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EMPLOYEE HANDBOOK

**Revised
January 2014**



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WELCOME

Congratulations on your decision to join Nickle Electrical Companies. We have been the leading provider of electrical contracting services in the tri state area since 1986 when the company was founded by Paul A. Nickle.

Since that time we have grown from a small office with 15 people to a workforce of over 100 employees with offices in Newark and Georgetown, Delaware.

We are a company that is passionate about quality whether it be with the services we provide, our customers or the employees that make up our team. You have a tremendous opportunity to grow, develop and further your career with one of the best employers in the State. We encourage you to take full advantage of that.

WELCOME ABOARD!

Steve Dignan

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DESCRIPTION OF FIRM

1.1 MERIT SHOP PHILOSOPHY

Nickle Electrical Companies was organized, established and incorporated as a Merit Shop electrical contractor (no craft jurisdiction). It is our sole intent to maintain this status. As a Merit Shop, we believe passionately in the following four principles:

- A system of free enterprise
- A system wherein employers and employees have the right to determine wages and working conditions within the boundaries of the law.
- Legislation that embraces fair play for both the employee and the employer is essential to the preservation of the free enterprise system
- We vehemently oppose violence, coercion, intimidation and the denial of the rights of the free working person and free management

As a merit shop contractor, we employ subcontractors and suppliers based on who can produce the best quality products and services at the best value to the customer. That is free enterprise at work, meaning the producers prosper and survive and the non-producers do not.

Furthermore we encourage a culture of accountability wherein each employee takes responsibility for his/her actions and has the opportunity to grow and flourish based on his/her performance. Anyone not in agreement with this philosophy is invited to discuss it with management.

1.2 PURPOSE OF THE COMPANY

Nickle Electrical Companies purpose for being in business is to assist our customers in achieving their goals by safely designing, installing and maintaining their electrical systems in a manner that is cost effective with a reasonable return on investment to its investors.

1.3 UNIQUE BUSINESS PROPOSITION

Nickle Electrical Companies is the largest Delaware based merit shop electrical contractor that consistently provides high quality construction and dependable service. Nickle has an excellent reputation for design build, fast track and complex projects. We serve commercial, industrial and residential customers primarily in Delaware, Maryland and Pennsylvania.

1.4 COMPANY PHILOSOPHY

Our general management philosophy is to attempt to be skillful managers and utilize modern methods, equipment and ideas to effectively manage the Company and to adhere to ethical practices. It shall be the policy of this Company to support our industry, community and employees as a good corporate citizen.

1.5 MISSION STATEMENT

Nickle Electrical safely provides exceptional electrical services within a culture built on quality, integrity and accountability.

1.6 MERIT SHOP ORGANIZATION

Nickle Electrical Companies was organized, established and incorporated as a Merit Shop electrical contractor (no craft jurisdiction). It is our sole intent to maintain this status. Anyone not in agreement with this policy is invited to discuss it with Management.

1.7 AT WILL EMPLOYMENT

All employees are hired on an at will basis and as such are free to resign at any time and are subject to discharge at any time (with or without notice).

Nothing in this handbook should be construed as a contract or a guarantee of continued employment. Furthermore, the company reserves the right to change benefits or bypass any stated discipline policies or processes if the situation warrants.

1.8 EQUAL EMPLOYMENT OPPORTUNITY

The Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

1.9 AFFIRMATIVE ACTION

Nickle Electrical Companies is an affirmative action employer committed to policies and procedures that promote equal employment opportunity. Through "Affirmative Action," Nickle Electrical Companies encourages positive hiring and promotion actions that assure the elimination of the present effects of any past policies or practices that intentionally or inadvertently imposed barriers on the opportunities of women, African Americans, Hispanics, the disabled, older workers, or any other protected groups who were underutilized in the workforce or on whom the past practices had an adverse impact.

In addition, Nickle Electrical Companies will not knowingly become party to any agreement, contract, or other arrangement for services with an individual, company, or organization that tolerates or sanctions discriminatory employment practices.

1.10 AMERICANS WITH DISABILITIES ACT

The Americans With Disabilities Act (ADA) prohibits employers with 15 or more employees from discriminating against qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job.

It is the policy of the Nickle Electrical Companies to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission. The Company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of the job unless doing so causes a direct threat to them or others in the workplace and/or if the accommodation creates an undue hardship to the Company

If you have or develop a need for an accommodation to help you perform the essential functions of your job or have any questions ~~you should discuss it with your supervisor and~~ please contact Human Resources.

1.11 FAMILY MEDICAL LEAVE ACT

The Family Medical Leave Act of 1993 (FMLA or Act) allows an employee, who has worked for the Company for at least one year and who has completed 1,250 hours over the prior 12 months, to take up to 12 work weeks of job-protected, unpaid leave or to substitute appropriate paid leave, if available. In the event you believe you are eligible, qualify and have a need to use FMLA leave, you must provide 30 days advance notice where foreseeable or as soon as possible if unforeseeable, as well as medical certification from the treating doctor. At this point, the Company will review and determine if the circumstances qualify and notify you in writing of the determination. Should you qualify for leave, the Company will include a brief description of your rights and responsibilities while on leave in the determination letter.

