



# **HWC Engineering, Inc.**

## **EMPLOYEE HANDBOOK**

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## **1.0 Preface**

### **1.1 Welcome**

We would like to take this opportunity to welcome you to HWC Engineering (HWC). You have joined an organization that works very hard to preserve a reputation of excellence. At HWC, we have made a commitment to create a positive work environment for each employee. We want each of our employees to feel that they can come to us at any time with their positive suggestions about HWC as well as any issues and concerns. Our doors are always open to our employees.

As an employee of HWC, referred to throughout this document as either HWC or the Firm, we hope your positive attitude and efficient performance will help strengthen the commitment we have toward our customers. We are glad to have you as an employee, we look forward to the personal contributions we know you will make and we encourage you to become a participant in the future of our business.

Please take the time now to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Company reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

Please understand that no employee handbook can address every situation in the work place. Our Employee Handbook is simply the Firm's policies written into a usable guidebook for our employees. This document outlines the Firm's policy toward various phases of our employee-employer relationships. The policies and procedures contained in this handbook constitute management's guidelines only and are not to be interpreted as a contract between the Firm and any of its employees. The Firm reserves the right to modify or delete any of the portions contained herein at any time. We hope these written policies aid us in consistently achieving a fair interpretation, and equitable management of our employees. If you ever have questions about your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact Human Resources.

We wish you success in your employment here at HWC!

All the best,

Ed Jolliffe

President

## **1.2 *At-Will Employment***

Your employment with the Company is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the company at any time, with or without notice and with or without cause.

Nothing in the employee handbook or any other Company document should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or of any other guarantee of continued benefits or employment. Only the President has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the President.

## **2.0 Introductory Language and Policies**

### **2.1 *About the Company***

HWC Engineering was founded in 1989 by David Hannum and Ralph Wagle in Terre Haute, Indiana. The company was known as Hannum and Wagle Engineering. Both David and Ralph were Professional Engineers (P.E.'s) and graduates of Rose-Hulman Institute of Technology. Their plan for the firm was to target municipalities and bolster the design/build arm of their partner company, C.H. Garmong and Son, Inc. David's experience as Garmong's President and Ralph's experience as the City Engineer for Terre Haute contributed to HWC's early success.

#### **1990's**

Michael Cline, P.E., partnered with Hannum and Wagle in 1995 and the firm became known as Hannum Wagle & Cline Engineering. Michael's expertise in municipal water, wastewater and storm water disciplines helped position HWC as one of the leading environmental engineering firms in the state.

HWC experienced rapid growth over the decade employing over 50 people in a two-state area. HWC added offices in Indianapolis and Scottsburg Indiana as well as Tuscola, Illinois.

#### **2000-2005**

**2000, 2001 & 2004** – HWC was named one of Indiana's Top Growth 100 Companies and recognized as an organization with "high growth and high potential" by Indiana University Kelley School of business.

**2004** – HWC opened an office in downtown Lafayette, Indiana.

**2005** – HWC was recognized as a finalist for the 2005 Indiana Entrepreneurial Award of Distinction for their growth, innovation and willingness to take calculated risks.

#### **2006-2010**

**2007** – HWC's professional corporate staff exceeded 55 people across the four offices.

**2007** – HWC earned its second Honor Award from the American Council of Engineering Companies (ACEC) Indiana for Jasonville's Wastewater System Improvements.

**2007** – HWC was recognized as a national finalist in ACEC's 2007 Engineering Excellence Awards program.

**2008** – Michael Cline was appointed Chair of the 2008-2009 ACEC National Environment and Energy Committee.

**2009** – Ed Jolliffe joined the firm as President of HWC.

## **2011-Present**

**2011** – HWC acquired Floyd E. Burroughs & Associates and an office in Noblesville, Indiana. The firm expanded services to include specialized transportation engineering, including bridges and small structures.

**2012** – HWC ranked 18th on the Indianapolis Business Journal's list of Largest Indianapolis-Area Engineering Firms. HWC's corporate staff exceeded 70 people in five offices.

**2013** – A management group led by President and CEO Ed Jolliffe and Executive Vice President Terry Baker acquired majority interest in HWC Engineering. The management group's vision for the company was that it would be majority-led by Jolliffe and owned by a number of partners and several associate partners.

**2014** – HWC ranked 15th on the Indianapolis Business Journal's list of Largest Indianapolis-Area Engineering Firms.

**2014** – HWC received the White River Alliance Award for Excellence in Sustainable Design or Construction in the Built Environment for the Village Promenade in Muncie, Indiana.

**2014** – HWC grew to over 85 employees.

**2015** – HWC received two State Finalist Awards for Engineering Excellence from the ACEC of Indiana for Seashore Waterpark in Lebanon, Indiana and the Village Promenade in Muncie, Indiana.

**2016 & 2017** – HWC was named one of Indiana's Best Places to Work in Indiana by the Indiana Chamber of Commerce.

## **2.2 Ethics Code**

HWC will conduct its business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices.

We expect that officers, directors, and employees will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about our Company or operations, or that of our customers or partners, is to be treated with discretion and only be disseminated on a need-to-know basis (see policies relating to privacy).



Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

### **2.3 *Mission Statement***

The mission of our company is to provide a full-service design firm working to deliver creative solutions for our customers in both public and private sectors through our expertise in water, wastewater, stormwater, transportation, inspection, site engineering, survey, landscape architecture and planning.

### **2.4 *Company Facilities***

Floor plans, phone lists and amenities will be provided to employees at orientation and as needed afterwards.

### **2.5 *Revisions to Handbook***

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including Company policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as it determines to be in its best interest. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook. HWC may notify employees of such changes via email or by other means; but may, at its discretion, make changes at any time, with or without notice and without a written revision of the handbook.

## **3.0 Hiring and Orientation Policies**

### **3.1 EEO Statement and Nonharassment Policy**

#### **Equal Opportunity Statement**

HWC is committed to the principles of equal employment and to complying with all federal, state, and local laws providing equal employment opportunities, as well as all other employment laws and regulations. It is our intent to maintain a work environment which is free of unlawful harassment, discrimination, or retaliation related to individuals or groups protected by law. These individuals or groups are protected because of their age (40 and over), race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Company's Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the Company's Equal Employment Opportunity Policy.

We are all responsible for upholding the Company's Equal Employment Opportunity Policy and any claimed violations of that policy should be brought to the attention of your manager and/or human resource personnel.

#### **Policy Against Workplace Harassment**

HWC has a strict policy against all types of workplace harassment, including sexual harassment and other forms of unlawful workplace harassment involving individuals or groups protected by law. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

#### **A. Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably

interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment are provided below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual natures; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to HWC or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements; (j) viewing or distributing pornographic material on company time or around other employees.

## **B. Other Harassment**

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age (40 and over), race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on the Company's premises, or circulated in the workplace; and (c) a display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

## **Reporting Discrimination and Harassment**

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify their manager, Human Resources manager, or other manager at the Company.

HWC prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

### **3.2 Disability Accommodation**

HWC complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who inform the Company of a physical or mental disability requiring accommodation in order for them to perform the essential functions of their jobs should inform Human Resources or their manager of this so that we can together discuss what accommodations are available and appropriate.

Procedure for reasonable accommodation requests:

- Employee advises Human Resources or employee's manager of the need for accommodation.
- Employee completes a Request for Accommodation form and gives it to his or her manager.
- The accommodation request will be discussed with the employee and the employee's manager.
- The employee may be required to provide documentation supporting a disability, including medical certification.

If a reasonable, appropriate accommodation is readily available, the request will be approved and the accommodation implemented.

