



EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I have received my copy of the RELCO Employee Handbook.

I understand and acknowledge that I am responsible for reading and complying with the policies and procedures contained in this Handbook and any revisions made to it. I also understand that this Handbook is not intended to create any contractual rights or other legal obligations by RELCO.

I have entered into my employment relationship with RELCO voluntarily and acknowledge that I have not been offered employment for a specified length of time. I understand and agree that RELCO and the employee may terminate their relationship at any time with or without cause. I also understand that RELCO reserves the right to modify, add to or delete any of the provisions in this Handbook at its discretion without further notice. All such changes will be communicated electronically and through the RELCO Employee web portal.

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

I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (Print)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

SHIRT SIZE*: _____

**information used in determining
quantity needed when ordering
RELCO wear.*

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THE POWER BEHIND A JOB DONE RIGHT.

***REILLY ELECTRICAL CONTRACTORS, INC.
RELCOM COMMUNICATIONS GROUP
RELCO – CAPE COD
RELCO – NORTH
RELCO – RHODE ISLAND***

Employee Handbook

Amended 01/21

WWW.GORELCO.COM----- 1-888-GO-RELCO

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I. COMPANY OVERVIEW



Welcome to the power and performance of RELCO, where our goal is to set new standards of excellence for the electrical, telecommunication, security and technologies construction industry. We are constantly striving to improve upon our procedures and performance to deliver unsurpassed value and extreme customer satisfaction. These are the guiding ideals that Jim Reilly and his associates live by. Founded in 1993, by Jim Reilly, on the principles of integrity, innovation and quality, RELCO is a full-service electrical contracting and telecommunication company. It is the dedicated employees that have made this reputation and developed our company into one of the superior electrical contractors in New England.

It is our intention to maintain this reputation through adherence to the highest quality standards possible and to provide a safe and pleasant working environment to allow us to meet this goal as a team. Your best possible performance and your personal dedication to the quality standard goal are the expectations of this company.

If you are just joining us or you are a long-term employee, this Handbook will provide you with an introduction to our philosophy. This Handbook defines company policies and benefits. These policies have been prepared to meet the needs of fair treatment, safety and good working conditions along with a clear understanding of expectations.



COMPANY POLICY STATEMENT

All organizations need certain guiding principles in order to operate safely and efficiently. This Handbook has been prepared to help you with the company policies and the safety standards.

The following information is intended to be a guideline for employee conduct and personal safety. While the information presented is an attempt to specifically list the terms by which we attempt to engage you as an employee, it is based on a company criteria of all employees operating with the highest degree of honesty, integrity and collegiality.

The policies in this Handbook attempt to set forth the expectations and general rules of conduct for all employees. While this Handbook addresses the major issues you will need to deal with, it is impossible to cover all possible subjects. It is our general policy that should a situation arise that is not addressed you should discuss it with Human Resources for clarification.

Due to the ever-changing laws and regulations, certain aspects stated in this Handbook may become invalid over time. We will modify and adjust policies based on these changes but are not liable for any regulatory changes that may impact the policies stated in this Handbook.

Please note that all employees of RELCO are employees at will. This means that each employee, as well as the company, has the right to terminate employment with or without cause at any time.

Feel free to contact our Human Resources office should you have any questions about this handbook or the company's benefits, procedures or rules.

**The nature of services provided by
REILLY ELECTRICAL CONTRACTORS, INC. requires that information be
handled in a private, confidential manner.**

SUMMARY OF KEY POLICIES

RELCO's objective is to maintain the highest quality and safest electrical contracting and telecommunication business possible.

- **Safety is a vital concern. It must be given priority over all situations. Safety work boots, safety glasses and hard hats are required on all projects at all times.** Sneakers, shorts and sleeveless shirts are not allowed on projects at any time.
- **ALL injuries, incidents and near misses MUST be reported within 24 hours. Email: HR@gorelco.com**
- No alcohol, illegal drugs or firearms are allowed on any job site or company property at any time.
- All employee information that affects your employment will be a part of your employee record.
- The employee will maintain professional licenses. The necessary forms will be submitted annually by the employee.
- OSHA 10 Certification is required for all employees who work in the field or visit job sites.
- Employees must maintain a high degree of professionalism and honesty.
- Employee status is based on assigned work schedule and impacts company benefits.
- Work hours begin when you arrive at the job site or begin performing your work. Normally this is **7:00 A.M. to 3:30 P.M unless specified otherwise by the General Contractor.** You are expected to be at your assigned job site, tools in hand, ready to begin work promptly at the designated starting time. Work hours end when you leave the job site. Any work hours that are not 7:00 am to 3:30 pm must be pre-authorized in writing by your Field Supervisor.
- **Overtime is paid to hourly paid employees after 40 worked hours. All overtime must be approved in advance by your Field Supervisor.**
- Our pay period extends from Saturday through Friday, with payday the following Friday.
- **Any employee who will be late, absent or needs to leave work early (for purposes that are permissible under the earned sick time law), must give advance notice to their Field Supervisor AND email HR@gorelco.com at least 1 hour before their scheduled starting time. (page 10 or 14 for Field Supervisor Contact Information)**
- Employees should not leave a job site without reporting it to their Field Supervisor and Foreman.
- Second jobs or independent work must not interfere with your duties at RELCO. Independent work may not be solicited from customers of RELCO.
- **Grievance should be brought to the attention of a Field Supervisor (page 10 or 14), if the problem persists then to the Human Resources Department HR@gorelco.com.**
- Use of RELCO tools, property and/or company time for non-business use is only allowed with the express approval of a RELCO Corporate Officer.
- **Rules of conduct have been written to guide employee attitude and behavior. These are to be understood and followed.**

SUMMARY OF KEY POLICIES (CONTINUED)

- **Surplus materials and scrap including any items being discarded by the customer will not be taken for the personal use of the employee. All scrap materials left over from any job is the property of RELCO and not any one individual.**
- **HANDS FREE:** All RELCO Associates with a company phone, driving a company vehicle or operating company equipment or rentals are prohibited from using any hand-held device capable of providing voice or data communication while operating machinery, driving or while temporarily halted in traffic, at a stop sign or red light, or any other momentary delay.
- Employees will prevent the theft or loss of materials or company/customer's property through due diligence and care on the job site. An employee involved in the theft of any company/customer's materials or property is subject to immediate termination and the appropriate legal action.
- Excellent safety and health conditions do not occur by chance. They are the result of diligent work and careful attention to company policies by everyone.
- Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are also prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.



PLEASE BE ADVISED:

Most customers now require High-Visiblity Clothing on all their projects.

Please contact your Field Supervisor for further information.

Due to the safety sensitive nature of our business we have a NO EARBUD/Headphone and NO Personal Mobile Devices on all jobsites Policy.

SAFETY IS OUR #1 PRIORITY



OFFICE AND WAREHOUSE LOCATIONS

1-888-GO RELCO * www.gorelco.com

RELCO – Headquarters

*14 Norfolk Avenue
South Easton, MA02375
508-230-8001
508-230-8885 *Main Fax
508-230-5394 *HR Fax or HR@gorelco.com
508-230-5397 *Purchasing Fax or purchasing@gorelco.com*

RELCO – Cape Cod

*110 Old Townhouse Road
South Yarmouth, MA02664
508-771-2040
508-760-1425 * Main Fax*

RELCO – North

*121 Lafayette Road
North Hampton, NH 03862
603-964-7700
603-964-5890 *Main Fax*

RELCO – Rhode Island

*10 Worthington Road
Cranston, RI 02920
401-467-2222
401-467-0900*Main Fax*

RELCO FIELD SUPERVISOR CONTACT LIST

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rlynch@gorelco.com
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Steve Pilling, RELCO NH Outside Ops
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Scott Ventura, RELCO Cape Outside Ops
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Greg Waters, VP Project Management
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Steve Potts, Prefabrication Manager
spotts@gorelco.com
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Tom Aborn, President
taborn@gorelco.com
O: 508-535-2902 M: 508-962-1444

Joe Fannon, VP Finance/Administration
jfannon@gorelco.com
O: 508-535-2917 M: 508-962-7224

II. EMPLOYMENT POLICIES

RELCO reserves the right to alter, modify or amend these policies in the best interest of the employees and the company. All new policies override previous ones, both verbal and written.