In 2009, the FMLA was amended and now entitles eligible employees to take leave for a covered family member's service in the Armed Forces. To qualify there must be a "qualifying urgent situation". An employee with a spouse, son, daughter or parent on active duty or call to active duty in the Armed Forces may use their FMLA entitlement to address certain urgent situations.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave. This leave is used to care for current military personnel who have a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces.

The information provided on FMLA is a brief synopsis. For more detailed information of your rights and responsibilities under this provision, contact the Human Resources.

1.12 NON DISCRIMINATION/HARASSMENT

Nickle Electrical Companies values diversity among its employees. Each day our employees are not only expected to avoid discrimination in their relationships with each other and with customers and suppliers but to encourage others to behave in a proper, professional manner. Employment opportunities, assignments and promotions will be offered on the basis of merit regardless of race, color, religion, sex, age, marital status, sexual orientation or national origin and with sensitivity to the needs and concerns of minorities and the handicapped. In addition, Nickle Electrical Companies strives to assure freedom from harassment for all its employees. Towards that end, the Company is committed to maintaining a safe, harassment free and discrimination free work environment in which all employees at all levels of the company are able to devote their full attention and best efforts to their jobs. Harassment, discrimination or other inappropriate conduct, whether intentional or unintentional, has no place in our culture. Accordingly, Nickle Electrical Companies does not authorize and has zero tolerance for any form of harassment, discrimination or other inappropriate conduct by any employee, either supervisory or non supervisory. This policy applies to conduct occurring in but not limited to the Company's office locations and any work related sites and settings outside of the offices including business meetings and/or business related social events.

If you believe that you have been or continue to be harassed, you should immediately report all facts and circumstances to your manager/supervisor or to Human Resources. Any employee

at any level who is found to have violated the Anti Harassment policy will be subject to the appropriate disciplinary action up to and including termination. The Company prohibits any form of retaliation against you for bringing good faith complaints or for providing information about harassment to management's attention.

1.13 CODE OF ETHICS AND CONDUCT POLICY STATEMENT

Nickle Electrical Companies has a long-standing tradition of providing high quality electrical services to every customer we serve. That history is deeply rooted in an unwavering commitment to conduct ourselves and our business ethically and with integrity. As an employee of Nickle, each of us is responsible for our Company's reputation. As such, our actions, mindset, and behavior must reflect that commitment day in and day out. The promises we deliver to our customers are important but it's equally important that we do so the right way. This means we adhere to the highest ethical standards and work within a culture built on quality, integrity, and accountability. They serve to help us make the right decisions and take the right actions to ensure we fulfill the Company's mission.

Please read this information carefully so you may clearly understand the responsibility each of us shares in complying with all components of this policy statement.

Steve Dignan
President

1.131 RESPONSIBLE CONDUCT

At the core of our code of ethics and conduct is the expectation that all employees will conduct themselves with integrity and professionalism while treating one another with respect and dignity. The list below is not intended to be all inclusive but rather are examples of behaviors that violate those standards and may be grounds for immediate dismissal:

1. Committing any dishonest or fraudulent act as an employee of the Company
2. The misapplication of funds or assets
3. Using Company communication systems for any illegal or inappropriate purpose, including electronic mail, computers, internet and telephones
4. Any forgery or falsification of Company records, which includes but are not limited to employment applications, time sheets, invoices, expense reimbursements, job records and medical reports
5. Theft, destruction or willful abuse of any Company, customer or coworker property
6. Disclosing trade secrets or confidential Company information
7. Failure to report any suspicious, unethical, illegal, inappropriate and/or unprofessional conduct by coworkers, customers or suppliers, as well as the concealment of vital errors.
8. Reporting to work under the influence of alcohol, illegal drugs or narcotics
9. Using, selling, dispensing or possessing alcohol, illegal drugs or narcotics on Company premises and all job sites
10. Fighting or engaging in any form of harassment towards a co-worker, customer or vendor

11. Insubordination or failure to adhere to any proper and lawful instruction from a manager or customer.
12. Conviction of a felony or crime of moral turpitude while employed with Company.
13. Violation of fire or safety regulations.
14. Possession of firearms or other weapons on company property including all job sites.

1.132 CONFLICT OF INTEREST

It is the policy of Nickle Electrical to prohibit its employees from engaging in any activity, practice or conduct which conflicts or appears to conflict with the interests of the company. Generally, employees may not engage in any conduct, either on or off the job that is disloyal, disruptive, competitive or damaging to the company. An employee may hold a secondary job with another company provided it in no way competes with the business of Nickle Electrical and as long as the employee satisfactorily performs their job responsibilities with us. Employees with outside employment will be judged by the same performance standards and will be subject to our scheduling demands regardless of any existing outside work requirements. If the company determines that an employee's outside work interferes with performance of company duties, the employee may be asked to terminate the outside employment if he/she wants to remain with the company.

It is prohibited for an employee to invest or hold a financial interest, directly or indirectly, in any business entity, transaction, or business endeavor that would create a conflict between the employee's duty to the Company and the individual's private interest. Any actual or potential conflict of interest must be disclosed to the Company. Failure to do so may result in disciplinary action. Furthermore, it is prohibited to offer, accept, or solicit money, property, service, or other items of value by way of gift, favor, inducement, or loan with the clear intent that the offer would influence, or the recipient would be influenced, by such conduct in the discharge of his duties.

In general, the use of sound ethical judgment and decision making will be the measurement in determining poor conduct.