If an accommodation is not readily ascertainable, the matter will be pursued further with assistance from appropriate external resources.

The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that HWC will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations -- including other employees -- when determining a reasonable accommodation. Generally, such reasonable accommodation requests shall be implemented unless it creates an undue hardship for the company.

### **3.3 Religious Accommodation**

HWC is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs causes a deviation from HWC's dress code, schedule, basic job duties, or other aspects of employment. The Company will consider the request

but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that the Company will consider are cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. Generally, HWC will grant religious accommodations unless it creates an undue hardship on the conduct of business. At no time will the Company question the validity of a person's belief.

Anyone desiring a religious accommodation should notify Human Resources.

### **3.4 *Posting of Openings***

HWC desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. As positions become available, management may, at its discretion, either directly promote or transfer a qualified employee of the Firm. New job openings generally will be posted on the Company Internet site.

To apply for a position, an employee should email the hiring manager and Human Resources to request an interview. Human Resources may arrange interviews at the discretion of the Firm.

### **3.5 *Conflicts of Interest***

HWC Engineering, Inc. is concerned with conflicts of interest that create actual or potential job related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. Any actual or potential conflict of interest between an employee of the Company and a competitor, supplier, distributor, or contractor to the Company, must be disclosed by the employee to [Human Resources]. If an actual or potential conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

### **3.6 *Employment of Relatives and Friends***

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise which could compromise supervision, safety, confidentiality, security, and morale at the Company. It is your obligation to inform the Company of any such potential conflict so the Company can determine how best to respond to the particular situation.

#### **Close Relatives**

HWC is committed to hiring and retaining highly qualified people. At the same time, we recognize that hiring and retaining close relatives of currently employed personnel might raise serious questions regarding the objectivity, or appearance of objectivity, of the hiring decision, work assignments, performance appraisals, and other employment decisions despite qualifications. Accordingly, as a general rule, we discourage close relatives of current employees from applying for any available openings. Moreover, HWC may not employ close relatives if such employment results, or may result, in such

individual being placed in a position under, or having supervisory influence over (actual or perceived), a relative or partner. Employees who are married to each other, or live together in a spousal relationship though not married, generally may not work in the same department. However, all employment decisions shall be administered on a case-by-case basis.

For the purposes of this policy, a close relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, specifically including spouses, parents, children, grandparents, brothers, etc.

### **3.7 Job Descriptions**

HWC attempts to maintain a job description for each position. If you do not have a copy of a current job description you should request one from your manager. Job descriptions prepared by HWC serve as an outline only. Due to the needs of business, you may be required to perform job duties not within your written job description. Furthermore, the Company may have to revise, add to, or delete from your job duties according to company needs. On occasion, the Company may need to revise job descriptions with or without advance notice to the employee.

If you have any questions regarding your job description, or the scope of your duties, please speak with your manager or Human Resources.

### **3.8 Employment Authorization Verification**

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on the first day of employment. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, please inform your manager.



## **4.0 Wage and Hour Policies**

### **4.1 Introduction**

An employee's pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, please speak with your manager or Human Resources.

### **4.2 Pay Period**

The standard pay period is biweekly for all employees. Pay dates are every other Friday. There are 26 pay periods each year. Should any pay period fall on a holiday, you will be paid on the preceding workday.

### **4.3 Paycheck Deductions**

The Company is required by federal, state, and certain local laws to withhold certain deductions from your paycheck. This includes income and unemployment taxes, and FICA contributions (Social Security and Medicare) as well as any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

Contact Human Resources for any questions about your paycheck.

### **4.4 Direct Deposit**

All employees are required to participate in direct deposit. Each employee will designate bank account(s) where the bi-weekly deposits will be made. Paperwork for direct deposit is supplied at new employee orientation or by request afterwards.

No payroll advances are permitted.

### **4.5 Recording Time**

All employees of the Company are required to enter their hours worked accurately on the time tracking system. For both non-exempt and exempt employees, the accurate entry of hours worked in the time tracking system is necessary to ensure the proper billing of clients for work performed. For non-exempt employees, the accurate entry of hours worked in the time tracking system is necessary for determining the non-exempt employees' compensation on an hourly basis. For exempt employees, the accurate entry of hours worked in the time tracking system is not necessary for determining the exempt employees' compensation on a salary basis, but is necessary for determining

whether eligible exempt employees may be awarded a discretionary bonus based on recorded hours in excess of 40 hours in a given work week.

Employees need to report errors on timesheets immediately to their managers. Time should be recorded daily. The recorded time must show jobs the employee worked on, including the job number, task, labor code and hours worked.

Time sheets shall be submitted to direct managers no later than 10:00 a.m. on Monday immediately following the end of the pay period. Managers will review and approve all submitted timesheets by Noon on Mondays.

Do not complete the time sheet of any other employee or request that they do so for you. Please be sure to indicate your days off. Any changes to your time must be approved by your manager.

Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

Employees are required to notify Human Resources of any pay discrepancies, unrecorded or mis-recorded work hours on their paystubs.

#### **4.6 Comp Time**

Employees who have scheduled PTO during a work week that end up working hours in addition to their regularly scheduled work hours during the same work week may be entitled to substitute those additional work hours for some or all of the previously scheduled PTO. This arrangement must be approved in advance by the employee's manager. The substitution of additional hours worked for scheduled PTO can only be applied to a week in which the additional hours were worked and cannot be applied from one workweek to the next.

*Example:* An employee was scheduled to have 2 days off in a workweek (16 hours). The employee had to work 32 hours total during the week. Instead of using all 16 hours of PTO, the manager allowed the employee to use only 8 hours as PTO.

On occasion, an employee may request to leave work early or arrive late and make up their time during the work week. This arrangement must be approved in advance by the employee's manager. The time must be made up within the week it was missed. It cannot be made up the following week to balance the two-week pay period to a total of 80 hours.

#### **4.7 Travel Time Pay**

Some nonexempt positions within HWC require travel. HWC pays nonexempt employees for travel time in accordance with federal and state law.



#### **4.8 Overtime Authorization**

All overtime for nonexempt employees must be approved in advance, in writing, by your manager. Workweeks are Monday through Sunday.

If you are a nonexempt employee, you may qualify for overtime pay at 1.5 times your hourly rate for hours worked over 40 hours in a workweek.

At certain times the Company may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Holidays and PTO days do not count as time worked for computing overtime.

#### **4.9 Job Abandonment**

If an employee fails to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, he or she will be considered to have abandoned his or her job and voluntarily resigned from the company.

#### **4.10 Travel Expenses**

The purpose of this policy is to define employee travel rules and the authority for incurring and approving travel expenses.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Company business trips. Company travel is limited to business activities for which other means of communication is inadequate and for which prior approval of the employee's manager has been received.

##### **Advances**

The Company does not provide cash travel advances. Employees are expected to use personal credit cards and/or their own cash and submit their approved expenses on the standard Expense Report Form.

##### **Travel Expenses**

The Company pays the actual amounts incurred for appropriate expenses when employees are on travel assignments. Examples of typical expenses include the following:

- Airline tickets
- Meals and lodging
- Car rental, bus, taxi, parking
- Fax
- Business supplies and services (i.e. wireless connections)
- Associated gratuities

- Other expenses necessary to achieve the business purposes

### **Non-Reimbursable Expenses**

- In-room services
- Dry-cleaning
- Movies
- Service bars
- Telephone charges

### **Family Members**

The Company will only pay the travel expenses of spouses or other family members when their presence is necessary to the business purpose of the trip and when approved in advance in writing by the President.

