

Employee Handbook (Colorado)

Flawless Steel Welding



January 1, 2024

Disclaimer

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees. It is designed to acquaint you with Flawless Steel Welding (FSW, or the “Company”) and to help you effectively and efficiently operate within the Company's policies. This handbook is solely for informational purposes. The Company reserves the right at its sole discretion to amend its policies, programs, and/or guidelines, including the contents of this handbook, at any time with or without prior notice. This handbook and other Company policies, programs, and manuals, which are issued from time to time, set forth procedures and guidelines that, in any particular situation, may or may not be applicable according to Company's sole discretion, and that do not constitute promises or covenants and do not establish contractual rights, express or implied, between Company and any of its employees.

The relationship that exists between FSW and each of its employees is employment at will. This means that you are free to terminate your employment at any time for any reason, with or without cause or prior notice. Similarly, FSW retains the right to terminate an individual's employment at any time, for any reason, with or without cause or prior notice, at its sole discretion.

No manager or representative of FSW, other than the Owner, has the authority to make any promises or commitments contrary to the foregoing. Any employment agreement will only be valid and binding on FSW when the agreement is set forth in writing and signed by the Owner].

Nothing in this handbook is intended to interfere with the rights of any employees concerning a labor dispute or other concerted communications or activity for the purpose of mutual aid or protection protected by the National Labor Relations Act. To the extent that conduct is protected under the NLRA, this handbook does not prohibit it.

This handbook summarizes the policies, practices, rules, regulations, and employment benefits of FSW, which were in effect at the time of publication. They may change from time to time, with or without notice. It supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor or the President, will be happy to answer any questions you may have about the handbook.

Effective January 1, 2024, this supersedes any prior agreement, written or verbal, that was transacted with FSW or any of its previous companies and/or affiliates.

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WELCOME!

On behalf of everyone at Flawless Steel Welding (FSW), we want to welcome you to our team. Our goal here at FSW is to create a challenging yet rewarding workplace that provides our employees with the right skills and opportunities for advancement. We take great care in selecting new team members as we believe our success hinges on the commitment of our employees. You have been chosen to be a vital part of our team, and we recognize your immense value to our organization and will continue to rely on you to contribute a sense of pride in your efforts each and every day, along with an eagerness to overcome any challenges and willingness to learn new skills.

Sincerely,

Victor Garcia

President

Flawless Steel Welding, LLC

5353 Joliet St Denver Colorado 80239

www.fsw-denver.com

FSW - ABOUT US AND MISSION STATEMENT

At Flawless Steel Welding, our mission is to serve as a premier provider of Structural Steel Erection and Fabrication services. As a certified, minority-owned enterprise, we are committed to excellence in every aspect of our operations. Leveraging cutting-edge technology such as Tekla Power Fab, we ensure precise project planning and execution, delivering superior quality and competitive pricing.

Driven by a dedication to integrity and craftsmanship, we aim to exceed client expectations at every turn. From initial consultation to final inspection, we approach each project with unwavering attention to detail and a steadfast commitment to customer satisfaction. Our pledge is to uphold the highest standards of professionalism and skill, never compromising on quality or integrity.

At Flawless Steel Welding, we stand by our promise to get the job done right the first time, every time. With a focus on excellence and a determination to go above and beyond, we strive to set the benchmark for construction excellence in the industry.

STATEMENT OF AT-WILL EMPLOYMENT

Employment with FSW is on an at-will basis unless otherwise stated in a written agreement signed by the owner. This means that employment may be terminated by the employee or FSW at any time, for any reason or for no reason, and with or without prior notice. No one other than the owner has the authority to make any express or implied representations in connection with, or in any way limit, an employee's right to resign or the Company's right to terminate an employee at any time, for any reason or for no reason, with or without prior notice. Only the owner of the Company has the authority to make any such a representation and then only in writing. The policies and procedures contained in this Handbook are guidelines to employment with FSW; they do not create contractual rights or obligations.

DIVERSITY STATEMENT

At FSW, diversity is central to our culture and operations. We prioritize inclusion, valuing every aspect of human difference. Our goal is to create a workplace where diverse perspectives drive innovation and success. We believe diversity is not only morally essential but also strategically advantageous. Through our commitment to inclusivity, we aim to foster an environment where all employees feel respected and empowered to excel, ensuring the flourishing of our company.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICIES

EEO POLICY

FSW provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, national origin, ancestry, creed, religion, sex (including pregnancy, physical recovery from childbirth, and related conditions), age, disability, sexual orientation, gender identity (including transgender status), or any other status protected by applicable federal, state, or local law. This EEO policy applies to all aspects of the employment relationship – including but not limited to recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

All employees are expected to comply with all of FSW's EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

REASONABLE ACCOMMODATIONS POLICY

FSW is committed to complying fully with the Americans with Disabilities Act (ADA), Title VII, and the State's disability and religious accommodations laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities or individuals with religious needs.

ACCOMMODATIONS

FSW is committed to providing individuals with disabilities with reasonable accommodations that will permit them to perform the essential functions of a position or enjoy equal privileges and benefits of employment, to the extent that the accommodations do not pose an undue hardship to FSW and the individual is able to perform the essential functions of the job safely.

FSW will also endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship for FSW.