1.133 SOLICITATION

Nickle Electrical Companies prohibits the solicitation, distribution and posting of materials on or at Company property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by Nickle Electrical management and Company-sponsored programs related to Nickle Electrical products and services.

Non-employees may not solicit employees or distribute literature of any kind on Nickle Electrical premises or jobsites at any time. Employees may only admit non-employees to work areas with management approval or as part of a Company-sponsored program. These visits should not disrupt workflow. Nickle Electrical employees must accompany the non-employee at all times. Former employees are not permitted onto Company property except for official Company business.

Employees may not solicit other employees during work times, except in connection with a Company approved or sponsored event. Employees may not distribute literature

of any kind during work times, or in any work area at any time, except in connection with a Company-sponsored event.

1.134 BUSINESS CONFIDENTIALITY

Nickle Electrical Companies employees or terminated employees are not to divulge Company or customer information to outsiders. This includes, but is not limited to, copying written materials, accounting methods, methods of installation, contractual information, trade secrets, financial data, workload, how we perform installation via subcontract, pending/possible/future work or contracts, customer list, or any other information that could be damaging to the Company.

1.135 DRUG FREE WORKPLACE SUMMARY

It is the Company's desire to provide a drug-free, healthy and safe workplace. To promote this goal, employees are required to report to work fit for duty and to remain fit throughout the day. The possession, use, sale or distribution of mood altering or intoxicating drugs or drug paraphernalia while on duty on Company property, in Company vehicles or on job sites is prohibited. The legal use of prescribed drugs is permitted on the job only if it does not impair the employee's ability to perform the essential functions of the job effectively and in a safe manner. Our Drug Free Workplace Policy and related drug and alcohol screening procedures are outlined in detail in a separate manual that will be given to every employee to sign, acknowledging understanding and acceptance of its contents.

1.136 COMPUTER INFORMATION SECURITY

All employees of Nickle Electrical Companies will adhere to the following electronic communications policy or will face disciplinary action up to and including termination.

1. All electronic communication systems and all stored communications transmitted, received, or contained in the company's information systems are the company's property and are to be used solely for authorized purposes and that the use of the equipment and software for unauthorized purposes is strictly prohibited.
2. Employee communications are not considered private and by using the company's equipment, they are consenting to have that use monitored by authorized company personnel at their discretion.
3. All computer pass codes are the company's property and must be provided to their supervisors. No pass codes may be used that are unknown to the company.
4. No software of any kind may be installed on company owned electronics without the permission of authorized company personnel.
5. Unauthorized transmission of trade secrets and confidential and proprietary information belonging to the company or the transmission of copyrighted documents that are not authorized for reproduction is strictly prohibited and will result in disciplinary action up to and including termination.
6. Employees are required to close all programs on their computer devices and "lock" it when leaving their office.

Definitions

For the purpose of this policy “authorized” means job related use only or appropriate personal use with the approval of an officer of Nickle Electrical Companies

The following is a nonexclusive list of what the company considers unauthorized personal or inappropriate uses of the Internet and e-mail. This list includes but is not limited to:

1. circulation of material with comments that (1) are derogatory toward women, minorities, or other groups protected under the equal employment opportunity laws, (2) contain sexual content or offensive language, or (3) otherwise violate the company’s equal employment opportunity/sexual harassment policy;
2. transmission of threatening, reckless, or maliciously false communications;
3. any activity constituting or promoting a criminal offense, potentially giving rise to civil liability, or otherwise violating any laws, regulations, applicable rules, or company policy;
4. use in furtherance of the business activity of an entity other than the company or to conduct a job search;
5. the unauthorized downloading of material from the Internet and World Wide Web;
6. use that results in unauthorized billing or direct costs to the company;
7. unauthorized use to solicit funds; distribute chain letters, literature, or gifts; sell merchandise or services; collect signatures; conduct membership drives; or otherwise violate the company’s no-solicitation or distribution policy;
8. use of other individuals’ account names or passwords, or accessing resources to which employees have not been given access; and
9. the unauthorized transmission of political statements.

1.137 SOCIAL MEDIA POLICY

At the Nickle Electrical Companies, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. Social media may include but is not limited to blogs, personal web sites, twitter, Facebook and other discussion forums. However, use of social media also presents certain risks and carries with it certain responsibilities. You are solely responsible for the information you publish in any public medium about yourself, another employee, the Company, a vendor or a customer. Your readers may include current clients, potential clients as well as current/past/future employees. Posts should be honest and accurate and contain appropriate and respectful content. Employees must refrain from using social media while on work time unless it is for work-related purposes. Using any Nickle Electrical logos or trademarks on social media without written consent from management is prohibited. As a guideline, information that fits into the following categories is inappropriate and could therefore result in disciplinary action up to and including termination.

Information that:

1. has the potential or effect of involving the employee, co-workers or the Nickle Electrical Companies in any kind of dispute or conflict with other employees or third parties;
2. interferes with the work of any employee;

3. creates a harassing, demeaning or hostile work environment for any employee, customer or vendor;
4. disrupts the smooth and orderly flow of work;
5. harms the goodwill and reputation of the Nickle Electrical Companies among its customers/vendors or in the community at large;
6. reveals Company proprietary information or trade secrets;
7. is posted in the name of the Company or in a manner that could be attributed to the Company without prior written permission from the President.

