

PREPARED FOR: _____



EMPLOYEE

HANDBOOK

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WELCOME TO HI-SPEED INDUSTRIAL SERVICE

As an employee of *Hi-Speed Industrial Service*, (**Hi-Speed**) the importance of your contribution cannot be overstated. Our goal is to provide the finest-quality products and services to our customers and to do this more efficiently and economically than our competitors. By satisfying our customers' needs, they will continue to do business with us and will recommend us to others.

You are an important part of this process for your work directly influences Hi-Speed's reputation.

This *Employee Handbook* explains our human resource policies and practices, our benefits and the specific opportunities and responsibilities that exist for you within our company. In an effort to be responsive to the needs of a growing organization, changes or additions to this *Employee Handbook* will be made when necessary. We will keep you informed when these changes are made.

We are glad you are a member of the Hi-Speed family and we hope you will find your work to be both challenging and rewarding.

Benjamin J. Buffington

President and Chief Executive Officer
Hi-Speed Industrial Service

PURPOSE OF THIS EMPLOYEE HANDBOOK

We realize that reporting to a new job can be a challenging experience. The material in this *Employee Handbook* is intended as a guide to help you become acquainted with Hi-Speed and to give you an overview of Hi-Speed's policies and practices. This *Employee Handbook* is not the final word in most cases nor is it a contract of employment since your employment is on the basis of *employment at will* and may be terminated by either party at any time. Individual circumstances may dictate individual attention, and the policies and procedures set out in this *Employee Handbook* may be modified or omitted in particular situations and they are, normally, only a summary of a more comprehensive *Hi-Speed Policy*, most, of which, are referred to in this *Handbook*. **In all cases, the actual policy will be the final guide.**

You are required to be familiar with the information contained in this *Employee Handbook*. If questions come to mind that are not mentioned in this *Employee Handbook*, see your supervisor or a member of management. Again, please read this *Employee Handbook* very carefully and keep it for future reference. If, from time to time, changes are necessary or revisions are made, you will be given a revised copy of such changes or revisions. Hi-Speed reserves the right to amend, modify, depart from, or delete this *Employee Handbook*. If, in any instance, policy may differ from State laws or statutes, the State law will always apply.

HI-SPEED POLICIES and PRACTICES

EQUAL EMPLOYMENT OPPORTUNITY

It is a *Policy* of Hi-Speed Industrial Service to be fair and impartial in all its relations with its employees and applicants for employment without regard to race, color, religion, age (40 yrs or older), sex, disability or national origin. Decisions on employment will be based to further the principles of equal employment opportunity. A copy of the Hi-Speed's ***Equal Opportunity Policy*** is attached to this ***Handbook*** and you will also find a copy of this *Policy* posted on Hi-Speed's Bulletin Board. You are expected to read and be familiar with this *Policy*.

EMPLOYMENT OF RELATIVES or CLOSE ACQUAINTANCES

It is Hi-Speed's policy to hire and promote the best qualified individuals for every job opening without regard to marital status, degree of kinship, close friendship, or other personal relationship. In the event relatives or close acquaintances of current employees are hired, they can never be employed, promoted or transferred to a position for which a relative or close acquaintance is in a position to supervise them. Exceptions can be made to this in *extraordinary situations* but not without the express, written approval of **Benjamin J. Buffington, President & Chief Executive Officer (CEO)**. ***Relatives*** are normally interpreted as brother, sister, husband, wife, son, daughter, father, mother, or immediate in-laws but can include other relatives at management's discretion. ***Close acquaintances*** are normally considered individuals who have a close personal relationship (such as a dating relationship) or reside at the same address as the employee. The purpose of this policy is for Hi-Speed to make every effort to avoid situations from which questions of favoritism or preferential treatment in the employment process may arise. If an applicant fails to divulge on the employment application any relatives or close acquaintances who work for Hi-Speed, it would likely lead to termination.

EMPLOYEE SAFETY & HEALTH

Providing a safe work environment is a high priority for Hi-Speed. All employees are expected to abide by the expectations outlined in Hi-Speed's ***Safety and Health Policy***. Those aspects of this *Policy* that apply to you and your job will be communicated to you by your supervisor.

On-the-job injuries are covered by our workmen's compensation insurance policy which is provided to you at no cost. **If you are injured on the job, you must report the incident immediately to your supervisor.**

EMPLOYMENT APPLICATION AND DATA

Hi-Speed relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Hi-Speed excluding the individual from further consideration for employment or, if the person has been hired, termination of employment.