CONDITIONS OF EMPLOYMENT

- All employees of the company are expected to be proficient in their stated skill. You are employed based on your background, skill and ability to perform your duties as explained at the time of employment.
- All employees must complete the prescribed employment forms and provide information required by the company. This includes but is not limited to the following:
 - Employment Application (including W-4 and I-9)
 - Valid Driver's License
 - Electrical License(s) (if applicable)
 - Prior Employment History
 - RELCO Electrical Competency Review
 - OSHA Certification
 - Pre-employment Drug Screening
- It is expected that all employees are honest. We employ you based on your statements of your ability and honesty which if found to be false are grounds for immediate termination.

RELCO recognizes the employee's right to resign at any time for any reason; similarly, RELCO may terminate any employee at any time with or without cause.

Please note: Due to the nature of our business there may be times when you will be asked to work overtime.

TOOL REQUIREMENTS

Please note: Due to the nature of our business there may be times when you will be asked to work overtime.

All field employees are required to meet the tool requirements listed below.

Field employees are required to have all HIGHLIGHTED TOOLS by start date; field employees must have all other tools within six months of employment.

TOOLS REQUIRED

1	Hammer, Straight Claw	1	3/8" driver socket set & 1/4" – 1: socket
3	Common Screwdrivers	1	Amprobe meter
2	Phillips; 1 large and 1 small	1	Hand tap-comb 6/32, 8/32 & 10/24
1	Work Boots	1	Strap wrench
1	Torpedo level	1	Set of rain wear
1	Utility knife	1	1/2" – 1 1/4" KO set
1	Electrician's Pliers Side Cutter 9 1/4" high lev.	1	Pipe reamer, small 1/2 - 1
1	Long Nose Pliers	1	Socket set – hand driver
1	Diagonal Side Cutter Pliers - 8" stand. high lev.	1	Tap wrench
2	10" Pump Pliers	1	Taps 10/32, 1/4 - 20, 3/8 – 16
1	25' Steel Tape	1	Chain wrench
1	Tool Box	2	Stubby screwdrivers (common & Phillips)
1	Tool Caddy or Belt and Pouch	1	Small cable cutter
1	Cordless Sawzall/Bandsaw	1	Scale rule – architects
1	Keyhole Saw	1	Chalk box & line
1	Padlock (good quality, for your personal tools)	1	Fuse puller
2	Pipe Wrenches – 14"	1	Locking pliers
1	BX Cutter/Rotosplit	1	8" adjustable wrench
1	Receptacle Tester	1	Multi meter
1	Tick Tracer	1	Hole saw Mandrell large and small
1	Small Instrument Screwdriver (common and Phillips)	2	Tin snips – right & left
2	17" Channelocks	1	Small pipe cutter 1/2-1"
1	Flashlight		
1	GFI Tester		
1	Small Notebook		Provided by RELCO:
1	Pen	1	Pair of Work Gloves
1	Pencil	1	3-Pocket Pouch Work Apron
1	5 Key Set Allen Wrenches, small 1/16 – 5/32"	1	Hard Hat
1	5 Key Set Allen Wrenches, large 3/16 – 3/8"	1	Non-Prescription Safety Glasses
1	Voltage Tester (Wiggins)		*You are responsible if prescription safety glasses are needed
1	12" Adjustable Wrench		
1	Tamper-Proof/Security Screwdriver		
1	1/2" battery drill with spare battery and charger		

****OSHA 10-HOUR CERTIFICATION IS REQUIRED FOR ALL EMPLOYEES****

****Hard hats and safety goggles are considered to be part of your daily tool requirement and must be worn at all times when on any job site.****

WORKING HOURS AND BREAKS

Normal working hours for field crews are 7:00 a.m. to 3:30 p.m. unless specified otherwise by the General Contractor. You are expected to be at your assigned job site, tools in hand, ready to begin work promptly at the designated starting time.

During the day you are entitled to an **unpaid lunch break of thirty minutes which must be taken, it is the law.** A 15-minute paid coffee break in the morning is also allowed. You are representing the company. Company rules/policies still apply when on break and/or while on the job site.

At certain times the Company may require employees to work overtime. We will attempt to give you as much notice as possible in this instance. However, advance notice may not always be possible.

You are paid for all time up to when you leave your last job of the day. Commuting time is not considered worked time. For overtime calculations, all **worked** time in excess of 40 hours in any weekly pay period will be paid at the rate of time and a half.

All overtime must be pre-authorized by your Field Supervisor.

At times, due to construction or customer needs, the schedule may be altered or extended. You will be asked to modify your hours based on the project needs. Under no circumstances is any employee to work beyond their physical capacity to function safely.

Office personnel's time will vary from the field crew schedule based on company need and policy.

PAY PERIOD

Our pay period extends from 12:00 a.m. Saturday through 11:59 p.m. Friday, with payday the following Friday. All employees are responsible for tracking their own time to mitigate any discrepancies on their time cards.

All job foremen are responsible for turning in timecards with the necessary job information, job number, hours worked and labor codes by the end of the work day on Friday. Inaccurate or incomplete timecards may result in miscalculation of customer invoices and employee paychecks.

Every precaution is taken to avoid errors in your pay. If you think that an error has occurred, please notify the Human Resources Department immediately at HR@gorelco.com. The error will be investigated; if an error is found the adjustment will be made on the next pay period.

All employees are strongly urged to use RELCO's Direct Deposit Program. Through direct deposit, your paycheck will be automatically deposited in a bank/credit union. You may select up to five accounts for deposit, if you wish. Direct deposit results in safe deposits with easy, quick access to funds. Please contact Human Resources at HR@gorelco.com for further details.

Please note: Due to the nature of our business there may be times when you will be asked to work overtime.

ABSENCE/TARDINESS POLICY

All employees are expected to show up for work on time at their assigned location. Any employee who will be **late, absent or needs to leave work early (for purposes that are permissible under the earned sick time law), must give advance notice to their Field Supervisor AND HR@gorelco.com at least 1 hour before their scheduled starting time.** (please refer to the RELCO Field Supervisor Contact List below). If the absence is foreseeable (for example, if the employee will be absent to attend a previously scheduled appointment), the employee must provide seven days' notice, unless the employee learns of the need to use earned sick time within a shorter period of time. **If the employee is going to be out for more than one day, the employee is required to notify the Field Supervisor AND HR@gorelco.com each day, in accordance with the initial notification procedure, of the continued absence.**

Excessive, misrepresented, unreported or unwarranted absences and/or tardiness may result in disciplinary action up to and including termination. **Failure to report to work without notification for three consecutive days will be considered job abandonment.**

An employee who fails to report to work as scheduled for three days without providing proper notice to his or her supervisor will be considered to have voluntarily terminated his or her employment. Employees out of work for three (3) or more days for illness or injury may return to work upon presentation of a physician's note.

If you need time off, it must be requested in advance so that the company is able to schedule work based on expected employee attendance. Please send all requests to HR@gorelco.com

Attendance and punctuality are very important parts of an employee's job performance. As part of the pay and performance appraisal process, your attendance is evaluated. The fact that your supervisor has been notified of particular absence(s), however, does not insulate the employee from a review of the total number of absences or tardiness in a given period.

ABSENCE REPORTING PROCEDURE

Employees who will be absent are **required** to call/text/email their Field Supervisor AND HR@gorelco.com within one hour of their scheduled reporting time. The reason for the absence and its expected duration should be stated during this initial message. It is expected that ill or injured employees will inform their Field Supervisor and HR@gorelco.com if there is a change in the anticipated length of absence. **If the employee is going to be out for more than one day, the employee is required to notify the Field Supervisor AND HR@gorelco.com each day, in accordance with the initial notification procedure, of the continued absence. Employees who fail to contact their Field Supervisor and HR@gorelco.com will be considered to be on unauthorized leave.**

All Foremen must submit a copy of the daily sign-in log for their job site at the end of each week on Friday, by 10am to Jill Reilly at jwreilly@gorelco.com, this is required for recordkeeping purposes.

RELCO FIELD SUPERVISOR CONTACT LIST

Ray Lynch, RELCO Easton/Construction Outside Ops
rlynch@gorelco.com
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Joe Fannon, VP Finance/Administration
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SICK TIME POLICY

All our regular full time employees are eligible to utilize accrued vacation as sick time. As of July 1, 2015, employees not covered by our vacation benefit are eligible to accrue Earned Sick Time at their regular hourly wage.

Employees accrue one hour of sick time for every 30 hours worked up to a maximum of 40 hours per calendar year. While accrual of sick time begins on their first day of work, employees are eligible to take earned sick time 90 days following the start of employment.