If you have any questions or if you are aware of any violations to the policies outlined, contact your supervisor and/or the Human Resource Department immediately. Our goal is to maintain a positive work environment for everyone by promoting and maintaining direct communication with all employees and ensuring that each individual has the opportunity to speak directly and openly with management.

1.14 SMOKE FREE WORKPLACE

1.141 PURPOSE

Nickle Electrical Companies is committed to providing a workplace which promotes the health and well being of its employees. The personal health hazards related to smoking and second hand smoke are well documented. According to the Federal Center for Disease Control, tobacco use leads directly to the No. 1 killers: heart disease, cancer, stroke and chronic respiratory disease. We care about the well being of each employee and it is our intent to provide all employees with a work environment conducive to good health.

1.142 GENERAL PRINCIPALS

Smoking by employees or visitors is not permitted in any company owned or leased buildings and vehicles or on any company owned or leased property. This policy also applies when working on Nickle Electrical job sites and in temporary construction trailers. Smoking of all types, including but not limited to cigarettes, smokeless tobacco, bidis, kreteks, pipes and cigars is prohibited. There will not be any designated smoking areas provided since no level of tobacco use is considered to be safe.

Nickle Electrical provides support and information on various smoking cessation and awareness programs, referrals and resources to assist employees should they choose to quit smoking. To learn more about this assistance, please contact Human Resources.

Similar to all other company policies, employee compliance with this workplace policy is both mandatory and a condition of employment. Employee non-compliance will be addressed using a progressive disciplinary approach.

Any disputes involving this policy should be handled through the company's established procedures for resolving work-related problems. Questions regarding this policy should be referred to your immediate supervisor or to Human Resources.

1.15 WORKPLACE VIOLENCE POLICY

Nickle Electrical Companies has adopted a policy prohibiting workplace violence. Consistent with this policy, act or threats of physical violence, including but not limited to intimidation, harassment, and/or coercion, which involve or affect the company or which occur on company property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive or intimidating to alter the employment conditions at Nickle Electrical Companies, or to create a hostile, abusive, or intimidating work environment for one or several employees.

Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on company premises, regardless of the relationship between the company and the parties involved.
2. All threats or acts of violence occurring off company premises involving someone who is acting in the capacity of a representative of the company.

Examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destruct the company's property
4. Making harassing or threatening phone calls.
5. Harassing surveillance or skating (following or watching someone)
6. Unauthorized possession or inappropriate use of firearms or weapons.

Nickle Electrical Companies' prohibition against threats and acts of violence applies to all persons involved in the company's operation, including but not limited to personnel, contract, and temporary workers and anyone else on the company's property. Violations of this policy by any individual on the company's property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Employees are asked to report incidents of threats or acts of physical violence of which he/she is aware to the Human Resource Department.

II. EMPLOYMENT

Although employment with the company is based on mutual consent and both the employee and company have the right to terminate employment at will, the company may use progressive discipline at its discretion.

Depending upon the severity of the problem, disciplinary action may normally call for three steps: initial verbal warning, follow up written warning and finally, if necessary, suspension or termination. Hopefully most employee problems and issues can be detected and corrected early on, benefiting both the employee and the company. However, there may be certain types of problems which are serious enough to justify bypassing one or more of these steps.

2.1 EMPLOYEE STATUS

#1 EXEMPT (Salaried) - Managers and Department Heads - Defined as those employees who have supervisory responsibility (salaried positions).

#2 NON-EXEMPT (Hourly Full Time) - Defined as foreman, and journeyman electricians, apprentices, general office workers, clerks, purchasing clerks, truck drivers, shop workers, etc. (hourly positions).

#3 NON-EXEMPT (Hourly Part Time) - Defined as those employees who work an average of 29 hours or less per week, not exceeding a total of 1508 hours per year. No benefits accrue to employees in this category (hourly positions).

2.2 HIRING

When openings become available, the Company reserves the right to review applications already on file, prior to hiring. Applications and resumes remain on file for 30 calendar days, after which time they become invalid. It is the sole responsibility of the applicant to keep our hiring personnel informed of his/her availability.

The Company does not accept group applications or photocopied forms.

No application or test, may be removed from the premises. Any applicant who intentionally falsifies or omits information on the application for employment will be disqualified from consideration. If the employee has been hired before the falsification or omission is discovered, he or she is subject to termination.

You are expected to have your own transportation to and from the jobsite and office.

2.3 WORKING SCHEDULES

Unless otherwise instructed, all full time employees will be expected to work eight (8) hours per day, five (5) days per week, forty (40) hours. Part time employees will be expected to work according to part time hours scheduled by their manager. Vacation and holidays are excluded. Our pay period runs from Monday through Sunday with the payday being the following Thursday at 3:30 p.m. It is the employee's responsibility to ensure their time sheet is in the office on time. All time sheets must be in the office by Monday at 4:30 p.m. An employee will not be compensated for any missing time until the pay period following receipt by the office of the accompanying time sheet. Draws or advances are against our policy and should not be requested. Normal working hours are 7:00 a.m. through 3:30 p.m. or 8:00 a.m. through 4:30 p.m., as instructed by your immediate supervisor, with a half (1/2) hour unpaid lunch period. This may be changed from time to time when deemed necessary by the Company.

Employees may be required to work overtime when deemed necessary by the Company. Employees are expected to perform overtime work when requested by their department.