PERSONNEL RECORDS AND CHANGE OF STATUS

Hi-Speed will maintain an official personnel file for each employee. Per Hi-Speed's policy on *Managing Personnel Information*, with the CEO's authorization and supervision, employees may be allowed to review certain aspects of their personnel file. Please understand that the contents of personnel files are the property of Hi-Speed and may not be copied, except for use by Hi-Speed management or unless specified by a Hi-Speed policy, unless specific authorization is granted by the CEO.

It is the responsibility of each employee to promptly notify Hi-Speed of any changes in personnel data, such as mailing address, telephone number, marital status, number and names of dependents, name of person to contact in an emergency, educational accomplishments, etc.

CUSTOMER AND PUBLIC RELATIONS

Hi-Speed's reputation has been built on excellent service and quality work. To maintain this reputation requires the active participation of every employee. The opinions and attitudes that customers have toward Hi-Speed may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a customer for granted, but when we do, we run the risk of losing not only the Customer, but his associates, friends or family who may also be Customers or prospective Customers.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

EMPLOYMENT VERIFICATION REQUESTS

All requests for information regarding the employment of any present or former Hi-Speed employee are governed by Hi-Speed's policy on *Managing Personnel Information*. Hi-Speed will respond in writing to all bona fide **written** requests for employment verification.

If you need a request for verification, please have it forwarded to the Human Resources Department for processing **with your signature authorizing Hi-Speed to respond to it**.

Hi-Speed will normally not provide verification of employment, or any other information regarding the employment of any current or former employee, **over the telephone** with the exception that **date of hire, date separated and position held** may be verified over the phone **for a former employee**.

PROBATIONARY PERIOD

New employees are regarded as probationary until they have completed **three (3) calendar months** of employment. The primary purpose of the probationary period is to provide new employees with a learning period and for both Hi-Speed and new employees to decide if they want to continue the employment relationship. In unusual circumstances, the probationary period may be extended upon notice to the employee.

At any time during the probationary period, an employee may be terminated for any reason whatsoever at the sole discretion of Hi-Speed. Although Hi-Speed's **Rules** apply to all employees, **Hi-Speed's progressive disciplinary policy does not apply to probationary employees**. Upon the successful completion of the probationary period, the employee's date of hire with Hi-Speed will be the employee's first day of employment with Hi-Speed.

MEAL AND BREAK PERIODS

All employees working at least a normal work day of 8 hours are allowed to take two daily **paid** break periods of **ten (10) minutes** each. The lunch period, at a minimum at least 30 minutes, is **not paid**.

OVERTIME

At a minimum, hourly-paid employees will be paid time and a half for all hours worked in excess of forty in a work week. To work overtime beyond the normal quitting times or prior to the normal starting times, prior authorization must be granted by the employee's supervisor.

If a customer agrees to reimburse Hi-Speed, Hi-Speed's company policy is to automatically pay employees **time and a half after 8 hours paid in a day**, automatically to **pay time and a half on Saturday** and automatically **time and a half for hours worked between 6pm and 12am**. In addition, Hi-Speed will automatically to **pay double time on Sunday** and **double time for hours worked between midnight and 6am**.

Compensable time off may be used instead of receiving pay for overtime if approved by the employee's supervisor and taken within the same 7 calendar day period in which the overtime was worked. If, in any instance, policy may differ from State laws or statutes, the State law will always apply.

TIMEKEEPING

All hourly paid employees must record, on **Hi-Speed's approved systems**, their time worked. You will be oriented to **your specific time keeping system** during orientation and your supervisor or the payroll department can answer any specific questions you may have after that. Maintaining **exact time records** is required by the Federal Government and it is Hi-Speed's policy to strictly abide by those laws and regulations. It is your responsibility as an employee of Hi-Speed to comply with the requirements of the time keeping system applicable to your job and to do it in an honest and dependable manner.

PERSONAL PERFORMANCE APPRAISAL

All regular, full time employees of Hi-Speed will receive regular, scheduled appraisals of their personal performance per the requirements of Hi-Speed's policy on *Performance Evaluation*. **Each covered employee should always be aware of when their next performance review is scheduled.** Normally, it is **YOUR** performance that determines whether you are eligible for a wage or salary increase at the time of your performance review. At orientation, you will be advised when your first performance review is scheduled and then your supervisor will keep you apprised of future review dates.