Use of Sick Time

Employees may use up to 40 hours of accrued sick time and regular full time employees may use up to 40 hours vacation time per calendar year for the reasons listed below:

1. Care for the employee's own physical or mental illness, injury, or medical condition that requires home, preventative, or professional care;
2. Care for a child, parent, spouse, or parent of a spouse who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
3. Attend routine medical and dental appointments for themselves or for their child, parent, spouse, or parent of a spouse;
4. Address the psychological, physical, or legal effects of domestic violence; or
5. Travel to and from an appointment, a pharmacy, or other locations related to the purpose for which the time was taken.

Use of sick time for other purposes is not allowed and may result in an employee being disciplined.

Earned sick time may be used for full or partial day absences. Sick time cannot be used as an excuse to be late for work without an authorized purpose.

When you have advance notice, requests for sick time should be submitted in writing to Human Resources HR@gorelco.com as far in advance as possible to ensure adequate coverage.

If you wish use your accrued paid time off for time missed a request must be sent to HR@gorelco.com otherwise it will be processed as unpaid.

Company Expectations Regarding Attendance

Regular, reliable attendance and timeliness is expected.

If an employee commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for sick time, the employee may be subject to disciplinary actions.

If an employee is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday, the Company may discipline the employee for misuse of earned sick time, unless the employee provides verification of authorized use.

Written documentation from a medical provider or others will be required if sick leave:

- Exceeds 3 consecutively scheduled workdays;
- Occurs within 2 weeks of employee's separation from employment (except for temporary employees);
- Occurs after 4 unforeseeable and undocumented absences within a 3 month period.

Payout of Sick Time

Sick time is not payable on termination of employment.

VACATION POLICY

Purpose

RELCO's paid vacation is extended to eligible employees to provide flexible time off which may be used for such needs as vacation, personal or family matters, personal leave, appointments or for reasons allowed under the Massachusetts Sick Leave Law.

Eligibility

All full-time, year-round employees accrue vacation based on the length of service (see below table). Accrual begins the first day of regular employment and accrued time may be used 90 days after the start of employment.

Vacation hours are not considered as time worked for purposes of calculating overtime.

Accrual Rates

Vacation time off is paid at the employee's base rate of pay at the time it was accrued and may not be used before it is earned.

Employees are responsible for managing their own vacation hours to allow for adequate reserves in case of need to cover vacation, illness, appointments, emergencies, or other situations that require time off from work. The amount of vacation time accrued, used and available is listed on your weekly paystub.

Years of Qualified Service	Accrual Rate per Weekly Pay Period	Annual Accrual
1 – 2 Years <i>0-24 months</i>	1 hour <i>per 30 hours worked</i>	5 days (40 hours)
3 – 5 Years <i>25-60 months</i>	1.54 hours	10 days (80 hours)
5 + Years <i>61+ months</i>	2.31 hours	15 days (120 hours)

Maximum Accrual Cap (*applies to salaried employees only*) effective January 2, 2021

The maximum amount of vacation time a salaried employee can accrue at any time is 240 hours. Once that cap is reached no additional vacation time will accrue until the vacation balance is reduced below the maximum cap. No retroactive credit will be received for time worked while at the maximum accrual cap limit.

Employees are responsible for being proactive in managing their vacation time. This means developing a plan to avoid reaching the vacation maximum accrual cap. Vacation balances can be monitored by viewing your weekly paystub and you may request an update on your vacation balance by emailing HR@gorelco.com.

REQUESTING TIME OFF

When scheduling time off employees shall submit a written request to HR@gorelco.com as early as possible but no later than a minimum of two weeks prior to the requested time off dates. **Note that requests for Paid Family Medical Leave must be received at least 30 days before the requested leave date.** In the event that this advance notice is not feasible, requests for time off will be reviewed at the discretion of the Supervisor and/or President. Thirty days of notice is required for the months of May through September.

RELCO will attempt to accommodate requests, however, all time off is subject to Supervisor's prior approval. Requested time off may be postponed if your Supervisor deems it necessary due to the needs of the business.

Vacation requests will be granted on a first come, first serve basis, based on no more than a certain number of the workforce being off at one time.

ALL TIME OFF REQUESTS MUST BE SUBMITTED TO HR@GORELCO.COM

You will be notified of your approval via email. Foremen are NOT authorized to approve time off requests.

Employees failing to return to work at the end of an approved vacation, or those taking vacation without approval, may be subject to disciplinary action including termination.

Separation from Employment

Upon resignation, separation, or retirement all vacation hours accrued but not used will be paid at the employee's base rate of pay at the time vacation was accrued.

FUNERAL LEAVE

Time off will be granted to attend to the death of a family member or friend. If time is required to attend to personal matters, request the time off from your Field Supervisor or Human Resources at HR@gorelco.com.

LAYOFFS

Economic conditions may make it necessary for reductions in the work force. Any changes will be made with as much advance notice to employees as possible.

Layoffs will vary based on the level of work and the staff.

Any employee rehired within 60 days of a layoff will retain the level of benefits allowed. No benefits are accrued during an indefinite layoff period.

PERSONAL LEAVE OF ABSENCE

RELCO recognizes that you may need to be away from work for personal reasons. Unpaid leaves of absence will be granted at the company's discretion to all regular employees. Each request will be considered on an individual basis taking into account your needs and the operational needs of your department. **To qualify for personal leaves, you must notify your Field Supervisor and the Human Resource Department HR@gorelco.com in writing 30 days in advance.**

During your leave there is no accrual of benefits and employee pays 100% of the health and dental premiums. You may return to work provided a position is open at the conclusion of your leave. However, RELCO does not guarantee positions for personal leaves beyond a 12-week period.

FAMILY AND MEDICAL LEAVE ACT

In accordance with the Family and Medical Leave Act of 1993 (FMLA), RELCO will provide eligible employees with a family or medical leave for up to twelve (12) work weeks (60 days) in any “rolling” 12-month period, measured backward from the date an employee uses any FMLA leave. The leave may be paid, unpaid or a combination of paid and unpaid, depending on the circumstances as specified in this policy. To be eligible for a FMLA leave, an employee must have been employed by RELCO at least 12 months or 52 weeks prior to the request for leave, and have worked at least 1,250 hours during the previous 12-month period.

If an employee is not eligible for a 12-week FMLA leave, an eight (8) week paternal or adoption leave may be granted in accordance with Massachusetts state law, or a medical leave may be granted to the employee as a reasonable accommodation for a disability.

Military Family Leave Entitlements:

Effective January 28, 2008, the National Defense Authorization Act was amended to provide FMLA eligible employees leave rights related to the military services. An eligible employee with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation. Or therapy; or is in outpatient status; or is on the temporary disability retired list.

Basic Leave Entitlement:

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Conditions of Return from FMLA Leave:

At least one week prior to their date of return employees are expected to notify their supervisor and Human Resources. If the FMLA leave was for the employee’s own medical condition, upon return from leave the employee must present certification from the employee’s health care provider that the employee is able to resume work.

At the completion of an approved leave period the employee will be reinstated to his or her former position or an equivalent position within RELCO. However, RELCO does not guarantee positions beyond the 12 week period.

AMERICANS WITH DISABILITIES ACT

It is the Company's policy not to discriminate against qualified individuals with a disability with regard to any aspect of employment. The Company recognizes some individuals with disabilities may require reasonable accommodations. If you are disabled or become disabled and you require a reasonable accommodation, please provide a doctor's note and contact the Human Resources Department to begin the interactive process, which will include discussing your limitations and possible reasonable accommodations that may enable you to perform the functions of your position and make the workplace readily accessible to and usable by you.

PARENTAL LEAVE

Full-time employees are eligible for an unpaid parental leave upon completion of 90 days of employment.

Eligible employees are entitled to a leave of up to eight weeks for giving birth to a child, adopting a child under age 18, adopting a person under age 23 who is mentally or physically disabled, or for the placement of a child pursuant to a court order.

Eligible employees are required to provide two weeks' notice of their expected departure date and intention to return to their job or provide notice as soon as practicable if the delay is for reasons beyond the employee's control. Employees may be required to provide proof of birth or adoption.

At the end of the leave, eligible employees are entitled to return to their previous or similar position, without detriment in pay, hours, status, length of service credit or seniority, unless other employees of equal service time and status in the same or similar positions have been laid off due to reduction in force.

This leave may run concurrently with any leave where permitted by state and federal law.

MILITARY LEAVE

RELCO grants unpaid leaves of absence and extends re-employment rights to certain individuals engaged in military service in accordance with applicable law. All members of the armed forces (Army, Navy, Air Force, Marines and Coast Guard), including the Reserves, the Army and Air National Guard, and the commissioned corps of the Public Health Service, and any other individuals designated by the President of the United States are given protection by the Uniformed Services Employment and Re-employment Rights Act (USERRA). If an employee is a military reservist and is called to active duty, s/he will be granted unpaid leave to fulfill active duty requirements.