Overtime pay for non exempt employees will be calculated at one and one half (1-1/2) times the base rate for any time worked over forty (40) hours within a given pay week. Overtime **must** be approved by your supervisor **before** starting.

2.31 ATTENDANCE AND PUNCTUALITY

It is your responsibility and obligation to maintain a good attendance record. Prompt and regular attendance provides for orderly, efficient and productive operations. Excessive absenteeism and tardiness creates a hardship for your manager and co-workers and can be grounds for disciplinary action up to and including termination.

In the event you are forced to be absent or late due to illness or emergency, you are to call your supervisor directly at least one half hour before your scheduled starting time. Texting your supervisor or leaving a message in general voicemail is not acceptable. Failure to provide notification by the end of the work shift will be considered as job abandonment and will be treated as a voluntary resignation.

If you are absent due to illness for three (3) days or more you must provide a doctor's note upon returning to work.

2.32 INCLEMENT WEATHER

In the event of inclement weather, all employees are expected to make every effort to report to work on time if doing so does not endanger the life or property of the employee or others. Non exempt employees will be paid for hours worked only.

2.4 WAGES: ELECTRICIAN DEPARTMENT

2.41 PREVAILING WAGE RATE PROJECTS

At times, Nickle Electrical Companies may be contracted to do work with a prevailing wage rate. All employees, journeymen, apprentices and laborers will be paid accordingly. Let it be known that Nickle Electrical Companies will place employees according to skill, loyalty, honesty, integrity, and the economic needs of the Company.

*Management reserves the right to classify the employee in whatever capacity in which he/she is performing work on the project (laborer, electricians, apprentices); this classification is separate from the regular base classification. This policy must be adhered to so that we may be competitive in our trade. Any questions in regards to this policy, please see Management.

2.42 DISTRIBUTION OF PAYCHECKS – ALL EMPLOYEES

Direct Deposit of your paycheck and subsequent emailed pay stub is a condition of employment. Therefore, upon hire all employees must complete a Direct Deposit Authorization form. The entire paycheck must be deposited, but may be split between more than one account. When payroll is completed each week the employee pay stubs will be mailed to the home address on file.

If upon hire, the employee does not have an active bank account, the employee has one payroll period to acquire an account and complete the necessary authorization form.

Upon termination, whether voluntary or involuntary, the employee's last paycheck will follow the same procedure as was in effect during his employment.

If at any point during employment your banking information changes, it is your responsibility to notify the office and to complete a new Direct Deposit Authorization form. If you do not comply and in turn your check does not get deposited which causes insufficient funds charges or any other charges, the employee will be responsible for any and all charges. In this case the undeposited paycheck will be deposited when a new authorization form is completed.

2.5 DRESS CODE – CRAFT AND SHOP PERSONNEL

The Company expects every employee to conduct business and project themselves in a certain manner. We have worked very hard over the years to build an excellent reputation for quality, service and professionalism and we need to ensure that the day to day image we present reflects those core values.

Non-exempt Commercial and Service Department craftspeople and shop personnel may wear jeans and/or work pants with a weather appropriate shirt but will not be permitted to wear anything that is considered to be offensive and/or inappropriate to management, fellow employees and/or customers and other crafts people. In other words you are expected to dress in a neat and professional manner.

1. Clean work-like pants with no holes, patches and/or stains.
2. Clean, unrestricting work-like shirts, including tee shirts, flannel shirts and the like. Shirts are to be tucked in.
3. No tank tops, muscle shirts, undershirts.
4. No clothing may have writing or decals from a competitor or that are of a vulgar or offensive nature.
5. Work boots must be in good condition. (Free of holes)
6. No loose fitting clothing, jewelry, watchbands, bracelets, rings, key chains or necklaces can be worn if they might contact exposed energized parts or tools.

Any questions about this policy should be directed to your immediate supervisor and/or Human Resources.

2.6 PERFORMANCE REVIEW

Exempt employee performance reviews are generally done annually during the month of their anniversary date.

Non exempt employees classified as an Apprentice craft person generally have a performance review two (2) times per year – April and October. All other craft person generally have a performance review one (1) time per year in October.

Non exempt employees whose primary work assignment is in the office generally have a performance review annually during the month of their anniversary date.

2.7 COMPLAINTS-GRIEVANCES

Employees are encouraged to bring problems, issues or complaints to the attention of their immediate supervisor. An employee's immediate supervisor shall not prohibit or discourage the employee from taking his case to a higher level if the employee feels it is necessary to do that. The employee will receive a prompt response and a full explanation of the reason for the response. If the employee's position is upheld, prompt action will be taken to rectify the situation including, if applicable, the revision of the Company policy.

Our goal is to maintain a positive working environment for everyone by maintaining direct communication with all employees and ensuring that each and every individual may speak directly and openly with the management team.

2.8 VOLUNTARY RESIGNATION

If you choose to voluntarily resign from the company, exempt employees are required to provide three (3) weeks written notice to their Manager/Supervisor stating the effective date and reason for resignation; Non exempt employees are required to provide two (2) weeks written notice to their Manager/Supervisor stating the effective date and reason for termination. The Company, at its discretion, may decide that the employee needn't work through the notice period.

2.9 EMPLOYEE INFORMATION

Please be sure to keep the Human Resources Department informed of any changes, such as address, marital status, etc. within one week of the said change. This is necessary to 1) ensure that you have up-to-date complete coverage for insurance and other benefit plans and 2) in case of any emergency or illness we can readily notify the proper individuals.