COMPENSATION

Hi-Speed strives to maintain a wage and salary program that is competitive in our industry and in the communities in which our employees work. In the event that competitors have rates of pay that are significantly below or above what is normal for other industries in the area with comparable jobs, then Hi-Speed will normally base their rates of pay on what is needed to compete with different area industries requiring comparable skills. **In addition to base pay**, Hi-Speed has a program of granting *Annual Bonuses* if company and personal performance warrant.

PAYDAY AND PAY CHECKS

Paychecks are paid **bi-weekly** and normally distributed **every other Friday**. The paycheck reflects the time worked during the previous two work weeks, ending on the **Sunday** prior to the week in which they are distributed.

Your supervisor will answer any questions you may have about your pay. If you feel an error has been made, bring it to the attention of your supervisor for investigation and correction as necessary. As a general rule, paycheck corrections will be made in the next paycheck.

DIRECT DEPOSIT

For the benefit of both the employee and Hi-Speed, all employees are required to make arrangements to have their weekly payroll checks direct deposited.

PAYROLL DEDUCTIONS

Federal Income Tax, Social Security, Medicare, State and Local Income Tax (if applicable) will be withheld from the employee's pay check. The amount of Federal Income Tax withheld is calculated from the status and number of exemptions claimed by the employee on the W-4 form. If there are any changes in status or exemptions, the employee must complete a new W-4 form.

HI-SPEED BULLETIN BOARD & SOLICITATION

Hi-Speed's Bulletin Board is an important communication tool to keep everyone informed of official Hi-Speed announcements and notices, published Hi-Speed *Policies*, required governmental postings and other useful information. Employees are responsible for checking

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the Bulletin Board on a regular basis. Generally, Hi-Speed will not post anything of a political, religious or solicitous nature or other material that might be objectionable to employees. If you would like to post something, see Human Resources or the primary manager at your location.

In order to avoid unnecessary annoyances and interruptions from your work, solicitation by an employee of another employee is prohibited in work areas. Employee distribution of literature, including handbills, in work areas is prohibited at all times. Trespassing, soliciting or distribution of literature by non-employees on Hi-Speed premises is prohibited at all times.

PROMOTIONAL OPPORTUNITIES

Whenever there is an opening that could offer current employees work in a higher paying wage range (vacancy to be filled or new position), current employees will be considered for the position before hiring a new employee directly into the position.

STANDARDS FOR EMPLOYEE CONDUCT

Employees are expected to observe “common sense” rules: honesty, good conduct, a concern for the job, safe work practices; and to adhere to generally accepted good behavior in our relations with each other. A copy of Hi-Speed’s *Rules & Guidelines for Levels of Disciplinary Action* is attached to this *Handbook* and a copy will be continually posted on Hi-Speed’s Bulletin Board. Some important aspects of specific employee conduct are outlined in more detail below.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Hi-Speed expects each employee to be dependable and punctual in reporting to work. Absenteeism and tardiness/leaving early place a burden on other employees and are disruptive to Hi-Speed in general. Generally, **tardiness/leaving early that averages more than two (2) times a month and absence that averages more than one (1) day every two (2) months is considered excessive.** Employees are considered “**tardy**” if they have not arrived to work in sufficient time to be ready to start work at their scheduled starting time and considered to have “**left early**” if their recorded time shows they did not work until their scheduled quitting time.

Whenever it is necessary for an employee to be absent from work, employees should personally telephone their respective supervisor prior to their scheduled starting time to permit the supervisor time to make arrangements to cover for the employee. Also, employees who believe they will be late to work should do likewise.

Excessive absenteeism or tardiness/leaving early, **regardless of reason**, will result in an employee’s record being reviewed to determine suitability for continued employment. While notification to the supervisor and submission of doctors’ statements will not excuse an absence, they will be considered in any such review.

SMOKING ON HI-SPEED PROPERTY

Smoking is not allowed anywhere inside the Hi-Speed’s physical facilities. Smoking is allowed outside the Hi-Speed’s physical facilities as long as proper housekeeping is followed.

NO HARASSMENT

Hi-Speed will not permit harassment or intimidation because of sex, race, color, age (40 yrs or older), religion, national origin, or disability. Employees of Hi-Speed shall not commit any act of harassment or intimidation. Such acts are defined in Hi-Speed's ***No Harassment Policy*** along with the process an employee should follow if she feels there has been harassment. Hi-Speed's ***No Harassment Policy*** is attached to this ***Handbook*** and is also posted on Hi-Speed's Bulletin Board and all employees are expected to be familiar with it. An employee who violates this ***Policy*** shall be subject to the disciplinary procedures of Hi-Speed.