### **Air Travel**

Employees are to use economy or tourist class airfares when traveling on Company business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two Company officers should travel together on the same flight.

### **Insurance**

The Company does not pay for personal travel insurance for employees.

### **Rental Cars**

Employees are to use rental firms having existing relationships with the Company and, where feasible, have negotiated discounts rates. Reasonable transportation available is to be used.

### **Personal Vehicles**

All employees using their own vehicle for business purposes must maintain insurance coverage as required by law. Travel between the employee's home and primary office is not considered to be business travel. Employees will be reimbursed for vehicle use at HWC's allowable mileage rate. The Firm is not responsible for any damages to personal vehicles, property or persons when employees use their own vehicles on firm business. The President must authorize any deviation from this policy.

### **Employee Reporting**

Employees are to report their approved expenses on the standard Expense Report Form and must include a description of the expense, its business purpose, date, place, applicable job number and the participants.

#### **4.11 Business Expenses**

The purpose of this policy is to define approved non-travel employee business expenses and the authority for incurring and approving such expenses.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal Company procurement processes.

##### **Business Meetings (Company-Sponsored Events and Meetings)**

The Company pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Company employees. The most senior Company employee present is to pay and report all expenses.

##### **Entertainment**

The Company pays for entertainment expenses only when they clearly benefit the Company and include customers and are promotional in nature. The most senior Company employee present is to pay and report all expenses.

##### **Technical and Training Seminars**

The Company pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by the employee's manager and appropriate management.

##### **Events**

Business expenses including but not limited to golf outings, sponsorships, political functions, etc. must be approved prior to participation by a Firm Principal.

##### **Client Entertainment (Meals)**

All meals with prospective clients, current clients or government officials must be reasonable cost and require receipts and documentation as to names and titles of the people entertained and business purpose including detailed items discussed. Lavish meals are not allowed. Meals for fellow employees will not be reimbursed unless a client or government official is present. Tipping for meal service shall be at the employee's discretion, but not exceed a 20% maximum depending on the acceptability of service.

##### **Gifts**

Employees may present gifts only under exceptional circumstances and with prior approval of the appropriate Company officer. The Company does not reimburse cost over \$25 for business gifts.

## **Other Expenses**

The Company will pay for postage and telephone expenses that are for business purposes.

## **Employee Reporting**

Employees are to report their approved expenses on the standard Expense Report Form and must include a description of the expense, its business purpose, date, place, and the participants.

### **4.12 Use of Company Credit Cards**

Every employee in the possession of a Company issued credit card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card. Company credit card purchases related to Company vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Company credit card purchases for vehicle use over \$100 must receive prior approval from your manager.

All sales receipts generated by use of the Company credit card must be turned in to your manager along with any appropriate documentation. Company credit cards are not to be used for personal reasons. Use of the company credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a Company issued credit card will be the cardholder's responsibility. Any such purchase will be reimbursed to the company by the employee within 30 days.

Lost or stolen Company issued cards must be reported immediately to your manager. Failure to follow this policy may result in disciplinary action up to and including discharge.

Managers are responsible for letting Human Resources know if their employees have a company credit card prior to the employee's termination. Human Resources will ensure the card is collected and cancelled.

## **5.0 Performance, Discipline, Layoff, and Termination**

### **5.1 Performance Improvement**

HWC will make efforts to periodically review your work performance. The performance improvement process will take as business needs dictate. You may specifically request that your manager assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed.

Performance improvement plans may be either verbal or written. Managers should provide the following information to employees needing improvement:

- Areas of concern
- How employees do not meet expectations
- Goals for employee's continued improvement
- General timeframe to accomplish goals
- Resources employees can utilize to help achieve desired goals

Managers must request a confirmation statement from employees via email to ensure employees understood the verbal or written performance improvement plan.

A positive job performance review does not guarantee a pay raise or continued employment. Company pay raises and promotions are based on numerous factors, only one of which is job performance.

### **5.2 Promotions**

In an effort to match you with the best job for you and to meet the business needs of the Company, you may be transferred from your current job. It is the Company's policy to promote from within the Company only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job.

### **5.3 Pay Raises**

Depending on the Company's financial health and other factors, efforts will be made to give pay raises consistent with Company profitability, job performance, and overall economic indicators. HWC may also make individual pay raises based on merit or due to a change of job position.

### **5.4 Transfer**

HWC may transfer your employment from one position to another with or without notice, as required by business needs, or upon request by an employee and management approval.

## **5.5 Workforce Reductions (Layoffs)**

If necessary based upon the needs of the business, management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for management and employees alike, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

Seasonal layoffs may occur on occasion for positions that coincide with the construction season. Efforts will be made to utilize employees in other areas of need prior to a seasonal reduction in workforce. HWC will attempt to provide as much notice to employees as possible.

## **5.6 Standards of Conduct**

HWC wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all of our employees, clients, customers, and other stakeholders. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at this Company, you agree to follow the Company's rules.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit the Company's right to discipline or discharge employees for any reason permitted by law. In fact, while we value our employees, the Company retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances
- Being under the influence of alcohol during working hours on Company property (including Company vehicles), or on Company business
- Inaccurate reporting of the hours worked by you or any other employee
- Providing knowingly inaccurate, incomplete or misleading information when speaking on behalf of the Company or in the preparation of any employment related documents including, but not limited to, job applications, personnel files, employment review documents, intra-Company communication or expense records
- Taking or destroying Company property
- Possession of potentially hazardous or dangerous property [where not permitted] such as firearms, weapons, chemicals, etc., without prior authorization

- Fighting or attempting to injure others, disorderly conduct or out-of-control horseplay
- Threatening, intimidating, coercing or interfering with fellow employees or managers
- Harassment (as defined in our EEO policies) of, any fellow employee, vendor, or customer
- Violation of HWC's non-discrimination policy
- Disclosure of Company trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors
- Refusal or failure to follow directions or to perform a requested or required job task
- Refusal or failure to follow safety rules and procedures
- Excessive tardiness or absences
- Irregular attendance or undependability
- Smoking in non-designated areas
- Working unauthorized overtime
- Failure to dress according to Company policy
- Use of obscene or harassing (as defined by our EEO policies) language in the workplace
- Immoral conduct or indecency in the workplace
- Viewing, displaying or transmitting sexually explicit materials
- Sleeping, wasting time or loitering on premises during scheduled work hours
- Neglect of duty, incompetence, or failure to attain a satisfactory job performance, either in quantity or quality of work
- Outside employment which interferes with your ability to perform your job at this Company
- Other than approved office pools, Gambling on Company premises
- Lending keys or keycards to Company property to unauthorized persons
- Excessive, unnecessary, or unauthorized use of the Firm's supplies, materials and equipment including but not limited to computers, Internet, etc. particularly for personal purposes.

Nothing in this policy is intended to limit employee rights under the National Labor Relations Act



## **5.7 Criminal Activity/Arrests**

Involvement in criminal activity, whether on or off Company property, during employment may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

## **5.8 Drug and Alcohol Policy**

HWC considers drug and alcohol abuse a serious matter which will not be tolerated. The company absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, intoxicating drugs, alcohol, controlled substances, prescription drugs not medically authorized, or any drugs causing impairment while at their job, on Company property, while on work time, or traveling to or while on a job site.

Therefore, it is the Company's policy that:

1. Employees shall not report to work under the influence of substances previously mentioned.
2. Employees shall not possess or use substances previously mentioned while on company property or on company business.
3. The use of alcohol by employees while attending Firm-sponsored business or social functions, or otherwise representing the Firm off Firm premises may be permitted but only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, the employee's job performance, or the Firm's regard or reputation in the community.