In the event any of the following items should change, please notify Human Resources immediately:

- Name
- Address
- Telephone Number
- Marital Status
- Number of children or other dependents
- Direct Deposit Information

2.91 EMPLOYEE RECORDS

The contents of personnel records concerning you are the property of Nickle Electrical and access to this information is restricted. Your personnel information is available for your inspection by contacting Human Resources and the contents cannot be copied or removed from the Human Resources Department.

Examples of records contained in a personnel file include but may not be limited to performance reviews, change of status records, commendations, disciplinary actions and educational or training certificates.

2.10 SAFETY POLICY SUMMARY

In order to provide a safe and healthful work environment for our employees and customers, the company has established a workplace safety program. We regard this as one of our highest priorities and have given the Director of Safety the responsibility for implementing, administering and monitoring this program. Its success is contingent on the participation and commitment of every employee. Because some of the best safety improvement ideas come from our employees, we encourage all to share recommendations, concerns and suggestions to management and/or the Director of Safety.

Information regarding workplace safety is communicated and shared with our employees through a variety of means including meetings, memorandums, tool box talks and through our Safety Committee. The company also provides periodic workplace safety training that covers potential safety and health hazards and reviews appropriate practices and procedures to eliminate them. All work is expected to be conducted in accordance with the accepted safety standards of the trade and the Occupational Safety and Health Act of 1970.

Each employee is expected to obey all safety rules and to exercise caution in all work activities. Any unsafe condition must be immediately reported to the appropriate supervisor and/or the Director of Safety. Employees who violate safety standards or who fail to report any hazardous or dangerous situation face disciplinary action up to and including dismissal.

Our safety policies are outlined in detail in a separate manual that is provided to every employee. It must be signed by each individual acknowledging his/her understanding and acceptance of its contents. Ultimately, the company will do everything possible to maintain a safe work environment. The cooperation of all employees is not only appreciated, it is a condition of employment.

2.11 TRANSPORTATION AND TOOLS

2.111 DRIVING COMPANY OWNED VEHICLES:

In order to drive a company-owned vehicle you must have a current valid driver's license, complete a defensive driving class, be at least 18 years of age and have authorization from your supervisor to drive such vehicle. Employees will:

1. Keep vehicles in a neat, clean and orderly fashion.
2. Not use vehicle for personal use
3. Wear a seatbelt while in the vehicle
4. Utilize hands free equipment while using cellular phone
5. Not allow non-employees to drive/ride in the vehicle
6. Drive in a safe and courteous manner

Failure to abide by these requirements will lead to disciplinary action up to and including termination.

All employees will be subject to a driver's license check at hire and annually thereafter at a minimum. All information will be held in the strictest confidence and will be used to determine the eligibility of driving a company owned vehicle and/or driving for business purposes with a personal vehicle. Eligibility is determined based on an internal point system.

For more detailed information and to review the specific point system, please see the Director of Safety.

2.112 COMPANY OWNED TOOLS AND EQUIPMENT

Any tools and/or materials that are no longer needed on a job are to be properly secured at the end of each workday. Each electrician is responsible for ensuring that procedure is followed. Employees are also expected to operate tools and equipment in a safe manner and maintain them as if they were their personal tools. Shop tools are not to be taken home for any reason without special permission from management.

Employees are to promptly notify the shop or their supervisor of any tools that are broken or are otherwise in need of repair. Additionally, employees are responsible for reporting to the shop if there are any tools/equipment that have been stolen or lost.

2.113 PERSONAL TOOLS AND EQUIPMENT

Craftsmen are required to provide their own hand tools necessary to perform their assigned work. A list of required tools will be given you to upon hire. All employees are responsible for the care and security of all tools. The company is not responsible or liable for replacement of broken or stolen tools and equipment.

2.114 EMPLOYER OWNED CELLULAR PHONES

Cellular phones are issued to the employee for the convenience of management. Each phone is allotted 450 minutes per billing cycle. If an employee exceeds that allotment due to personal calls, the overage will be deducted from the employee's pay through payroll deduction at the time the office receives the bill in accordance with the "Employee Purchases" policy.

2.115 DISTRACTED DRIVING

All employees are required to be familiar and comply with federal and state law when using a wireless device while driving. Specifically, employees are required to use a hands free device when using a cellular phone while driving. Additionally, the Company prohibits employees from texting, emailing or using any handheld communication device while operating a company vehicle or while driving a personal vehicle for business use. Failure to comply with this policy will lead to disciplinary action up to and including termination

2.12 REQUIRED TRAINING

2.121 CPR/FIRST AIDE TRAINING PROGRAM

All Project Managers, Service Managers and craft people are required to complete an Adult CPR First Aide course with re-certification as required. Upon hire, the employee must show proof of completing this training. If such proof cannot be produced, the employee must complete such training.

It is ultimately the responsibility of the employee to maintain current certification. Failure to do so may result in disciplinary action up to and including termination.

2.122 10-HOUR OSHA TRAINING PROGRAM

All Project Managers, Service Managers and craft persons are required to complete the 10-Hour OSHA class, with re-certification as required. Upon hire, the employee must show proof of completion of this training. If such proof cannot be produced, the employee must complete such training.

It is ultimately the responsibility of the employee to maintain current certification. Failure to do so may result in disciplinary action up to and including termination.