DRUG & ALCOHOL ABUSE

Hi-Speed has a significant interest in ensuring the health and safety, continued good performance, and attendance of its employees. In furtherance of this goal, Hi-Speed has established ***Drug & Alcohol Abuse Policy*** regarding the use, sale, or possession of alcohol, illegal drugs, or controlled substances. An employee copy of a summary of Hi-Speed's ***Drug & Alcohol Abuse Policy*** is attached to this ***Handbook*** and will be posted on Hi-Speed's Bulletin Board. Hi-Speed will be very confidential and supportive of any employee who voluntarily comes forward, prior to a violation of the ***Policy*** occurring, with a desire to correct any related problem. The obligations set forth in the ***Drug & Alcohol Abuse Policy***, including acceptance of being drug tested constitute conditions of employment. Refusal to submit to drug testing as provided in Hi-Speed's ***Drug & Alcohol Abuse Policy*** constitutes a material breach of the conditions of employment, and is grounds for dismissal.

USE OF HI-SPEED COMPUTERS & PERSONAL ELECTRONIC EQUIPMENT

Computers, related hardware and software (including those providing internet access), and the electronic mail system are provided by Hi-Speed for use in conducting Hi-Speed business. They are supposed to be used only for Hi-Speed business. The contents of the computer system, computer disks, other data storage media, and electronic mail messages remain the property of the Hi-Speed and may be inspected or monitored by Hi-Speed at any time. If you use these tools for private or personal matters, since the systems and their contents belong to Hi-Speed, they are likely to become known to Hi-Speed. Use of Hi-Speed's computers, as well as **work/personal cell phones and/or texting devices for personal reasons** should be viewed as **you would personal telephone calls at work** – as long as it is kept to a minimum and does not interfere with Hi-Speed work, it can be acceptable, **unless safety and/or work rules in your department specifically exclude them.** All employees driving company vehicles or driving on company business, should always be aware that texting, while driving, is dangerous and therefore not an acceptable work practice. All phone calls made from a company or personal vehicle during working hours must be HANDS FREE at all times. Violation of these rules can subject an employee to disciplinary action.

However, all persons are specifically prohibited from using the computers, internet access, or electronic mail system in any manner that reflects negatively upon Hi-Speed, including using them to prepare, download, store, or transmit offensive materials (such as those involving personal insults or racial, sexual, religious, and ethnic slurs), pornographic material, and material used for any illegal or questionable activity (such as gambling, chain letters, or "get rich quick schemes"). Electronic harassment of fellow employees or other persons is just as much a violation of Hi-Speed's policy on ***No Harassment*** as well as its ***Electronic Communications***

Policy. Employees are expected to be professional, courteous, and considerate at all times. This also includes not intentionally accessing electronic communications intended for someone else.

All forms of Hi-Speed electronic communication (both those between employees and those with persons outside of Hi-Speed) are subject to being considered confidential and proprietary. Be careful with the information that is confidential or proprietary and do not communicate it electronically unless you are specifically authorized to do so. Unauthorized disclosure of such information or unauthorized copying or downloading of data bases or software that is owned by or licensed to Hi-Speed may be considered the same as theft. Software that is not owned by or licensed to Hi-Speed should not be copied onto or used on Hi-Speed computers.

All employees of Hi-Speed are expected to exercise good judgment and common sense in their use of computers, related electronic media, cell phones or texting devices. Even where a rule may not technically apply, the spirit and intent behind that rule will be applied, and appropriate disciplinary action may be taken.

OPEN DOOR POLICY

Hi-Speed is committed to maintaining an “open-door” philosophy for all its employees. Normally, an employee will be expected to use the ***Open-Door Procedure*** (outlined below) from Hi-Speed’s ***Open-Door Policy*** to resolve any matter not covered by Hi-Speed’s ***No Harassment Policy***. However, an employee is always welcome to meet first with the CEO to discuss any matter.

In order for our ***Open-Door Policy*** to be an effective means of communication, Hi-Speed expects the support of all management. There will be no retaliation against an employee for using the ***Open-Door Procedure***.

OPEN DOOR PROCEDURE

Step 1 -- An employee should first discuss any problems, suggestions, or questions, with the immediate supervisor. The supervisor will be responsible for responding to the employee within two working days following the employee’s report of a complaint to the supervisor.

Step 2 -- Where resolution has not been accomplished with the immediate supervisor, or the supervisor fails to respond within two working days, the matter may then be discussed with the Manager of the employee’s supervisor. The Manager must give an answer to the employee within two working days after the employee reports the complaint in writing to the Manager.