The Company also cautions against use of prescribed or over-the-counter medication which can affect an employee's ability to perform his or her job safely or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor.

Employees must have a valid prescription for any prescription medication used by employees while working for the Company. Please inform your manager prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If the



Company determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

A violation of this policy will result in disciplinary action up to and including termination of employment.

HWC may assist its employees who seek treatment or rehabilitation for drug or alcohol dependency. The company may consider continued employment as long as the employee adequately addresses continued concerns regarding safety, health, production, communication, or other work-related matters. Employees may also be required to obtain a medical clearance, agree to random testing and a "one-strike" rule as a condition of continued employment.

The Firm reserves the right to test any or all existing employees randomly and prospective new employees for use of illegal drugs and controlled substances. Applicants who refuse to complete the necessary paperwork and test or who test positive on the drug screen shall not be offered employment.

### **Americans with Disabilities Act**

HWC must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

If you have any questions, you may contact the Human Resources Department.

### **5.9 Disciplinary Process**

Violation of Company policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at will" basis.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your manager will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Company is concerned with consistent enforcement of our policies, the Company is not

obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure.

### **5.10 Problem-Solving Procedure**

We strive to provide a comfortable, productive, legal, and ethical work environment. To this end, the Company wants you to bring any problems, concerns, or grievances you have about the work place to the attention of your manager and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its employees, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of your manager at a time and place that will allow the manager to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your manager. If you have discussed this matter with your manager before and do not believe you have received a sufficient response, or if you believe your manager is the source of the problem, we request you present your concerns to Human Resources or upper level management. Please indicate what the problem is, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

### **5.11 Outside Employment**

Outside employment which creates a conflict of interest or which affects the quality or value of your work performance or availability at the Company is prohibited. The Company recognizes that employees may seek additional employment during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the employee's ability to effectively perform his or her duties. Any conflicts should be reported to your manager. Failure to adhere to this policy may result in discipline up to and including termination.

### **5.12 Exit Interview**

You may be asked to participate in an exit interview when you leave the Company. The purpose of the exit interview is to provide management with greater insight into employee relations. Your cooperation in the exit interview process is appreciated.

### **5.13 Post-Employment Reference Policy**

The Company policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation. Please forward any requests for employment verification to Human Resources.

All references are to be given by Human Resources only.

If the former employee is requested to provide a prospective employer with additional information by way of reference, the employee must sign a form that holds the Company and the prospective employer harmless from any claims related to any information provided in response to that reference. Please contact Human Resources for the release form.

## **6.0 General Policies**

### **6.1 *Driving for Company Business***

#### **Driving Record**

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and acceptable driving record. The Company may run a motor vehicle department check to determine an employee's driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions, must be reported to the Company.

#### **Automobile Safety**

HWC places great significance on safety while driving motor vehicles in the course of conducting company business. Drivers are expected to wear safety belts and abide by all traffic and parking laws, ordinances and regulations. HWC will not be responsible for paying any fines or court costs for employee violations. Employees must avoid distracted driving and only use hand-free devices when using cell phones. Texting while driving is strictly prohibited.

#### **Insurance**

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. Employees using their own vehicle as a part of their employment duties must provide management with a current proof of insurance statement or card. A new proof of insurance is required every time your policy expires and renews.

#### **Using Personal Vehicles**

When using personal vehicles to conduct company business, employees need to ensure that the vehicles are reliable, safe and good repair. Employees shall be reimbursed at the current HWC allowed mileage rate. Travel between home and the office is not recognized as a reimbursable expense. Mileage is measured from the point of firm business and return, using the closer of the employee's home or office. The employee shall detail mileage on the Reimbursable Claim Form and submit with their time sheet on a bi-weekly basis.

The company has no responsibility for operation or maintenance costs of any personally owned vehicles other than reimbursement of the mileage rate when the vehicle has been used for Firm business.

The Company shall not be responsible for damages to personal vehicles, property, or persons when employees use their own vehicle. It is the responsibility of the employee to carry appropriate automobile insurance.

## **6.2 Telecommuting Policy**

Telecommuting is defined as an employee regularly working a full or partial workday from home or some other alternate work site.

The company will make telecommuting available to employees when it benefits organizational and departmental needs. This option may not be available in some job classifications due to business needs. Each department manager will determine, in his or her discretion, which positions within the department are suitable for telecommuting.

Employees meeting eligibility requirements for telecommuting must submit a Telecommuting Agreement form to their manager for departmental approval. Those granted a telecommuting arrangement will be subject to the same performance standards as if they were prior to telecommuting. Telecommuting work areas may be evaluated to ensure that appropriate safety standards are met. Telecommuting may be a reasonable accommodation, and if you are requesting telecommuting as a reasonable accommodation you should consult with Human Resources as soon as possible.

## **6.3 Use of Company Vehicles**

Company vehicles are to be used for Company business only. Unless the use of the vehicle has been approved for personal use by the President of HWC, personal or outside business use is strictly prohibited.

When driving a company vehicle a company mileage log must be maintained to record date of travel, odometer readings, business and personal miles driven, chargeable or non-chargeable miles driven, destination and business purpose. Mileage logs for all company cars are to be turned in to Accounting at the close of each pay period with Expense Reimbursement Forms. Instructions for completion of this form are available from the Accounting Department

In order to comply with IRS regulations, any employee receiving approval to use a company vehicle for personal driving -- including weekends, evenings, and driving to and from work -- is required to pay for the fuel used for this personal driving. The Firm will report the value of the personal use of company vehicles on the employee's W-2 form as required by IRS regulations.

Drivers of Company vehicles are to immediately report all infractions or violations while driving a Company vehicle and all restrictions, suspensions, or revocations against their driver's license to their manager, or Human Resources immediately.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify your manager immediately.

The driver of a Company vehicle is responsible for the vehicle while in his or her charge and must not permit unauthorized persons to drive it.

The driver is responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.

You shall observe all traffic and parking laws, ordinances and regulations while driving company vehicles. Any traffic violations incurred while operating a Firm-owned vehicle will be your responsibility. All violations must be documented and in the hands of the company Chief Financial Officer within 24 hours of the infraction.

The appearance and maintenance of all Firm vehicles is the employee's responsibility. Regular oil changes, tire maintenance (rotation, proper inflation, etc.), tune-ups, washing and waxing, etc. must be scheduled and performed to maintain performance, appearance and value.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a company vehicle or drive a personal vehicle on company business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, termination of employment is possible.

#### **6.4 Notice of GPS Monitoring Policy of Company Vehicles**

Our company desires to strike the appropriate balance between today's technologies, an employee's desire for privacy, and the company's interests in protecting its vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the Company may use GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning the use of the system should be directed to Human Resources. Questions concerning the proper use of any vehicles should be directed to the employee's manager and/or the safety officer.

Any employee who abuses the privilege of driving company vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

#### **6.5 Personnel Records**

The Company maintains a personnel file for every employee. Every effort will be made to keep your personnel records confidential. Access is granted to personnel that reasonably need to know.

If an employee wishes to review his or her personnel file he or she may do so after giving the Company reasonable notice. Inspection must occur in the presence of a Company representative. All requests by an outside party for

information contained in your personnel file will be directed to the Human Resources department, which is the only department authorized to give out such information.

## **6.6 Employee Privacy and Right to Inspect**

Company property, including but not limited to phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on Company premises including that kept in desks and employee work areas.

