy on Alcohol & Drugs

In keeping with the commitment of Amber Electrical Contractors, Inc. ("Company") to provide a safe and healthful work environment, and pursuant to Sections 169.1 and 169.2 of the Texas Administrative Code, the following policy is hereby adopted. Employees should note the policy incorporates rules prohibiting work-related use or possession of alcoholic beverages as well as drugs

I am fully aware of the policy on alcohol & drugs and agree to follow and uphold this policy.

Employee Signature

Date

Printed Name



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Fair Credit Reporting Act Notice and Authorization (FCRA)

By this document, Amber Electrical Contractors, Inc. discloses to you that a consumer report may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. Please sign below to signify receipt of this disclosure.

“This shall authorize the procurement of a consumer report by Amber Electrical Contractors, Inc. as part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for Amber Electrical Contractors, Inc. to procure consumer reports at any time during my employment period.”

The information obtained may be considered a consumer report under the FCRA. Therefore, if you are denied employment because of information contained in the report, Amber Electrical Contractors, Inc. will notify you and provide you with the name, address, and telephone number of the consumer reporting agency that prepared the report. You will also receive a copy of the report and a statement of your consumer rights under FCRA.

Note: Amber Electrical Contractors, Inc. will be unable to consider your application for employment if this Notice and Authorization form is not completed, signed, and returned to Amber Electrical Contractors, Inc. along with your application for employment.

Name _____

Signature _____

Date of Birth _____

Driver's License # _____ Date _____



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

AMBER ELECTRICAL CONTRACTORS SAFETY REQUIREMENTS

Amber Electrical Contractors, Inc. is committed to safety and has taken steps to protect you from injury on the job. Your help is vital for your own protection. Please observe the following safety rules at all times.

1. **NO ALCOHOL OR DRUGS** will be used on the job at any time. It is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. Violations of this policy will result in immediate disciplinary actions up to and including termination. **All employees are required to notify the Human Resources Department of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.**
2. REPORT ALL JOB ACCIDENTS THE SAME DAY the accident happens.
3. YOU ARE RESPONSIBLE for keeping the area where you work clean and neat at all times.
4. DO NOT REMOVE OR BYPASS ANY SAFETY GUARDS on any machinery at any time.
5. GET THE JOB DONE SAFELY. Ask your supervisor for additional instruction if needed.
6. Lift with your legs, not your back and GET ASSISTANCE WITH LOADS OVER 50 LBS.
7. Advise your supervisor of any hazardous conditions.
8. Follow all other written and spoken safety rules.
9. Seat belts will always be worn in Company vehicles, or in private vehicles being used for Company business.

I have read these rules, understand them, and will obey them for my own benefit. I understand that violation of these requirements can result in disciplinary action.

Employee Signature

Date

Human Resources Signature

Date



2251 Century Center Blvd.
Irving, TX 75062
972-579-9333
972-579-9336 Fax
TECL #17942

Personal Vehicle Policy

Amendment to Employee Guidelines

It is the policy of Amber Electrical Contractors, Inc., that under no circumstances shall an employee use their personal vehicle to carry company equipment such as ladders, tools wire, etc. All wire and materials unused, used, removed, rolls, pieces, scrap, and demoed, etc. on the jobsite shall not be carried in employees' vehicles as well.

Any employee violating above policy will be subject to disciplinary action including and up to termination.

Employee Signature

Printed Name of Employee

Date Signed by Employee