When you are called for active duty, you must notify your supervisor as soon as possible the date you are to report and present a copy of your official military orders. Extending the time off without permission could result in a loss of benefits or your job.

DOMESTIC VIOLENCE LEAVE

Employees are eligible to take up to fifteen (15) days of leave to seek or obtain medical attention, victim services, legal assistance, to secure housing, appear in court, attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or close family member of the employee where the employee is the victim of domestic violence, sexual assault, stalking or kidnapping or who has a family member who is a victim. This leave is unpaid.

Close family members include, spouses, person in substantive dating relationship living with each other, persons with a child in common, parent, step parent, step child, grandparent or grandchild, persons in a guardianship relationship.

JURY DUTY

Employees summoned for jury duty, who are regularly employed, receive their regular wages for the first three days. "Regularly employed" includes all full-time employees, as well as all part-time, temporary and casual employees whose hours may be reasonably determined. Thereafter, regularly employed employees summoned for jury duty are granted an unpaid leave in order to serve.

All other employees summoned for jury duty will be granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return. Please make arrangements with the payroll administrator as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

SECOND JOB

It is not our intent to limit your ability to hold a second job. It is however, company policy that your RELCO job should be your first priority. Conflicts in schedule or the inability to meet work requirements at RELCO due to another job may result in dismissal due to conflict of work.

No employee may solicit private work for an active RELCO customer. Any work done on the premises of or completed for a company customer without our knowledge of management is grounds for disciplinary action due to a conflict of interest.

III. BENEFIT PROGRAMS AND POLICIES

RELCO recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to RELCO’s Benefits Portal or contact the Human Resources Department at HR@gorelco.com

RELCO Benefits Portal:

Website: relco.benefithub.com

Referral Code: NJUJL7

HOLIDAYS

The company observes paid holidays based on the list below. Normally the day off will correspond with accepted business practice.

Regular full-time employees are eligible for holiday pay after the completion of ninety (90) days of consecutive employment. Eligible employees will be paid the equivalent of an 8-hour day at their regular pay rate on the day of the holiday or the designated day it is observed. **For an employee to be eligible for holiday pay, they must work their assigned working hours the last scheduled workday before the holiday and the first scheduled workday after the holiday.** If such days occur during a previously approved vacation day off, the employee is considered to have fulfilled this requirement.

Current Schedule of Holidays includes:



January	New Year’s Day
May	Memorial Day
July	Independence Day
September	Labor Day
October	Columbus Day
November	Thanksgiving Day after Thanksgiving (in lieu of Veteran’s Day)
December	Christmas



HEALTH, DENTAL AND VISION INSURANCE

All full-time employees that have completed ninety (90) days of employment are eligible to participate in RELCO’s Medical, Dental and Vision Insurance benefits.

If you participate in one of the medical plans, you and your beneficiaries (if you have a family plan) have the right to continue your group coverage in accordance with COBRA regulations when one of the following qualifying events occur:

- Death of covered employee
- Termination of employment or reduced hours
- Divorce or legal separation
- Spouse becomes eligible for Medicare
- Dependent child reaches maximum age allowed under the group plan

To continue coverage following a qualifying event, you or your beneficiaries must elect coverage and pay the entire cost (plus a 2% administrative fee) of the medical and/or dental/vision insurance premiums. The period of continuation coverage is 18 months for termination of employment or reduced hours or 36 months for all other reasons.

LIFE INSURANCE AND SHORT-TERM DISABILITY

RELCO presently pays 100% of the monthly premiums for life insurance and short-term disability. Full-time employees who have completed ninety (90) days of employment are eligible for this benefit.

WORKERS COMPENSATION

RELCO provides worker's compensation insurance for all employees. This coverage is for any work-related accidents.

In order for the coverage to be effective, **any and all accidents/incidents MUST be reported to your Field Supervisor AND Human Resources – within 24 hours.** Failure to report injuries may jeopardize your claim or delay your receipt of compensation. Insurance benefits while out of work will be in accordance with the applicable laws and the insurance company benefits.

While out of work due to injury you may elect to use your vacation pay but no other wages will be paid in addition to the insurance benefits received.

STATE REGISTERED APPRENTICESHIP PROGRAM

RELCO sponsors a State Registered Apprenticeship Program which is offered to field employees for training and advancement. Entrance into the program is based on merit and the availability of space. 150 hours (related instruction) per year and OSHA Certification is required. Failure to meet these requirements will result in termination from the state apprentice program. Employees who participate in the state apprentice program are required to submit proof of enrollment and a copy of the Certificate of Completion at the end of each semester to the Human Resource Department HR@gorelco.com.

The State of New Hampshire and Rhode Island require all apprentices performing electrical installations to be registered by the state. As a NH or RI apprentice it is your responsibility to make sure your apprentice card is kept current which includes enrollment in school. Without a current card your position with RELCO is in jeopardy.

TUITION REIMBURSEMENT INCENTIVE

RELCO will reimburse employees for Electrical Apprentice training classes once proof of attendance, grades of B+ or above, proof of payment and a Tuition Reimbursement Contract have been submitted within one month of completion to Human Resources at HR@gorelco.com. Initial payment for classes is the student's responsibility.

Effective January 1, 2018 reimbursement for these classes after this date upon successful completion will be a maximum of \$800 for the full year or a maximum of \$400 for the 1st semester and maximum of \$400 for the 2nd semester for a maximum period of 4 years. By the end of 4 years, you should have applied for your license. **To be considered eligible for reimbursement you cannot miss more than 1 class per semester, unless at the request of RELCO.** Reimbursement does not include books which must be purchased at your own expense. You must be employed full time for at least 90 days to be eligible for reimbursement.

RELCO is committed to your growth and the growth of the company for all of our families. If for some reason you leave employment within 1 year of RELCO paid schooling, you will be required to repay RELCO back the full amount of all your schooling during your employment with RELCO. The purpose of the reimbursement is to build up our associates for future growth within our company.

RELCO COMPANIES RETIREMENT SAVINGS PLAN

RELCO recognizes the importance of saving for retirement and offers a 401K Retirement Savings Plan with Fidelity Investments.

Employees are eligible for this benefit on the first of the month after 6 months of employment. Company contribution is determined based on Company profitability. Each participant has the option of contributing to the plan and deferring taxes on their contributions based on current tax law. A Roth 401k option is also available which is a post-tax deferral.

Details of the plan are available from Human Resources at HR@gorelco.com.

401K PLAN: AUTOMATIC ENROLLMENT

To enhance our employees' ability to save for retirement, our plan has installed an automatic 401(k) election feature.

Under the plan provisions, employees are automatically enrolled in the RELCO Retirement Savings Plan with Fidelity Investments on the first of the month after 6 months of employment. RELCO assumes that you have authorized the company to withhold for each pay period on a pre-tax basis an amount equal to 4% of pay. The 4% withholding percentage will remain in effect until such date that you make an election to increase, decrease or cease your contributions to the plan.

Employees will receive additional information regarding the RELCO Retirement Savings Plan and options available direct from Fidelity prior to your eligibility date.

IV. STANDARDS OF CONDUCT

Rules and regulations are necessary in order to run the company efficiently and to protect the rights and safety of everyone. You are expected to perform your duties and responsibilities professionally and follow the policies outlined in this handbook or others that are standard in our industry or which are provided to you by your supervisor.

Behavior not in the best interest of the company will result in corrective action including reprimand, warning, suspension or termination.

RELCO reserves the right to alter, modify or amend these policies in the best interest of the employees and the company. All new policies override previous ones, both verbal and written.

RULES OF CONDUCT

RELCO is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the company are treated in a respectful and fair manner. The following list is not intended to be a comprehensive list of all behaviors, but rather an indication of how fellow employees and customers should be treated. Behavior on a job site is of critical importance to the reputation of this company.