## **6.7 Electronic Data Policy**

This Electronic Data Policy is intended to provide each employee of the Company with the guidelines associated with the use of the Company's voicemail/email/Internet and all computer related systems such as network drives and software (the system). This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using the Company's system through onsite or remote terminals.

### **General Provisions**

- The system, and all data transmitted or received through the system, are the exclusive property of the Company. No individual should have any expectation of privacy in any communication over this system. Any individual permitted to have access to the Company's system will be given a voicemail, email, network and/or Internet address and/or access code, and will have use of the system, consistent with this policy.
- The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without the prior consent of the employee.
- The Company's interests in monitoring and intercepting data include, but are not limited to: protection of Company trade secrets, proprietary, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the Company's computer system; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the Company Voicemail/Email/Internet system.



Any employee who violates the policies in this handbook will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

## **6.8 Social Media Policy**

At HWC, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

This policy applies to all employees who work for HWC.

### **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 website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with HWC, as well as any other form of electronic communication.

The same principles and guidelines found in Company policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employee of the company. Before creating online content, you may want to consider some of the risks and rewards that are involved.

### **Know and Follow the Rules**

Carefully read these guidelines, the Company Ethics Code, Standards of Conduct, and EEO Statement and Nonharassment Policy, and ensure your postings are consistent with these policies. Postings that include unlawful discriminatory remarks, harassment (as defined by our EEO policy), and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **You Are Encouraged to Show Respect**

The Company cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. However, everyone should be aware of the negative impact comments of this nature can have on the workplace and relationships with others. In addition, please keep in mind that you may be more likely to resolve work-related disputes by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting



complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment (as defined by our EEO policies). Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, gender identity, disability, age, national origin, religion, veteran status, or any other status or class protected by law or company policy. Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

### **Honesty and Accuracy**

You should understand that honesty and accuracy are important when posting information or news, and that it is good practice to correct a mistake quickly. You may want to be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings often can be searched.

### **Posting Information**

When posting information:

- All company news, press releases and other company business will be disseminated by the Business Development/Marketing Department. If there is something about HWC you would like to share, please contact them first to ensure the message is consistent with company branding, philosophies and image.
- Maintain the confidentiality of Company trade secrets and confidential Company-related commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.).
- Do not create a link from your blog, website, or other social networking site to a Company website that identifies you as speaking on behalf of HWC.
- Never represent yourself as a spokesperson for HWC. If the Company is a subject of the content you are creating, do not represent yourself as speaking on the Company's behalf.
- Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.

### **Using Social Media at Work**

Refrain from using social media while on your work time, unless it is work related as authorized by your manager or consistent with the Company Equipment Policy. Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

## **Retaliation Is Prohibited**

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

## **Media Contacts**

Employees should not speak to the media on the Company's behalf without contacting the Business Development/Marketing Department. All media inquiries for official Company responses should be directed to them.

## **For More Information**

If you have questions or need further guidance, please contact your HR representative.

Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law, including without limitation the NLRA. Employees have the right to engage in or refrain from such activities.

### **6.9 Employee Suggestions/Open Door Policy**

We welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Company, or meet customer and client needs. Discuss your ideas with your manager or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Company.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Company tools or property are considered to be the property of the Company.

### **6.10 Nonsolicitation/Nondistribution Policy**

To avoid disruption of business operations or disturbance of employees, visitors, and others, the Company has implemented a Nonsolicitation Policy. For purposes of the Nonsolicitation Policy, "solicitation" includes selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Nonsolicitation Policy.

Employees are prohibited from soliciting other employees during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are

expected to be actively engaged with assigned work. Employees may conduct solicitations during their lunch period, coffee breaks, or other authorized nonworking time, so long as they do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, employees may not distribute literature or other non-work related items in working areas at any time. Working areas do not include break/rest areas, or lunch rooms.

### **6.11 *Personal Appearance***

Your personal appearance reflects on the reputation and integrity of the company. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e. clean clothing, good grooming and personal hygiene, and appropriate social behavior.

Employees working in the field are required to wear safety equipment addressed in the Safety Manual while on the job. Management and outside sales persons are expected to dress in a manner appropriate for their job duties. Casual business attire should be worn in the office. Fridays or the day before a holiday are considered dress-down days. Please avoid wearing clothing that is tight, revealing, ripped, torn or soiled.

If you come to work inappropriately dressed, you will be asked to go home and return to work dressed appropriately. If you have any questions regarding the dress code or dress code accommodations, please contact Human Resources. Recurring problems will result in discipline up to and including termination of employment.

### **6.12 *Company Social Events***

HWC holds social events for employees. Please be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties as an employee. Any exceptions to this policy must be in writing and signed by a manager prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, please do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

### **6.13 *Payroll Advances and Loans***

HWC does not provide payroll advances or loans to employees.

### **6.14 *Personal Cell Phone/Mobile Device Use***

Employees are expected to comply with Company policies regarding the protection of the employer's confidential and proprietary information when using personal devices.

While operating a vehicle on company time, the Company requires that the drivers do not text or use distracting features on a phone. An employee that needs to make or receive a phone call should use hands-free equipment for the device that is in compliance with applicable state laws.

Employees may connect their personal devices to the Company network or to Company equipment to use for company business.

Employees may have the opportunity to use their personal devices (i.e. cell phones) for work purposes. Before using a personal device for work-related purposes, an employee must obtain written authorization from Management. Except for smartphones, employees should check with Management regarding connecting their personal devices to the network. The use of personal devices is limited to certain employees and may be limited based on compatibility of technology. Employees authorized to use a cell phone for work purposes will receive a monthly cell phone allowance.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

Violation of this policy will subject an employee to disciplinary action up to and including termination of employment.

#### **6.15 Mail Use**

Employees are required to limit usage of the company's mail service to business purposes only. Do not use the Company postage meter for your personal mail. If you notice any suspicious packages or envelopes, please report this to Human Resources immediately.

#### **6.16 Off-Duty Use of Company Property or Premises**

Employees may not use Company property for personal use during working time. Employees are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes using copy machines, computers, Company products, or office supplies for personal use without prior authorization.

It is the policy of the Company to control off duty and nonworking hour use of Company facilities either for business or personal reasons. Employees are prohibited from using Company facilities during off duty or non-working hours without the written consent of their manager.

#### **6.17 Security**

Every employee is responsible for helping to make this a secure work environment. Upon leaving work, lock all desks, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or other similar devices to your manager immediately. You should

refrain from discussing with nonemployees specifics regarding Company security systems, alarms, passwords, etc.

We also request that you immediately advise your manager of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Company. Safety and security is the responsibility of every employee and we rely on you to help us keep our premises secure.

### **6.18 Computer Security and Copying of Software**

Software programs purchased and provided by the Company are to be used only for creating, researching, and processing Company-related materials. By using the Company's hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company or developed by Company employees or contract personnel on behalf of the Company is and shall be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party.

Company users may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject users and/or the Company to both civil and criminal penalties under the United States Copyright Act. To purchase software, users must obtain the approval of their manager. All software acquired by the company must be purchased through our designated information systems management team.

Users may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. Company users may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

### **6.19 Third Party Disclosures**

From time to time, our Company may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the Company's position to the Business Development/Marketing Department. If you have any questions about this policy or are not certain what to do when such a contact is made, please contact Human Resources.

## **6.20 *Personal Data Changes***

It is your obligation to provide the Company with all of your current contact information, including current mailing address and telephone number. Please inform Human Resources of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings.