2.123 DEFENSIVE DRIVING PROGRAM

In order to drive a company vehicle, the employee must show proof of completing an acceptable Defensive Driving class. No employee may drive any company vehicle unless this certificate is presented to the Human Resource Department.

It is the responsibility of the employee to obtain certification. Failure to do so may result in disciplinary action up to and including termination.

2.124 30 HOUR OSHA TRAINING PROGRAM

All Project Managers and Service Managers are required to complete the 30-Hour OSHA class, with re-certification as required. Upon hire, the employee must show proof of completion of this training. If such proof cannot be produced, the employee must complete such training.

It is ultimately the responsibility of the employee to maintain current certification. Failure to do so may result in disciplinary action up to and including termination.

2.13 EMPLOYEE PURCHASES (NON-COMPANY RELATED)

If an employee wants to purchase tools and charge them to a company account, the employee must get a purchase order number from the purchasing department, or ask the purchasing department to order the tool for the employee.

All employee purchases will be deducted from the employee's paycheck based on the following:

\$50.00 and under	one payroll deduction
\$51.00 to \$99.00	two payroll deductions
\$100.00 and above**	<u>no more</u> than 4 payroll deductions

**Employee may specify number of weeks if less than 4 weeks is desired.

1. If an employee wishes to reimburse the company by check or cash, they must do so within one week of receipt of vendor invoice. If money is not received in one week, the amount will be deducted from the employee's paycheck based on the above scale.

2. If an employee wants to purchase material or anything other than a tool and charge it to a company account, the employee must get approval from the President prior to purchase. Payment of vendor invoice will be agreed upon at the time of approval.

2.14 JURY DUTY

It is the company’s position that all Americans should do their civic duty. In the event an employee is called for jury duty, a copy of the jury duty notice must be given to your supervisor as soon as possible.

While on jury duty, non exempt employees will be given up to three (3) days pay in addition to any compensation received by the court. To receive this compensation, you must supply Human Resources with a notice from the court indicating you participated in that day’s session.

An employee may not be discharged or threatened with discharge because of the length or nature of an employee’s jury service or when subpoenaed to testify in court.

2.15 BEREAVEMENT

In the event of the death of an employee’s mother, father, mother in law, father in law, grandparents, children, siblings or spouse, the employee will be granted up to three (3) days excused paid leave.

III. EMPLOYEE BENEFITS

The following information is merely a highlight of the benefits offered by Nickle Electrical Companies. Please refer to plan documents available in the office for a more detailed explanation of each benefit.

3.1 VACATION ALLOTMENT FOR FULL TIME EMPLOYEES

AFTER COMPLETING	VACATION ALLOTMENT
1 year of service	5 days
2 years of service	10 days
6 years of service	15 days
12 years of service	20 days
20 years of service	25 days

Vacation days are calculated from anniversary date to anniversary date. Under normal circumstances no employee is permitted to carry over vacation time from one anniversary year to another anniversary year.

3.11 UNUSED VACATION

Employees who have not used all of their vacation by the end of their anniversary year, will be paid for that portion. Provided required notice is given, unused vacation upon

voluntary separation will be paid according to when the employee exits the company and will be included in the employee's final check. Specifically if an employee,

Exits within 3 months after anniversary date	25% payout of unused vacation
Exits within 4-6 months after anniversary date	50% payout of unused vacation
Exits within 7-9 months after anniversary date	75% payout of unused vacation
Exits within 10-12 months after anniversary date	100% payout of unused vacation

3.12 APPROVAL AND SCHEDULING OF VACATION

All employees who are eligible for vacation within the current calendar year must notify the office of their time off requests in writing by March 1. We ask this so that Management will have a general idea of possible manpower problems and alleviate any other problems. No employee will receive payment for vacation time in lieu of taking the time unless payment is due to an expiring anniversary year or voluntary separation of employment within the guidelines of the company policy.

Any vacation time submitted for approval after March 1, will be approved on a first come first served basis.

To be fair, if two or more employees request the same dates off and it is not economically feasible for Nickle Electrical Companies to approve all requests, the employee's requesting the same time off will be informed of the unfeasibility and asked if any of the employees can change their dates. If in the case where there is still two or more employees requesting the same dates and this is detrimental to the business, the decision will be made on a seniority basis.

Management reserves the right to deny requests for time off when work load and other business considerations deem it necessary.

3.2 PERSONAL DAYS

Non exempt employees will receive four (4) unpaid personal days after one year of service in addition to their vacation allotment to use for emergencies and/or sickness. Prior to one year of service, the employee will receive two (2) unpaid personal days after six (6) months of service. Personal days cannot be carried over to a subsequent year.

Any employee with more than four (4) unexcused absences within one anniversary year is considered as having excessive absences. Excessive absences affects the overall productivity and will not be tolerated.

3.3 HOLIDAYS

Nickle Electrical Companies recognizes six (6) paid holidays. They are:

NEW YEARS DAY	LABOR DAY
MEMORIAL DAY	THANKSGIVING DAY
INDEPENDENCE DAY	CHRISTMAS DAY

If an employee is absent the day before or the day after a holiday, (without prior written approval from supervisor) he/she will not be paid for the holiday.