- RELCO and customer property will be treated with the utmost care and respect. All property will be handled and protected so as to prevent damage or theft. Radios and conversation will be kept below annoying levels to the customer or other employees.
- As an employee, you are a representative of the company. You are expected to be presentable and maintain a reasonable degree of personal hygiene in accordance with the assigned work requirements of the day.
- We will provide sweatshirts, shirts, hard hats, hearing protection, high-visibility vests, hand protection and safety glasses. Safety equipment must be worn at all times. **Safety work boots, safety glasses and hard hats are required at all times on all projects.** Sneakers, shorts and sleeveless shirts are not allowed at any time. Pants must be work appropriate with a belt. Earbuds and Headphones are not allowed on the jobsite.
- Exercise due care and diligence in the handling of all equipment, materials and vehicles of the company in order to protect the company assets and yourself.
- Job sites will be cleaned and left presentable at the end of each day. Materials and equipment will be properly stored so as to prevent accident or loss due to theft.
- The general contractor or other subcontractors on site will be dealt with in a professional manner.
- All employees will show care in the use of materials so as to maximize the use and value of all materials. There is a direct responsibility on the part of all employees to conserve materials as much as is reasonably possible.
- Employees will prevent the theft or loss of materials or company/customer's property through due diligence and care on the job site. Any employee involved in the theft of materials or a customer's property is subject to immediate termination and the appropriate legal action.
- **Surplus materials and scrap including any items being discarded by the customer may not be taken for the personal use of the employee. All scrap materials left over from any job is the property of RELCO and not any one individual.**
- **Physical altercations and harassment of employees, customers' employees are prohibited on our job sites and in our offices.**

NO SOLICITATION POLICY

During work time your full attention should be devoted to your work.

Employees:

1. May not solicit for any purpose on the work time of the employees involved.
2. May not sell items or distribute literature in work areas on the work time of the employees involved.

The terms “work time” does not include meal or break periods. “Work areas” include areas where employees perform duties for the company.

Non-Employees:

Solicitation of employees and/or distribution of literature on company premises by non-employees is strictly prohibited.

This policy supersedes any previous policy relating to solicitation of employees or guests.

SAFETY PROCEDURES

Ability to Work – no employee should work in a manner which is unsafe for themselves or fellow employees. Each employee is responsible for making management aware of physical limitations and fatigue.

Each employee has the right to refuse work they are not capable of doing or working beyond their limits. Our primary concern is safety on the job.

The employee is required to be familiar with the product safety information and safe installation of all materials.

In addition to the safe use of equipment, safe work habits are expected of all company employees. These include the following:

- Wearing of appropriate safety equipment
- Proper lifting techniques
- Safe use of ladders and staging and lifts
- Proper and safe use of power or pneumatic tools
- Proper distribution and storage techniques for flammable liquids or gases
- Proper disposal of all construction materials
- Proper use of equipment and machinery
- Reporting and or correction of unsafe conditions
- Location of all emergency phone numbers on site
- Location and use of all material safety data sheets on site
- All evacuation routes for current job site
- Location of company Safety Policy and Hazcom Program
- Use of check lists to ensure power is turned off when working on electrical circuits or wiring
- Tying off when working from heights



***Excellent safety and health conditions do not occur by chance.
They are the result of diligent work and careful attention to company policies by everyone.***



The nature of services provided by REILLY ELECTRICAL CONTRACTORS, INC. requires that information be handled in a private, confidential manner.

Confidential information about our business such as our bids, processes or clients will not be released to people or agencies outside the company without written consent; the only exceptions to this policy will be to follow legal or regulatory guidelines. All documents, memoranda, notes or reports will remain part of the company's confidential records.

Unless required by law, management will not release personal or identifying information about our employees (such as names, addresses, phone numbers or salaries), without the consent of the employee.

SUBSTANCE ABUSE POLICY

RELCO has a vital interest in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the customers we serve. The unlawful or improper presence or use of illegal drugs, controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the company the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are also prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on company paid time, on company premises, in company vehicles, while engaged in company activities or whenever acting on behalf of the company. Any employee, who knowingly aids, abets or conceals drugs or alcohol for another employee may be subject to disciplinary action up to and including termination.

Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during work hours, including meal and break periods. This does not include the authorized use of alcohol at company-sponsored functions or activities.

Your employment or continued employment with the company is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including termination.

Consistent with its fair employment policy, the Company maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The Company will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the company's policies and applicable federal, state or local laws.

The Company further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of company issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the company has reasonable suspicion to believe that the employee has violated this substance abuse policy.

Please note, marijuana is considered a Class 1 Substance by the U.S. government. It remains covered by the Company's Substance Abuse Policy. Being under the influence of marijuana and its use at work, on company property or jobsites is strictly prohibited and may result in discipline, up to and including termination.

SUBSTANCE ABUSE POLICY (continued)

DRUG AND ALCOHOL REHABILITATION PROGRAMS

Although RELCO does *not* maintain an Employee Assistance Program (EAP), RELCO does have a list of resources (listed below) for drug and alcohol treatment and family services that an employee may access without RELCO's involvement.

It is the responsibility of an employee to seek assistance *before* alcohol and drug problems lead to disciplinary actions. Once a violation of this policy occurs, participation in subsequent treatment programs on a voluntary basis will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of disciplinary action.

A medical provider can give an appropriate assessment, evaluation and counseling and/or referral for treatment of drug and alcohol abuse. Employees may be granted leave with a conditional return to work, depending on successful completion of the agreed-upon treatment regimen along with follow-up testing.

Employee Assistance Program - WorkLifeMatters

www.ibhworklife.com

(user name=Matters; password = wlm70101)

1-800-386-7055 or email: eapcounselor@ibhcorp.com

The Massachusetts Substance Abuse Information and Education Helpline

www.helpline-online.com 1-800-327-5050

The Helpline provides free and confidential information and referral for alcohol and other drug abuse problems and related concerns. The Helpline is staffed 7 days a week.

The Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospitals

www.bhddh.ri.gov

Free 24-hour Confidential Drug and Alcohol Helpline 1-866-ALC-DRUG

The New Hampshire Bureau of Drug and Alcohol Services

www.dhhs.nh.gov/dcbcs/dbas/index.htm or www.drugfreenh.org

1-603-271-6738

Substance Abuse Treatment Locator

<http://www.findtreatment.samhsa.gov> 1-800-662-4357

National Council on Alcoholism and Drug Dependence

www.ncadd.org 1-800-622-2255

DRUG AND ALCOHOL TESTING

Effective May 1, 2017

RELCO reserves the right to require drug and alcohol testing of all employees and potential employees. Beginning May 1, 2017 all employees and potential employees of RELCO will be subject to drug/alcohol testing. Testing will take place under the following categories: **Pre-employment; Incident-Related/Post-Accident; Random; Client-required/Site-specific; For cause; Reinstatement, Return-to-Duty and Follow-up.**

Pre-employment - All applicants who have received a conditional offer of employment must take a drug test before receiving a final offer of employment. Applicants who refuse to submit to the test will not be permitted to work for the Company.

Incident-Related/Post-Accident - After an accident, near accident or incident resulting in lost work-time, property damage and/or injury to any employee or other person while on the Company's premises, on the job or otherwise working for the Company, where there is cause to believe substance abuse was a factor.

DRUG AND ALCOHOL TESTING (continued)

Random –Employees engaged in safety sensitive occupations may be randomly selected for unannounced drug and alcohol screening. Employees will be selected at random by a third-party vendor. The Company determines the time and frequency of random tests in its sole discretion.

Client-required/Site-specific - When required by a client or specific job site.

For cause - When a reasonable suspicion exists that the employee is under the influence of alcohol or illegal drugs because of specific, contemporaneous, articulable, observations of the employees' appearance, behavior, speech or body odors.

Reinstatement, Return-to-Duty and Follow-up - After signing an agreement or participating in substance abuse counseling, the employee must complete a drug/alcohol screening test before returning to active employment. No employee shall be permitted to perform any safety-sensitive function until they have received a verified negative drug and alcohol test result.

Any drug or alcohol testing required or requested by RELCO will be conducted by a laboratory licensed by the state. The employee will read and sign a Consent Form prior to any tests being administered and will then be given instructions on where to go for testing.

Please note, marijuana is considered a Class 1 Substance by the U.S. Government. It remains covered by the Company's Substance Abuse Policy. Being under the influence of marijuana and its use at work, on company property or jobsites is strictly prohibited and may result in discipline, up to and including termination.

CONFIDENTIALITY/RECORDKEEPING

All employee alcohol and drug test records are considered confidential. For the purpose of this policy, confidential recordkeeping is defined as records maintained in a secure manner, under lock and key, accessible only to designated managers.

REFUSAL TO TEST

Under the Policy, an employee may not refuse an alcohol or controlled substance test for incident-related, for cause or post-accident requests or follow-up/return-to-duty tests when required. An employee who refuses to be tested may not perform or continue to perform safety-sensitive functions and must be evaluated by a substance abuse professional as if the employee tested positive for drugs or failed an alcohol test.