## **7.0 Benefits**

### **7.1 Regular Full-Time Employees**

A regular full-time employee is an employee who has completed his or her introductory period and is regularly scheduled to work in excess of 30 hours per week. Unless stated otherwise, all the benefits provided to employees are for regular full-time employees only. This includes PTO, health insurance, and other benefits coverage. 401k coverage is available to all W-2 employees with the exception of interns.

### **7.2 Regular Part-Time Employees**

Any employee who works less than 30 hours per week is considered a part-time employee. Part-time employees are not eligible for Company benefits unless specified otherwise in this handbook or in the benefit plan summaries.

### **7.3 Temporary Employees**

Temporary employees are hired for a specific period or specific work project, not to exceed 4 months in duration. The Company reserves the right to extend the duration of temporary employment where necessary. Temporary employees are not eligible for employee benefits unless specified otherwise in this handbook or in the benefit plan summaries.

### **7.4 Exempt Employees**

If you are classified as an exempt employee at the time of your hiring, you are not eligible for overtime pay as otherwise required for non-exempt employees by federal, state, or local laws. If you have a question regarding whether you are an exempt or nonexempt employee, contact your manager for clarification.

#### **Exempt Discretionary Bonus Pay for Billable Professional Employees**

Exempt employees whose work load has generally been 65% or more billable may be eligible for a discretionary bonus based on recorded hours in excess of 40 hours in a given work week. The discretionary bonus is determined by dividing the employee's weekly salary by 40 and multiplying the resulting rate of pay by the number of recorded hours in excess of 40 hours in the applicable work week. The determination of whether an employee is eligible to receive a discretionary bonus is in the sole discretion of HWC.

Employees who qualify for this arrangement are notified in writing by Management.

### **7.5 Health Insurance**

HWC provides its regular, full-time employees who have completed a defined waiting period with health insurance. Waiting periods are addressed in the Summary Plan Description (SPD) and offer of employment letters.



Medical plan benefits for eligible employees and their dependents are described in detail in the SPD that is available to all eligible employees. These benefits may be canceled or changed at the discretion of the Company, unless otherwise required by law.

Health benefits during Family and Medical Leave Act (FMLA) leaves are maintained by the Company on the same terms as if the employee continued to work. Please contact Human Resources for clarification. In such circumstances, arrangements must be made by eligible employees to pay their share of the health insurance premium on a monthly basis to maintain insurance coverage. Please contact Human Resources to determine the amount of your contribution. The Company's obligation to maintain health benefits stops when:

- An employee informs the Company of an intent not to return to work at the end of the leave period; or
- An employee fails to return to work when the FMLA entitlement is exhausted; or
- An employee's premium contribution is past due (more than 30 days late and no sooner than 15 days after providing written notice to the employee that the payment has not been received).

The Company will be entitled to recover premiums paid to maintain health insurance coverage for an employee who fails to return to work from leave unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA-qualifying medical condition.

Please understand that plan eligibility does not necessarily mean coverage for all medical treatments or procedures. In addition, under changed circumstances you may be responsible for contributing to the cost of increased premiums.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your medical benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). The Company will mail you information about your COBRA rights.

## **7.6 Disability Insurance**

### **Long-term Disability**

The Company provides employees with long-term disability income protection when employees miss work due to non-work related disabilities. The terms and conditions for the long-term disability insurance program are outlined in the Summary of Plan Benefits. Please contact Human Resources for a copy of the plan provisions and for any information you need about the benefit.

### **Short-term Disability**

Employees may elect to purchase short-term disability income protection. The terms and conditions for the short-term disability insurance program are outlined



in the Summary of Plan Benefits. Please contact Human Resources for a copy of the plan provisions and for any information you need about the benefit.

## **7.7 Life Insurance**

### **Group Life Insurance**

All regular full-time employees who have completed the defined waiting period of employment are provided with group life insurance by the Company. You will be required to notify Human Resources of your intended beneficiary. Refer to the Summary Plan Description (SPD) for details about the benefit.

### **Individual Life Insurance**

All regular full-time employees who have completed the defined waiting period of employment may purchase individual life insurance policies for themselves and their dependents. Refer to the Summary Plan Description (SPD) for details about the benefit.

## **7.8 Dental Insurance**

All regular full-time employees who have completed a defined waiting period of employment are eligible for the Company dental plan. Dental plan benefits are described in detail in the Summary Plan Description (SPD).

## **7.9 Vision Care Insurance**

All regular full-time employees who have completed a defined waiting period of employment are eligible for the Company vision care plan. Vision care plan benefits are described in detail in the Summary Plan Description (SPD).

## **7.10 401(k) Plan**

All regular full-time and part-time employees who have completed defined waiting period of employment are eligible to participate in the Company's 401(k) plan. HWC provides matching funds of 15% of the employee's contribution. As with your insurance benefits, please refer to your Summary Plan Description (SPD) provided by the benefits administrator for specifics. Should you have any other questions about 401k benefits, please consult with Human Resources. This benefit, as well as other benefits, may be canceled or changed at the discretion of the Company, unless otherwise required by law.

## **7.11 Continuing Education Policy and Tuition Assistance**

We believe in the continuing education of our employees. If the Company sends an employee to a class or training program related to your employment, the employee will be paid according to applicable federal, state and local laws.

If you are interested in attending an outside seminar, conference or training event and having the Company pay for your attendance, you are required to provide advance written notice indicating a description of the event, including

the subject matter, length, and cost. Depending on the type of training, the Company may reimburse some or all of the fees, including materials expenses, meals, and transportation. If your manager approves of your attendance at a non-company sponsored event, you will be reimbursed once you have attended, paid for the class and submitted an expense reimbursement.

### **Tuition Assistance**

Full-time employees who have completed one full year of employment may receive reimbursement for tuition, books and supplies if the employee meets the following criteria:

- Employee completes the class with a "B" or better
- Employee supplies evidence of satisfactory completion of the course
- Employee is actively employed by the firm during the entire course
- The content of the class is related to the employee's present job or likely future assignment
- Employee currently performs position duties to manager's satisfaction
- Employee has no current discipline issues

Study under this plan is voluntary and all courses must be taken on the employee's time. A request for approval must be submitted to the employee's manager and approved by the President at least 30 days prior to enrolling in the class.

If the employee terminates employment with the firm for any reason within 18 months of completing the course, the employee will reimburse the Firm 100% of the tuition, books and supplies. Any deviation from this policy must be approved in writing by the President.

### **7.12 Holiday Pay**

HWC publishes its Holiday schedule on an annual basis. The Firm may on occasion, add additional floating holiday(s) at the discretion of the Firm's Principals. For non-exempt employees, holidays are paid the regular rate of pay for 8 hours. A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday.

Holiday pay is not paid when the observed holiday falls during an employee's leave of absence.

Employees need to coordinate their schedule with their managers in the event they need to work additional hours during a Holiday week.

### **NOTE:**

Nonexempt employees will be paid for all hours worked during a Holiday week, but must work over 40 hours to receive overtime pay.

### **7.13 Paid Time Off (PTO)**

Paid time off (PTO) provides you with the flexibility to use your time off to meet your personal needs, while recognizing your individual responsibility to manage your paid time off.

Any deviation from this policy must be approved in writing by the President.

Beginning January 1 after your start date and thereafter, regular full-time employees will be granted PTO to use at the employees' discretion. The amount of PTO earned will depend on your length of service with the Company.

- Employees are granted 15 days (120 hours) from their 1<sup>st</sup> through 5<sup>th</sup> year
- Employees are granted 20 days (160 hours) upon their 6<sup>th</sup> year employment

#### **Maximum Carry-over**

A maximum of 40 hours of PTO may be carried over from one calendar year to the next.