If the holiday falls on the weekend, the following will be the procedure:

1. Saturday holidays will be observed on Friday
2. Sunday holidays will be observed on Monday

Holidays are not reimbursable. Holidays will be paid to non exempt employees at their regular rate (not prevailing rate or special rate). Holidays will be paid to non exempt employees after 30 days.

If you are required to work on a holiday, you will get a substitute day off arranged by your manager, unless you are paid for the holiday.

3.4 GROUP HEALTH INSURANCE

After completing the required 90 day waiting period, employees classified as full time will be eligible for our shared-expense group health insurance plan (Contact Human Resources for details on requirements, exceptions and cost.). The employee's portion shall be paid through payroll deduction.

For a more detailed explanation of benefits and the cost of such benefits, see the Human Resources Department.

3.5 DENTAL INSURANCE

After completing the required 90 day waiting period, employees classified as full time employees will become eligible for Dental insurance at which time you may enroll yourself and any eligible dependents. All premiums will be paid through payroll deduction.

For a more detailed explanation of benefits and the cost of such benefits, see the Human Resources Department.

3.6 LIFE AND DISABILITY INSURANCE – EMPLOYEE ONLY

After completing the required 90 day waiting period, employees classified as full time employees will become eligible for Life and Disability insurance. The employee will be responsible to pay a portion of the premium per payroll period for this insurance.

For a more detailed explanation, see the Human Resources Department and/or the benefits pamphlet for this benefit.

3.7 LIFE INSURANCE – EMPLOYEE AND FAMILY COVERAGE

All full time employees may purchase life insurance for themselves and/or their dependents through New York Life Insurance Company. The employee is responsible for payment of the policy, but may elect payroll deduction.

For more information or to arrange an appointment with a representative, see the Human Resources Department

3.8 SUPPLEMENTAL INSURANCE

In addition to the standard benefits offered by the Company, full time employees can purchase, at their expense, the following voluntary supplemental insurance programs after the required 90 day waiting period. The plans offered are Accident Insurance, Short Term Supplemental Disability Insurance, Cancer Insurance, Supplemental Life Insurance and Hospital Confinement Insurance.

For more information, please contact the Human Resource Department.

3.9 BLOOD BANK

Benefit covers both employee and their dependents at no cost to the employee.

For more information, see the Human Resources Department

3.10 401K PLAN RETIREMENT SAVINGS PLAN

Nickle Electrical Companies offers a 401(K) Plan that is designed to be a supplemental retirement benefit for the employees of Nickle Electrical Companies. Please see the Human Resources Department for specific information about the plan.

3.11 RETIREMENT PROGRAM – MUTUAL FUNDS

All full time employees may elect, through payroll deduction, to invest in some mutual funds. This is 100% supported by the employee. For more information or to arrange an appointment with a representative, see the Human Resources Department

3.12 HEALTH ADVOCATE

Health Advocate is a free service with no waiting period for Nickle Electrical employees, their spouses, dependent children, parents and in-laws. It helps you navigate the healthcare system and maximize your healthcare benefits. It is available to you 24 hours a day, 7 days a week. With one phone call a dedicated expert will do all the work to solve or clarify your medical questions.

Specifically it assists in coordinating care among physicians and medical institutions, helps members with rare, serious or complex medical conditions and identifies top medical institutions and critical illness providers. It also serves as an advocate for any claims disputes or claims decisions.

To learn more about this benefit, contact the Human Resources Department.

3.13 CONFIDENTIAL EMPLOYEE ASSISTANCE PLAN (EAP)

This free confidential program through Magellan Health is available with no waiting period to all employees and their families. Assistance is available for emotional and stress related issues, family and parenting issues, alcohol and drug dependency as well as health and wellness issues. Telephone consultation is available 24/7 with a licensed mental health professional.

For more information on this valuable resource, please contact the Human Resources Department.

3.14 TUITION REIMBURSEMENT

Qualified employees are encouraged to enroll in the apprenticeship program furnished by the State of Delaware.

Additional schooling and education are always encouraged. If you would like to further your education, the company will reimburse you for authorized costs. In order to be eligible for reimbursement, you must meet the following criteria:

1. Be a full time employee at the start of the class, as well as, at the completion of the class and have completed the 90 day introductory period
2. The class must be directly related to your current position
3. Class must be approved by management prior to enrolling
4. Must complete the class with a "C" or better
5. Before reimbursement is given, you must supply the company with a copy of your receipt, showing payment in full and the cost of the class

Maximum reimbursement is \$1000 per calendar year and is limited to tuition only. Contact the Human Resources Department to find out how to qualify for cost reimbursement.

3.15 PRESCRIPTION SAFETY GLASSES

Any employee that wears prescription glasses and is required to wear safety glasses will be given an allowance of \$100.00 per year. This allowance is to be applied only to the purchase of a pair of Z87 rated lenses with side shields. To receive your \$100 reimbursement, you must supply the company with proof of purchase.



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540 S. Bedford Street
Georgetown, DE 19947
P: 302.856.1006
F: 302.856.6119

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

Please read the Employee Handbook carefully. If you have any questions concerning the policies contained herein, please feel free to contact your Supervisor/Manager or the Director of Human Resources.

Everyone's cooperation and adherence to this handbook is required. All employees are required to sign and return this acknowledgement page.

Steven Dignan
President

I have received and read the Nickle Electrical Companies Employee Handbook. I understand the contents here and agree to abide by them.

Employee Name: _____
Print Name

Date: _____

Employee Signature: _____