Refusal to submit includes failing to appear for the test within two hours of the request, failing to provide adequate breath or urine samples for alcohol or drug testing and any conduct that obstructs the testing process. This includes adulteration, substitution or tampering with a urine or breath sample. RELCO may, at its sole discretion, elect to terminate employment.

An employee's refusal to test for alcohol or controlled substances will be considered a positive test result. An employee whose conduct is considered a refusal to test will be terminated.

DISCIPLINE

At a minimum, no person who has failed an alcohol or drug test, or refused to test, will be allowed to perform safety-sensitive functions until the referral, evaluation, and treatment requirements have been complied with along with a verified negative drug or alcohol test result. The following Company disciplinary measures apply to all post-accident, reasonable suspicion, follow-up/return-to-duty tests.

First Offense: The Company may elect to refer the employee to substance abuse counseling as a condition of continued employment.
The employee will need a return-to-duty release form from the counselor along with a follow-up alcohol/drug screen prior to returning to work.

Subsequent Offense(s): The Company may elect to terminate employment immediately.

WORKPLACE VIOLENCE

RELCO seeks to maintain a safe, healthy and secure work environment. It is RELCO's goal to create a workplace free from violence, threats of violence, harassment, intimidation, and other disruptive/threatening behavior. Employees play a major role in RELCO's efforts by complying with this policy, contributing to a respectful atmosphere, treating all threats seriously, and reporting incidents immediately.

RELCO will not tolerate any workplace violence, whether carried out by coworkers, visitors, former employees, or other individuals. RELCO prohibits violence, threats, harassment, intimidation, and other disruptive/threatening behavior by any person during working hours, while on company business or whenever acting on behalf of RELCO.

WEAPONS

RELCO prohibits the use, possession, or sale of any weapon by any person or employee during working hours, while on company property and/or while conducting business on behalf of or for the benefit of the company.

All persons during working hours, while on company business or whenever acting on behalf of RELCO are required to abide by this policy and are required to cooperate in any investigation the company deems necessary to enforce this policy.

Persons who do not comply with this policy may be subject to disciplinary action, up to and including removal from company property/job sites and/or immediate termination from employment. This action is separate from any criminal penalties that may be pursued for violation of state laws.

CELL PHONE POLICY

The use of personal cell phones or mobile device is NOT allowed on the job site. Only those persons running a project and/or authorized individuals will be allowed to use a mobile device on the job site. If you need to retrieve your messages or make any phone calls this can be done at either your break or lunch time.

ELECTRONIC EQUIPMENT

The use of iPods and any electronic equipment unauthorized by RELCO will not be allowed in the workplace/job site at any time. Earbuds or headphones are not allowed to be worn on the job site at anytime.

V. GENERAL POLICIES

The safety of the employees, the company reputation and the quality work produced by RELCO serves as the basis for all of the company policies. The policies that follow are specific, but may not cover all of the implied policies of the company. Failure to abide by and follow these policies may result in disciplinary action including, suspension, written warning or termination.

CONFIDENTIALITY

All knowledge and information gained by virtue of employment with the company with regard to personal and financial information is to be held in confidence. Information is not to be released to unauthorized persons. This includes information relative to RELCO customers.

DEALING WITH CUSTOMERS

The general nature of the work performed by RELCO results in contact with the customer. In all cases the customer is to be treated with the utmost in courtesy and professionalism. Any concerns or problems expressed by the customer are to be dealt with as quickly as possible following a discussion with the foreman.

EXPENSE REIMBURSEMENT AND MATERIAL PURCHASES

Normal commuting to a job site is the employee's responsibility. If the company requests an employee to travel beyond a normal job site distance, they will receive expense reimbursement as determined at the start of the job. Reimbursement will be dealt with on a project-by-project basis.

Personal material purchases are not to be handled through the company unless they have been authorized in advance by the Materials Purchasing Department. A company purchase order will be written to conform to company policy in dealing with vendors. The established credit of the company is for company purchases and is not intended for employee use.

PERFORMANCE REVIEW AND EVALUATION

The company has adopted an employee review policy that provides for the annual evaluation of an employee's performance. This process will include an evaluation of performance and compliance with company policies.

RAISES

RELCO strives to offer its employees competitive wages and salaries commensurate with its ability, resources and sound policy, and will continue to do so.

RELCO reserves the right to alter, modify or amend these policies in the best interest of the employees and the company. All new policies override previous ones, both verbal and written.

NOTIFICATION PROCEDURES

There is a notification policy dealing with inappropriate action or behavior on the part of any employee. This process is intended to inform you of the problem and the corrective action to be taken. **ALL injuries, incidents and near misses MUST be reported to your foreman or field supervisor and Human Resources immediately.**

The initial notices may be verbal based on the nature of the problem and progress to written form if the notice goes without corrective action or is of a serious enough nature to warrant a written warning.

It is our intention to notify employees of their failure to comply with policy or meet the quality standards. Failure to abide by this notification can result in suspension, a written notice or termination.

REPORTING REQUIREMENTS

There is a need to establish levels of communication between the employee and the company. This process has to do with accident and incident reporting, safety concerns, product safety sheets, vehicle and equipment maintenance, use and purchase of materials on the company's behalf along with time reporting.

It is the employee's responsibility to inform management of the time and locations at which they are working. Any employee falsifying payroll information is subject to immediate termination. Your supervisor will instruct you as to the nature and timing of the required reporting.

You may also be asked to keep records related to your time and the use of materials. This information is deemed critical to the operation of the business, and accurate timely information is needed.

Materials and supplies are major costs for the company. Employees should accurately record and report the use of all material used on each job site.

All work-related accidents must be reported to your supervisor and the office immediately. Failure to do so may result in loss of potential benefits. Any accidents involving the equipment or vehicles must have a damage report completed as soon after the accident as possible. The necessary forms are available from the office.

Safety concerns involving vehicles or equipment must be reported to the office along with a request for maintenance as soon as possible to protect our employees. It is the employee's responsibility to keep management informed of conditions that make your work place unsafe. This includes any hazardous situation or materials that are not being handled properly.

NOTIFICATION OF WORK INJURIES

All injuries that occur on the job must be reported to HR@gorelco.com and to your supervisor immediately. The supervisor must complete accident reports within twenty-four (24) hours of the accident/incident. Any accidents/incidents outside of the scope of work (i.e. stripping scrap materials for personal gain) will not be covered under the company's workers compensation insurance but must be reported to the office.

Failure to do so may result in a loss of benefit along with appropriate disciplinary action.

As part of the insurance follow-up, accident paperwork must include a review of the accident and circumstances to document how the injury occurred and how to prevent it in the future.

If you are injured and need emergency care, proceed to the nearest hospital. In cases where the injury is not medical threat, call the office to coordinate medical care through our workers' compensation coverage.

WINTER WEATHER COMMUNICATION PLAN

RELCO is committed to the safe arrival and departure of its employees each and every day. RELCO will remain open for business each working day unless it is clearly impossible to do so. Unusually severe weather, however, may require that operations be closed or delayed in the interest of travel safety.

The following RELCO Communication Plan will enable RELCO to communicate its operating status during a weather emergency. If RELCO is open, we expect our employees to make every reasonable attempt to show up for work.

In the event a severe winter storm is forecasted all RELCO employees will be notified by the below listed methods of communication should it be necessary to close for the day. Official announcements of closings or delayed openings will be communicated no later than 2 hours prior to the scheduled start of the shift.

1. **RELCO website: WWW.GORELCO.COM**
- Any closings or delayed openings will be posted at the bottom of the RELCO home page.
2. **RELCO Direct Phone: 508-230-8001**
- Outside of normal business hours our answering service will have closing information.
3. **Email & Text: Group Email and Text Notification**
- A group email and text list will send out notification to your personal or company email address and cell phone on file. If there are any changes to your email address or cell phone number it is necessary to contact the Human Resources Department to keep your contact information current. To do so please email HR@gorelco.com.

PLEASE NOTE: Service Department Personnel for all areas must still remain aware of calls coming into the service department from our customers in order to service them.

USE OF COMPANY PROPERTY

Company property is for the conduct of Company business. On a request only basis, the equipment may be used for personal reasons. This can only happen once permission has been cleared through management.

Company vehicles will be assigned to employees on an as needed basis. Company vehicles are for the granted use only. Consideration is given to the use of the vehicle and ability of the driver.

While using Company vehicles or machinery, all Company safety policies and practices will be followed. As instructed, the employee will maintain whatever documentation and records are required.