#### **Termination**

PTO is an employee benefit, not a form of compensation. Accordingly, under no circumstances is accrued but unused PTO paid to employees upon termination of their employment with HWC regardless of whether that termination is with or without cause. This policy is effective, starting January 1, 2018.

#### **Using Your PTO**

PTO hours should be used in increments of no less than 1/2 hour.

Overtime during weeks where PTO is used:

Nonexempt employees will be paid for all hours logged during a week they take PTO, but must work over 40 hours to receive overtime pay.

Employees need to coordinate their schedule with their managers in the event they need to work additional hours during a week where they plan to use PTO.

#### **Notice and Scheduling**

You should provide your manager with reasonable advance notice and obtain approval prior to using PTO. This allows for you and your manager to prepare for your time off and assure that all staffing needs are met. There may be occasions, such as sudden illness, when you cannot notify your manager in advance. In those situations, you must inform your manager of your circumstances as soon as possible.

## **7.14 Family and Medical Leave of Absence Policy**

### **A. General**

We recognize that there are times when an employee may need to be absent from work due to qualifying events under the Family and Medical Leave Act (FMLA). Accordingly, we will provide eligible employees up to a combined total of 12 weeks of unpaid FMLA leave per leave year for the following reasons and any other leave authorized by the FMLA:

- **Parental Leave:** For the birth or placement of an adopted or foster child;
- **Personal Medical Leave:** When an employee is unable to work due to his or her own serious health condition;
- **Family Care Leave:** To care for a spouse, child, or parent with a serious health condition;
- **Military Exigency Leave:** When an employee's spouse, parent, son, or daughter (of any age) experiences a qualifying exigency resulting from military service (applies to active service members deployed to a foreign country, National Guard and Reservists); and
- **Military Care Leave:** To care for an employee's spouse, parent, son, daughter (of any age), or next of kin who requires care due to an injury or illness incurred while on active duty or was exacerbated while on active duty. **Note:** A leave of up to 26 weeks of leave per 12-month period may be taken to care for the injured/ill service member.

### **B. Key Policy Definitions**

- **Eligible employees** under this policy are those who have been employed by our Company for at least 12 months (need not be consecutive months and under certain circumstances hours missed from work due to military call-up will also be counted) and have performed at least 1,250 hours of service in the 12-month period immediately preceding the date leave is to begin. Employees who work in small locations with fewer than 50 employees within 75 miles, are not eligible for leave. However, employees should contact Human Resources to discuss other types of leave that might be available for the reasons listed in this policy.
- **Leave year** for the purposes of this policy shall be a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
- A **spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage arose.
- A **son or daughter** for the purposes of parental or family leave is defined as a biological, adopted, foster child, step-child, legal ward, or a child for whom the employee stood in loco parentis to, who is (1) under 18 years of age or, (2) 18 years of age or older and incapable of self-care because

of physical or mental disability. A son or daughter for the purposes of military exigency or military care leave can be of any age.

- A **parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to the employee when the employee was a son or daughter.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual shall be the only next of kin. In appropriate circumstances, employees may be required to provide documentation of next of kin status.
- A **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions which may qualify, contact Human Resources.
- A **health care provider** is a medical doctor or doctor of osteopathy, physician's assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- **Qualifying exigencies** for military exigency leave include:
  - Short-notice call-ups/deployments of seven days or less (**Note:** Leave for this exigency is available for up to seven days beginning the date of call-up notice);
  - Attending official ceremonies, programs, or military events;
  - Special child care needs created by a military call-up including making alternative child care arrangements, handling urgent and non-routine child care situations, arranging for school transfers, or attending school or daycare meetings;
  - Making financial and legal arrangements;
  - Attending counseling sessions for the military service member, the employee, or the military service members' son or daughter who is under 18 years of age or 18 or older but is incapable of self-care because a mental or physical disability;
  - Rest and recuperation (**Note:** Fifteen days of leave is available for this exigency per event);

- Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (**Note:** Leave for these events is available during a period of 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
- Parental care when the military family member is needed to care for a parent who is incapable of self-care (e.g. arranging for alternative care or transfer to a care facility); and
- Other exigencies that arise that are agreed to by both the Company and employee.
- A **serious injury/illness** incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

### C. Notice and Leave Request Process

Foreseeable Need for Leave: If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, employees must give at least 30 days' notice. If 30 days' notice is not practicable, notice must be given as soon as possible. Employees are expected to complete and return a leave request form prior to the beginning of leave. ***Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.***

Unforeseeable Need for Leave: If the need for leave is unforeseeable, notice must be provided as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Employees are expected to complete and return the necessary leave request form as soon as possible to obtain the leave. ***Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.***

Leave Request Process: To request leave under this policy, employees must obtain and complete a leave request form from their manager or Human Resources and return the completed form to Human Resources. If the need for leave is unforeseeable and employees will be absent more than three days, employees should contact Human Resources by telephone and request that a leave form be mailed to their home. If the need for leave will be fewer than three days, employees must complete and return the leave request form upon returning to work.

Call-in Procedures: In all instances where an employee will be absent, the call-in procedures and standards established for giving notice of absence from work must be followed.

### D. Leave Increments



Parental Leave: Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental Leave must be completed within 12 months of the birth or placement of the child; however, employees may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave: Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

### **E. Paid Leave Utilization during FMLA Leave**

Employees taking parental, family care, military exigency and/or military care leave must utilize available PTO, personal days, and/or family illness days during this leave. Employees on personal medical leave must utilize available sick, personal, and PTO days during this leave. Employees receiving short- or long-term disability or workers' compensation benefits during a personal medical leave will not be required to utilize these benefits. However, employees may elect to utilize accrued benefits to supplement these benefits.

### **F. Certification and Fitness for Duty Requirements**

Employees requesting family care, personal medical, or military care leave must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite the employee's diligent efforts. Failure to timely provide certification may result in leave being delayed, denied, or revoked. In the Company's discretion, employees may also be required to obtain a second and third certification from another health care provider at Company expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Employees requesting a military exigency leave may also be required to provide appropriate active duty orders and subsequent information concerning particular qualifying exigencies involved.

Employees requesting personal medical leave will also be required to provide a fitness for duty certification from their health care provider prior to returning to work.

### **G. Scheduling Leave and Temporary Transfers**

Where possible, employees should attempt to schedule leave so as not to unduly disrupt operations. Employees requesting leave on an intermittent or reduced schedule basis that is foreseeable based on planned medical treatment may be temporarily transferred to another job with equivalent pay and benefits that better accommodates recurring periods of leave.



## **H. Health Insurance**

The Company will maintain an employee's health insurance coverage during leave on the same basis as if he or she were still working. Employees must continue to make timely payments of their share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. In this event, the Company will notify the employee 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made. Alternatively, at the Company's option, the Company may pay the employee's share of the premiums during the leave and recover the costs of this insurance upon the employee's return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if an employee does not return to work at the end of leave, the Company may require the employee to reimburse the Company for the health insurance premiums paid during the leave.

## **I. Return to Work**

Employees returning to work at the end of leave will be placed in their original job or an equivalent job with equivalent pay and benefits. Employees will not lose any benefits that accrued before leave was taken. Employees may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

## **J. Spouse Aggregation**

In the case where an employee and his or her spouse are both employed by the Company, the total number of weeks to which both are entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, a husband and wife employed by the Company will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed because of an employee's own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

## **K. General Provisions**

**Failure to Return:** Employees failing to return to work or failing to make a request for an extension of their leave prior to the expiration of the leave will be deemed to have voluntarily terminated their employment.