Step 3 -- If the employee is dissatisfied with the decision rendered by the Manager, or the Manager fails to respond within two working days, the employee may then submit the written complaint to the CEO. The CEO will arrange to meet with the employee to discuss the matter and report back to the employee within ten working days following the meeting with the employee.

TERMINATION OF EMPLOYMENT

Should you decide to leave your employment with us, we ask that you provide your supervisor with **at least two weeks advance notice**. If the notice is provided and **you are not going to work for a competitor**, any earned, unused vacation pay will be paid to you on your final paycheck. An exit interview may be conducted by Hi-Speed for informational purposes. An employee must return all equipment, manuals, or any other property of Hi-Speed prior to receiving his/her last paycheck. If the items are not returned, the cost of these items may be deducted from the employee's final paycheck. If, in any instance, policy may differ from State laws or statutes, the State law will always apply.

HI-SPEED BENEFITS

HOLIDAYS WITH PAY

Hi-Speed observes **nine (9) paid holidays** throughout the year as follows:

New Year's Day	The Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	Personal Day
Thanksgiving Day	

When one of the above paid holidays falls on a Sunday, the following Monday will be observed as the holiday. When a holiday falls on a Saturday, the preceding Friday will be observed as the paid holiday.

Regular, full-time and regular, part-time employees, are eligible for holiday pay. Regular, part time employees will receive **prorated holiday pay** based on the number of hours they regularly work each work week.

Temporary employees are not eligible for holiday pay. In order to receive holiday pay, the employee must work her last scheduled work shift prior to, and her first scheduled work shift after the holiday, unless excused beforehand by their manager. Employees on a leave of absence will not be paid holiday pay.

If a holiday falls during your vacation, your vacation may be extended by one day. Be sure to check this out with your supervisor before you go on vacation.

If hourly paid employees should be required to work on a policy specified paid holiday, you will be paid double time in addition to your holiday pay, as long as it is reimbursed by a customer. If it is not, holiday hours paid will be considered as "hours worked" when computing weekly overtime.

The **Personal Day** holiday must be arranged, in advance, with the employee's supervisor. An unscheduled, intermittent day missed from the work schedule, whether full or partial, cannot be used as this holiday.

Administration and management of paid holidays are governed by Hi-Speed's policy on *Holidays*.

VACATION

Vacations are an important part of a regular, full-time employee's personal life and Hi-Speed recognizes the value of each employee having time away from work.

Newly hired employees will earn **16 hours** of paid vacation as of their **6 month anniversary date** and then an **additional 24 hours** of paid vacation on the **1st anniversary of their date of hire**.

All employees are only eligible to use **EARNED** vacation hours for vacation pay. Because of this, an employee cannot "borrow ahead" to use vacation hours that have not been "earned."

Beginning with your **second (2nd) anniversary of your date of employment**, and for all anniversary dates that follow, the schedule below outlines how vacation is earned on **each employee's respective anniversary date of hire**:

<u>Full Years of Service</u>	<u>Earned Vacation</u>
2nd to 4th anniversary.....	80 hours
5th to 9th anniversary.....	120 hours
10th anniversary and after.....	160 hours

In the event of a vacation scheduling conflict between employees, the employee who scheduled first gets preference, and if the schedule occurred at the same time, then the employee with the most seniority gets preference.

Although employees are encouraged to use all earned vacation prior to their anniversary date, beginning with the employee's 2nd anniversary date of hire, employees are permitted to "carry over" up to 32 hours of earned vacation into the following service year. Any hours in excess of 32 hours as of an employee's anniversary date of hire will be **lost and not paid**.

If an employee **voluntarily** resigns and gives Hi-Speed at least **two weeks' notice**, any **earned** vacation that has not been used will be paid as long as the employee is not going to work for, or as, a competitor.

Upon **involuntary termination** (other than something beyond the employee's control like layoff, reduction in force, etc.) any earned, unused vacation **will not be paid** if the employee has violated Hi-Speed's rules and regulations.

All employees with at least 2 weeks of earned vacation are expected to take at least one (1) week of vacation on consecutive work days.

The administration of vacation pay is governed by Hi-Speed's ***Vacation Policy***. If, in any instance, policy may differ from State laws or statutes, the State law will always apply.

PERSONAL TIME OFF (PTO)

Regular, full time employees are eligible for ***Personal Time Off (PTO)***.