Transportation of other persons or property not associated with the Company is prohibited based on insurance company restrictions and limitations.

Anyone using Company equipment is expected to return the equipment in clean and good working order, fully fueled and ready for use.

MOBILE DEVICE USAGE, HANDS-FREE & DISTRACTED DRIVING POLICY

RELCO issues cell phones and mobile devices to company Associates who are required to maintain regular contact with the Company at all times. While these devices are necessary conveniences of the business world, we require that all RELCO Associates follow the policy below for their own safety and the safety of others.

All RELCO Associates with a company phone or mobile device, driving a company vehicle or operating company equipment or rentals are prohibited from using any hand-held mobile electronic device capable of providing voice or data communication while operating machinery, driving or while temporarily halted in traffic, at a stop sign or red light, or any other momentary delay. This includes placing or receiving calls, reading or composing text messages or emails, accessing the internet on a device, and inputting information into a Global Positioning System (GPS). Any activity which would cause drivers to take both hands off the wheel at the same time, or their mind entirely off the driving/operating responsibilities is prohibited.

This policy applies to all Associates whose job responsibilities include regular or occasional driving, operating company equipment/rentals or who are issued any company hand-held mobile electronic device or associates who use their personal electronic devices for business-related work.

Associates must pull over safely at a location where it is legal to do so, park and then place a call, return a call, compose, read, or answer a text or email, access the internet, or enter information into a GPS. **No mobile electronic device is to be used while driving or operating equipment/rentals with the exception of a GPS that has been programmed prior to driving.**

Associates who are charged with traffic violations, or cause accidents or injuries, resulting from their use of mobile electronic devices while driving or operating machinery will be solely responsible for all liabilities, fines, etc. that result, to the extent permissible under the law. Federal fines and penalties for using a hand-held mobile phone while driving a commercial vehicle can result in penalties ranging from \$2,750 to \$11,000 for drivers. Currently 48 states ban text messaging for all drivers. Massachusetts, New Hampshire, Rhode Island and Connecticut are just a few of the states that enforce the rule regarding hands-free driving.

As a representative of RELCO, mobile device users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over all mobile electronic devices.

Mobile electronic device use for personal matters is not permitted on the job site except during breaks or in the case of a work-related matter.

Individuals using their mobile electronic devices in violation of this policy will be required to leave the device in their vehicle or in the site office location during working hours. Violations of this policy may result in disciplinary action per RELCO's Progressive Discipline Policy, up to and including termination of employment.

BUSINESS MOBILE PHONE POLICY

RELCO has provided a mobile phone for your convenience in conducting business while away from the office. Because RELCO is concerned with the safety of its team members, his/her passengers, and the public at large we have instituted a policy to promote safe mobile usage. Please also refer to our cell phone/communication device usage and distracted driving policy in addition to this policy. This policy applies to:

- All business phone calls at any time.
- All personal phone calls during business hours.
- All business or personal phone calls while using a company-provided mobile phone at any time.

All employees, including authorized drivers of company owned vehicles, will acknowledge and abide by the following guidelines:

- The mobile phone will be used only by the designated employee.
- Personal phone calls should be limited.
- **All RELCO Associates with a company phone, driving a company vehicle or operating company equipment or rentals are prohibited from using any hand-held mobile electronic device capable of providing voice or data communication while operating machinery, driving or while temporarily halted in traffic, at a stop sign or red light, or any other momentary delay. This includes placing or receiving calls, reading or composing text messages or emails, accessing the internet on a device, and inputting information into a Global Positioning System (GPS). Any activity which would cause drivers to take both hands off the wheel at the same time, or their mind entirely off the driving/operating responsibilities is prohibited.**
- Associates must pull over safely at a location where it is legal to do so, park and then place a call, return a call, compose, read, or answer a text or email, access the internet, or enter information into a GPS. **No mobile electronic device is to be used while driving or operating equipment/rentals.** Allow voice mail to answer the phone until you pull over to a safe location to dial.
- **NEVER text or email while driving.**
- Never take notes or look up information while driving.
- **Phone use while driving or operating equipment/rentals is prohibited.**

DATA USAGE POLICY

Data is not unlimited with your cell phone. You should never be streaming any audio or video with your phone during work hours, **ever**. You can stream audio or video on your personal phone during non-work hours and with a WiFi connection only. **Use of company cell phones will be monitored closely.**

SOCIAL MEDIA POLICY

At RELCO, we understand social media can be a fun and rewarding way to share your life experiences and opinions with family, friends and co-workers. However, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about the use of social media, RELCO has established a Social Media Policy to provide guidance for employee use of Social Media.

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 or not associated or affiliated with RELCO, as well as any other form of electronic communication.

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 customers, suppliers, people who work on behalf of RELCO or RELCO's legitimate business interests may result in disciplinary action up to and including termination.

- Do not post any financial, confidential, sensitive or proprietary information about RELCO or any of our clients.
- Speak respectfully about our current, former and potential customers, partners, employees and competitors. Do not engage in behavior that will reflect negatively on your or RELCO's reputation, or that of RELCO vendors and business partners.
- Be aware that you are responsible for the content you post and that information remains in cyberspace forever.
- Use privacy settings when appropriate. Remember, the internet is immediate and nothing posted is ever truly private nor does it expire.
- If you see unfavorable opinions, negative comments or criticism about RELCO, forward this information to our Human Resources Department and/or supervisor so that we may take appropriate action.
- If you are posting to personal networking sites and are speaking about job related content or about RELCO, use a disclaimer to make clear that these views are not reflective of the views of RELCO. *"The opinions expressed on this site are my own and do not necessarily represent the views of Reilly Electrical Contractors, Inc. 'RELCO'."*
- Be respectful of others. Think of what you say online in the same way as statements you might make to the media, or emails you might send to people you don't know. Stick to the facts, try to give accurate information, and correct mistakes right away.
- Posting obscenities, slurs or personal attacks can damage both your reputation as well as RELCO's.
- Do not infringe on copyrights or trademarks. Do not use images without permission and remember to cite where you saw information if it's not your own thoughts.
- Be aware that you are not anonymous when you make online comments. Information on your networking profiles is published in a very public place. Even if you post anonymously or under a pseudonym, your identity can still be revealed and remains in cyberspace forever.
- If contacted by the media, please refer them to the President of RELCO.

If you have any questions about this policy or a specific posting on the web, please contact Human Resources. As stated above, the purpose of this policy is to protect the RELCO brand and prevent disclosure of confidential information. It is not RELCO's intent to interfere with its employees' legal rights. Whenever state or federal law governs an area of social media participations, RELCO policies should be interpreted as to comply with them.

TERMINATION OF EMPLOYMENT

Regardless of the circumstances all terminations will be documented and clearly explained. A record and account of the circumstances will be maintained in the employee's personnel file.

- Voluntary Termination - if an employee chooses to leave the company they will receive a final paycheck up to the time of termination. Only vacation time accrued and the actual time worked will be paid for a voluntary termination.
- Involuntary Termination – if an employee is dismissed they will receive a final paycheck up to the time of termination. Only vacation time accrued and the actual time worked will be paid for an involuntary termination.

Terminations may result from repeated unsatisfactory work performance, gross negligence in your duties or in the care of company property, violation of a stated company policy and specific actions set out in this handbook.

CHANGE OF ADDRESS OR STATUS

In order to keep your personnel records accurate at all times, all changes in status which may affect your tax exemptions and insurance: births, deaths, marriage, change in beneficiary, etc. should be reported to the Human Resource Department promptly HR@gorelco.com.

It is especially important to notify the Human Resource Department of any change in your address or telephone number. This will enable us to reach you or your family in the event of an emergency.

GRIEVANCE PROCEDURE

An employee should discuss with his/her immediate supervisor any problem having to do with working conditions, co-workers, unfair treatment or unsatisfactory equipment operation and safety.

It is the employees' responsibility to bring issues and complaints to the attention of a supervisor. If no satisfaction can be obtained from that source or the explanations are felt to be inadequate, the employee should contact the Human Resources Department.

VI. RELCO VEHICLE FLEET SAFETY POLICY

The purpose of this Policy is to ensure the safety of those individuals who drive RELCO company vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, RELCO endorses all applicable state motor vehicle regulations relating to driver responsibility. RELCO expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

RELCO **employees under 21 years of age are strictly prohibited from driving RELCO vehicles**. This policy also pertains to vehicles which are leased, rented or owned by RELCO.

Any RELCO employee driving a RELCO vehicle or a RELCO leased/rented vehicle, must have a valid, unblemished driver's license.