**Alternative Employment:** No employee, while on leave of absence, shall work or be gainfully employed either for himself, herself, or others unless express, written permission to perform such outside work has been granted by the Company. Any employee on a leave of absence who is found to be working elsewhere without permission will be automatically terminated.

False Reason for Leave: Termination will occur if an employee gives a false reason for a leave.

### **7.15 Military Leave (USERRA)**

The company complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services and their family members in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Documentation of the need for the leave is required to be submitted to Human Resources. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. You must notify your manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact Human Resources.

### **7.16 Jury Duty and Witness Leave**

As citizens of our community, employees may be summoned and selected for jury duty. An employee will be granted the time off after presenting the summons to his/her manager.

The firm will pay the difference between the pay received for jury duty and the regular pay that would have been earned during that period for up to 30 paid jury duty days each year. Jury verification forms are available from the court requesting your presence. These shall be submitted to Accounting along with your timesheet to receive paid time for jury duty.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to inform his or her manager in writing about the amount of time required for jury duty and to provide documentation regarding the amount of jury duty pay received in order to receive the Firm provided compensation supplement.

### **7.17 Military Family Leave**

HWC will provide up to 10 days of unpaid leave per year to an employee who is a spouse, parent, grandparent, child, or sibling of a person who is ordered to active duty. **Active duty** means full-time service on active duty orders in the U.S. Armed Forces or the National Guard for a period that exceeds 89 consecutive calendar days.

To be eligible for military family leave, an employee must meet the following conditions:

- The employee must have been employed by an employer at least 12 months.
- The employee must have worked at least 1,500 hours during the 12-month period immediately preceding the day the leave begins.

Eligible employees may take a leave of absence during one or more of the following periods:

- During the 30 days before active duty orders are in effect;
- During a period in which the person ordered to active duty is on leave while active duty orders are in effect; and/or
- During the 30 days after the active duty orders are terminated.

An employee who wants to take a leave of absence under this policy must provide written notice, including a copy of the active duty orders if available, to their manager of the date the leave will begin. Such notice must be given at least 30 days before the date on which the employee intends to begin leave, unless the active duty orders are issued less than 30 days before the date the requested leave is to begin. The leave of absence may not exceed the equivalent of ten 10 working days in each calendar year.

The military family leave under this policy is unpaid; however, employees may choose to use any may substitute PTO for any part of the military family leave.

Employees will be allowed to continue available group health benefits at their own expense.

Employees returning to work at the end of leave will be placed in their original job or an equivalent job with equivalent seniority, pay, benefits and other terms and conditions of employment.

HWC will not retaliate against an employee for requesting or taking leave in accordance with this policy.

If you have any questions about this policy, please contact Human Resources.

### **7.18 Voting Leave**

If your work schedule prevents you from voting on Election Day, the Company will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your manager, consistent with applicable legal requirements.

### **7.19 Bereavement Leave**

In the event of a death in the employee's immediate family, the employee will be allowed up to 3 days off with pay to assist with arrangements, attend the funeral, etc.

<b>Family Member</b>	<b>Paid Time Off Allowed</b>
Spouse	5 days
Child/Step-child	5 days
Parent/Step-parent/Guardian	3 days
Siblings/Step Siblings	3 days
Grandparent	2 days
Mother-in-Law/Father-in-Law	3 days
Son-in-Law/Daughter-in-Law	3 days
Brother-in-Law/Sister-in-Law	3 days

If a Family Member is not listed in the above table, special bereavement leave may be granted upon the Manager's and Human Resources' approval.

If additional time is needed PTO time may be requested provided PTO time is available.

Employees who need to take time off due to the death of an immediate family member should notify their manager immediately. If your manager is unavailable, contact Human Resources.

### **7.20 Workers' Compensation Insurance**

Workers' compensation is a no-fault system designed to provide benefits to all employees for work related injuries. Workers' compensation insurance coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job, no matter how slightly, you are to report the incident immediately to your manager. Managers will then contact Human Resources to ensure the claim is transmitted properly. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your manager immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

### **7.21 Unemployment Compensation Insurance**

Unemployment compensation insurance is paid for by the Company and provides temporary income for employees who have lost their job under certain

circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company.

## **7.22 COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Please contact Human Resources to learn more about your COBRA rights.

## **7.23 Severance Pay**

Any severance pay offered is at Company discretion and requires the employee to sign a Release of Claims Agreement as a condition of payment.

## **8.0 Safety and Loss Prevention**

### **8.1 General Safety Policy**

It is the responsibility of every employee of the Company to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to your manager immediately and complete an occupational illness or injury form as needed. Failure to follow the Company's health and safety rules can result in disciplinary action, up to and including termination of employment.

The HWC Safety Policy will be provided to employees upon hire and as needed thereafter.

### **8.2 Nonsmoking Policy**

HWC is concerned about the effect that smoking and second hand smoke inhalation can have on its employees and clients. Smoking in the office, client areas, and restrooms is prohibited.

### **8.3 Policy Against Violence**

The safety and security of our employees, vendors, contractors, and the general public is of essential importance. Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against any person on Company property is prohibited. The following definitions apply:

- Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his or her safety or the safety of others.
- Threat of violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.
- Act of violence: A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

No employee shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, during and in the course of duties of the employee on behalf of the company or while on the property of the employer, except as required in the lawful course of business or as authorized by state law.

The following are prohibited:

1. Any act or threat of violence made by an employee against another person's life, health, well-being, family, or property.
2. Any act or threat of violence, which endangers the safety of employees, vendors, contractors, or the general public.

3. Any act or threat of violence made directly or indirectly by words, gestures, symbols, or email.
4. Use or possession of a weapon on the Company's premises managed by the Company, except as permitted by state law.

It is a requirement that employees report to their manager or Human Resources, in accordance with this policy, any behavior that compromises the Company's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

Employees who violate this policy may be subject to criminal charges as well as discipline up to and including immediate termination of employment.



## **9.0 Trade Secrets**

### **9.1 *Confidentiality and Nondisclosure of Trade Secrets***

As a condition of employment, Company employees are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential Company-related commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.). Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from a manager. Any employee who has information that leads them to suspect that an employee or competitor is obtaining such information is required to inform their manager or Human Resources.

Violation of this policy may result in the discipline or termination of any employee, as well as subject the employee to civil liability.

## **10.0 Customer Relations**

### ***10.1 Products and Services Knowledge***

As an employee of HWC, you are expected to be familiar with the products and services we offer. Take every opportunity to learn the interrelationship between your department or division and the others of the Company. We consider our employees to be the best reflection of our business brand and company success.

### ***10.2 Customer, Client, and Visitor Relations***

We strive to provide the best products and services possible to our customers and clients. Our customers and clients support this business and your financial well-being. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, please notify your manager immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, please inform your manager or a member of management. Lastly, please make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Company as a leader in its field.

## 11.0 Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Employee Handbook and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the Employee Handbook contains information about the employment policies and practices of the Company. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Company. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the President in a written and signed document, the Company reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time without further notice. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand that my employment is "at-will" and that I may be terminated for any reason, with or without cause and with or without notice. I understand nothing in this handbook is created to infringe on any available legal rights.

I understand that this Employee Handbook refers to current benefit plans maintained by the Company and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

HWC reserves the right to change, withdraw, apply, or amend any of its policies or benefits including those covered in this Handbook at any time. HWC may notify me of any changes via any method including but not limited to email, Portal, website, notice, amendment or reprinting of the Handbook.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my manager or Human Resources.

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Date

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Signature of Employee

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Print Name