PTO is intended to cover intermittent absences from work due to **non-work related** personal illness/injury or pressing personal issues that require an employee's absence from scheduled work. These hours should only be used as needed and should **not be considered by an employee as a benefit that must be used.**

A new employee will be granted **12 PTO hours after 6 months of service and 12 additional PTO hours on the 1st anniversary of the employee's date of hire.**

All other employees will be granted **twenty-four (24) hours of PTO effective their 2nd anniversary date of hire and each one thereafter.**

PTO must be used in no less than **2 hour** increments and are typically taken in a full work day of 8 hours.

Except for your 1st anniversary date, any unused hours for ***PTO*** at the end of your service year will be lost and not payable to the employee and any earned, unused ***PTO*** will not be paid upon an employee's termination.

The administration of ***PTO*** is governed by Hi-Speed's policy on ***Compensation Continuation***.

LEAVES OF ABSENCE

Employees who are no longer in their probationary period may be eligible for leaves of absence for **personal illness, funeral, civic duty, military duty or personal reasons**. A leave of absence is generally defined as any absence from scheduled work, for the reasons above, that **lasts longer than 3 work days.**

All leaves of absence, and all requests for Funeral Leave, require the employee to complete the ***Application for Leave of Absence*** that is available from the Controller's office. After completion of this form **and submittal of any other required documentation,** management will consider your request and advise whether your leave request is approved or not approved.

Hi-Speed has policies and benefits that provide some compensation for a ***Personal Medical Leave, Funeral Leave and Jury Duty Leave.***

If, at any time, you have questions about a possible need for a *Leave of Absence* or whether compensation is permitted for a certain type of *Leave*, please ask your supervisor or someone with the Controller's office.

Although it will be reviewed with you at your orientation, should you later need to be reminded of the particular requirements for any leave of absence or would like to see if the specific compensation continuation that may exist for a certain leave, see the Controller's office who will be happy to review Hi-Speed's ***Leave of Absence Policy*** and ***Compensation Continuation Policy*** with you.

GROUP INSURANCES

Hi-Speed **provides group health, dental, life and supplemental pay insurance** for all full time, regular employees. The effective date of each of these plans, their respective coverages and their respective costs will be reviewed with you at your employment orientation. (See attached ***Insurances Summary*** for details). If at any time after your hire, should you ever have any questions of coverage or cost, please see the Controller's office.

RETIREMENT PLAN

After 6 months of employment, regular full time employees are offered the opportunity to participate in the ***Hi-Speed's 401(k) Retirement Plan***. At that time, employees can choose to contribute a percentage of their pay up to the maximum allowable amount in a 401(k) tax deferred savings plan. Hi-Speed will also add to a participant's contributions, putting into your account, ***50 cents for every dollar you contribute, with you being able to contribute up to 15% of your pay!*** Full information concerning the details of this benefit is available from the Controller's office.

Hi-Speed also participates in the provisions of the Social Security, Medicare and Medicaid programs. Employee contributions are deducted from each paycheck, and Hi-Speed contributes at the applicable wage base as established by federal law.

EDUCATIONAL SUPPORT

Hi-Speed believes that continuing formal education (credited classes in college, technical school) enhances not only an individual's life but also their job performance. To encourage continuing education, Hi-Speed will pay for some of the expenses associated with such education including tuition, books, and fees as long as the courses, and/or degree, could have eventual benefit to Hi-Speed. If an employee is interested in pursuing educational reimbursements, see your supervisor or Human Resources for details of Hi-Speed's ***Educational Assistance Policy***.

In addition, Hi-Speed may approve an employee taking **short term training outside of Hi-Speed** to improve technical, managerial skills, etc. In the event this occurs, the company will pay all approved expenses associated with it under the anticipation the employee **will work for Hi-Speed at least 3 years beyond completion of the training** in order to allow Hi-Speed to benefit, along with the employee, from that training. In the event the employee would **voluntarily terminate** their employment with Hi-Speed **prior to the 3 years** or the employee is **terminated for cause prior to the 3 years**, the employee will be required to

reimburse Hi-Speed **per the Policy requirements**. Employees can see Human Resources for more details on the policy requirements.

CONCLUSION

This *Employee Handbook* is for your information only and does not create any contractual obligation. Employment is on the basis of *employment-at-will* and may be terminated by either party at any time. Hi-Speed reserves the right to amend, modify, depart from, or delete this handbook. In the event any aspect of this Handbook or our company policies and procedures are in conflict with the State laws or statutes of your respective State, State law or statute will always take precedent. If you have any questions concerning a matter not covered in this *Employee Handbook*, please see your supervisor or Human Resources.