Any RELCO employee driving a RELCO, or a RELCO leased/rented vehicle, must be properly certified and trained on the vehicle or equipment which they are operating.

All keys and registrations to RELCO vehicles, must be properly managed by the group supervisor of each individual vehicle.

DRIVER SAFETY RULES

- You must carry a valid/current driver's license on your person at all times.
- Vehicle must be maintained in a safe working order.
- The use of a company vehicle while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- All drivers and passengers operating or riding in company vehicles must wear seat belts, even if air bags are available.
- No unauthorized personnel (e.g. Hitch-hikers) are allowed to ride in company vehicles.
- All loads are properly secured to they will not shift during transporting them. Also make sure the appropriate size vehicle is being used determined by weight and vehicle limitations. (see manufacturers limitations)
- Drivers are responsible for the security of Company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- Head lights shall be used 1/2 hour after sunset and 1/2 hour before sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be seen clearly.
- Observance of all clearance signs (i.e. low bridges, drive thru, etc.) must be followed as posted. Be aware of the height of the vehicle you are driving.
- All other state laws, local laws, or D.O.T. Motor Carrier Safety Regulations must be obeyed, if not the fines will be at your own expense.
- Adhere to all parking rules and regulations. Parking tickets will not be tolerated.
- **Phone/mobile device use while driving or operating equipment/rentals is prohibited.**
- **Notice of license suspension must be provided to RELCO immediately.**

DEFENSIVE DRIVING RULES

- Drivers are required to maintain a safe following distance at all times. To estimate your following distance, pick a stationary object ahead of you. As the vehicle in front of you passes the object, begin counting 1001, 1002, 1003, etc. until you reach the same object. This counts the number of seconds between you and the vehicle ahead of you.
 - Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four-seconds.
 - Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo; and at least four-seconds when fully loaded. Following distance should also be increased when adverse conditions exist.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 MPH.
- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a stale green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.
- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
 - Check behind your vehicle. Operators of heavy trucks should walk around their vehicle before backing and/or have someone guide you.
 - Back to the driver's side. Do not back around a corner or into an area of no visibility.

WHAT TO DO IN CASE OF AN ACCIDENT

In case you are involved in a accident with a company vehicle, no matter how small, please follow the following procedures:

- Call for Medical Aid if necessary
- Secure accident scene – pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
- Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a telephone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Obtain all pertinent information:
 - License numbers of other drivers.
 - Insurance company names and policy numbers of other vehicles.
 - Make, year, and model of other vehicles.
 - Date and time of accident
 - Overall road and weather conditions
- Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Do not discuss the accident with anyone at the scene except the police. Do **NOT** accept any responsibility for the accident. **DO NOT** argue with anyone.
- Provide the other party with your name, address, telephone number, driver's license number, and insurance information.
- Immediately report the accident to Joe Fannon (508) 535-2917 jfannon@gorelco.com and John Burns 508-535-2949 jburns@gorelco.com

COMPANY VEHICLE REPAIRS

You are ONLY authorized to have oil changes and inspection stickers when required.

- Any and all other repairs must be submitted to John Burns jburns@gorelco.com 508-535-2949 for his approval directly to the repair shop.

VEHICLE MAINTENANCE

Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.

- Registration and Inspection is the responsibility of the assigned driver.
 - Drivers of D.O.T. regulated vehicles are required to inspect their vehicle prior to usage, documenting and notifying the company mechanic of deficiencies found.
 - In addition to inspections required by law for passenger vehicles, **routine inspections of critical items, such as brakes, lights, tires, tire pressure, oil level, wipers, etc., must also be completed by drivers of passenger vehicles.**
- The vehicle should be cleaned (interior & exterior) regularly to help maintain its good appearance for you and the Company. A clean vehicle makes a good impression on customers.
- The vehicle manufacturer's maintenance schedule should be referenced and closely following regarding recommended maintenance intervals.

VII. SEXUAL HARASSMENT POLICY

INTRODUCTION OF POLICY

It is a goal of this company to promote a workplace that is free of sexual harassment. Sexual harassment occurring in the workplace or in any other settings relating to your employment is unlawful and will not be tolerated by this company.

Allegations of sexual harassment will be taken seriously and responded to promptly. If inappropriate behavior or conduct has taken place the company will act swiftly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate. Any form of retaliation in the investigation of a complaint is unlawful and will not be tolerated.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

In general, sexual harassment is defined as any unwelcome advances, sexual remarks or requests for sexual favors. Any physical contact or verbal conduct of a sexual nature will also be considered sexual harassment when:

- a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- b) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied request by any company employee for sexual favor in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

Retaliation against an individual who has complained about sexual harassment, and retaliation against individuals cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by this company.

COMPLAINTS OF SEXUAL HARASSMENT

If any employee believes that he or she has been subject to sexual harassment, the employee has the right to file a complaint with the management or ownership of the company. This may be done verbally or in writing to HR@gorelco.com; 14 Norfolk Ave., Easton, MA 02375 or telephone number 508-230-8001.

The complaint will be investigated promptly and conducted in such a way as to maintain confidentiality to the extent practicable.

SEXUAL HARASSMENT INVESTIGATION

The company has the responsibility to thoroughly investigate any complaint or allegation of sexual harassment. This will be done through private interviews of the parties involved and any witnesses to the conduct.

Once the investigation is complete, the company will act promptly to eliminate the offending conduct, and to take the appropriate disciplinary action to remedy the situation.

SEXUAL HARASSMENT DISCIPLINARY ACTION

If it is determined that inappropriate conduct has been committed by a company employee, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment.

Our response may include such other forms of disciplinary action as deemed appropriate under the circumstances. This action will take into account any retaliation or inappropriate action against the employee making the complaint.

VIII. ANTI-HARASSMENT POLICY

RELCO is committed in all areas to providing a work environment that is free from discrimination and harassment.

Harassment based on race, color, sex (including pregnancy), gender identity, sexual orientation, religion, national origin, age, veterans status, disability, or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

STATE AND FEDERAL REMEDIES

The employee also has the right to contact regulatory agencies to deal with this type of complaint. Those agencies are:

The Massachusetts Commission Against Discrimination (“MCAD”)

One Ashburton Place, Room 601

Boston, MA 02108

617-994-6000 Email: mcad@mass.gov

Springfield Office:

436 Dwight Street

Second Floor, Room 220

Springfield, MA 01103

413-739-2145

The United States Equal Employment Opportunity Commission (“EEOC”)

John F. Kennedy Federal Building

15 New Sudbury Street, Room 475

Boston, MA 02203

800-669-4000

New Hampshire Commission for Human Rights

2 Industrial Park Drive, Bldg. One

Concord, NH 03301

603-271-2767 Email: humanrights@nh.gov

Maine Human Rights Commission

51 State House Station

Augusta, ME 04333

207-624-6290

Rhode Island Commission for Human Rights

180 Westminster Street, 3rd Floor

Providence, RI 02903

401-222-2661

EQUAL EMPLOYMENT OPPORTUNITY POLICY

RELCO provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics. In addition to federal law requirements, RELCO complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

RELCO expressly prohibits any form of workplace discrimination or harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of RELCO's employees to perform their expected job duties may result in discipline up to and including discharge.

WORKER WELFARE POLICY

RELCO firmly believes in supporting and protecting the health, safety, welfare, security and dignity of each worker on its projects. Ethical recruitment and employment practices, as well as safe and healthy working conditions are critical elements to our way of delivering work. We recognize that welfare arrangements and quality work environments not only improve workers' health and well-being, but also enhance performance efficiency, and health and safety compliance.

The company will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability, because he or she is a protected veteran or any other legally protected category. It is also the policy of RELCO to take affirmative action to employ and to advance in employment, all persons without consideration of protected category and to base all employment decisions only on valid job requirements. RELCO's workers are not subject to forced or involuntary labor, are recruited and employed utilizing ethical principles, and are treated with respect and fairness. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training and working conditions at all levels of employment.

RELCO is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on the following legally protected characteristics: race, color, religion, creed, sex, sexual orientation, gender identification, pregnancy or related medical conditions, age, national origin or ancestry, physical or mental disability, protected veteran status, genetic information, union affiliation, or any other consideration protected by federal, state or local laws. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

NOT A CONTRACT

This handbook is not now or was ever intended to be a contract of employment binding or non-binding. The material supplied is for informational purposes only and is a source of general information concerning the company's policies, procedures and work rules as they exist at the time presented. The policies and procedures expressed are subject to change with or without notice.

The company reserves the right to take any disciplinary action including suspension or termination in all cases it deems appropriate.