REQUESTING AN ACCOMMODATION

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause undue hardship and which permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations, modifying training materials or policies, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Individuals who need an accommodation to perform the essential functions of a job or enjoy equal privileges and benefits of employment should submit a written request to your supervisor or the President and, if able, propose accommodations that they believe will be effective. FSW will explore whether the proposed or other reasonable accommodations can be made without undue hardship. The availability of any particular accommodation will depend on the circumstances. Where accommodations for a disability are being requested, medical documentation may be required as part of this interactive process.

Requests for accommodation will be evaluated, and an effort will be made to provide reasonable accommodations. FSW may, in some cases, agree to an accommodation on a trial basis and, in all cases, reserves the right to reevaluate accommodations if circumstances change or, in practice, the accommodations result in undue hardship on FSW or, in the case of accommodations for a disability, give rise to demonstrated safety risks.

REASONABLE ACCOMMODATIONS FOR PREGNANCY AND CHILDBIRTH

FSW is committed to a policy of reasonable accommodations for pregnancy or for a condition related to pregnancy or childbirth. FSW will provide reasonable accommodations necessary to allow a pregnant employee to perform the essential functions of her position, to the extent that any accommodation does not pose an undue hardship for FSW. Possible accommodations may include the following:

- provision of more frequent or longer break periods;
- more frequent restroom, food, and water breaks;
- acquisition or modification of equipment or seating;
- limitations on lifting;
- temporary transfer to a less strenuous or hazardous position if available, with
- return to the current position after pregnancy;
- job restructuring;
- light duty, if available;
- assistance with manual labor; or modified work schedule.

An applicant or employee will not be required to accept an accommodation that the applicant or employee has not requested or an accommodation that is unnecessary for the applicant or the employee to perform the essential functions of the job.

An accommodation may not be deemed reasonable if FSW has to hire new employees that it would not have otherwise hired, discharge an employee, transfer another employee with more seniority, promote another employee who is not qualified to perform the new job, create a new position for the employee, or provide the employee paid leave beyond what is provided to similarly situated employees.

In addition, a reasonable accommodation must not pose an undue hardship on FSW.

Undue hardship refers to an action requiring significant difficulty or expense to FSW. The following factors are considered in determining whether there is undue hardship:

- the nature and cost of accommodation;
- the overall financial resources of the employer;
- the overall size of the employer's business;
- the accommodation's effect on expenses and resources or its effect upon the operations of the employer.

Whether or not any particular accommodation would be reasonable would depend on the circumstances. In order to make this assessment, FSW may request the employee's physician to provide medical certifications to support any accommodation.

If you have or develop a need for an accommodation because of your pregnancy or childbirth to help perform the essential functions of your job, you should submit a request for accommodation in writing to your supervisor or the President. Your request will be evaluated, and an effort will be made to provide reasonable accommodations.

FSW will not take adverse action against an employee who requests or uses a reasonable accommodation and will not deny employment opportunities to an applicant or employee based on the need to make a reasonable accommodation.

NO HARASSMENT OR DISCRIMINATION POLICY

It is FSW's policy to treat all employees with dignity and respect and to provide a work environment free from harassment or discrimination based on race, color, national origin, ancestry, creed, religion, sex (including pregnancy, physical recovery from childbirth, and related conditions), age, disability, sexual orientation, gender identity (including transgender status), or any other status protected by applicable federal, state, or local law. FSW further prohibits retaliation against any individual for reporting or opposing harassment or discrimination or for participating in an investigation into harassment or discrimination. No employee should be subjected to harassment or discrimination by another employee, manager, contractor, client, or visitor, and all employees should be aware of what harassment (both sexual and non-sexual), discrimination, and retaliation are and what steps to take if harassment, discrimination, or retaliation occurs. This policy not only applies to employees at all levels but also to persons and/or organizations with whom we have business relationships.

DISCRIMINATION IN GENERAL

Discrimination includes unfavorable treatment of an individual with regard to employment actions such as hiring, promotion, termination, compensation, and other terms and conditions of employment based on any protected characteristic.

HARASSMENT, INCLUDING SEXUAL HARASSMENT

Harassment includes behavior that demonstrates hostility toward another individual based on any protected characteristic. Conduct constitutes harassment where:

- 1) Submission to such conduct is made a term or condition of an individual's employment, either explicitly or implicitly,
- 2) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment, or
- 3) Such conduct unreasonably interferes with an individual's work performance or has the effect of creating an intimidating, hostile, or offensive working environment.

Examples of harassing conduct may include, but are not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts, denigrating jokes; and written or graphic materials that denigrate or show hostility or aversion toward an individual or group and that is placed on the employer's premises, circulated in the workplace, or generally published in a manner so as to be viewed by co-workers.

More specifically, sexual harassment includes conduct of a sexual nature or based on an individual's gender. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Examples of sexual harassment may include, but are not limited to: unwanted and unwelcome

sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; or other physical, verbal or visual conduct of a sexual nature.

Harassment is a broad term and may include seemingly harmless actions, like gossip. We cannot create an exhaustive list, but here are some instances that we consider harassment:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job (e.g. bringing coffee) against their will.
- Physical or verbal intimidation towards another person

RETALIATION

Retaliation consists of a materially adverse action that is taken because an employee has reported or opposed harassment or discrimination or has participated in an investigation into harassment or discrimination or has exercised other rights under anti-discrimination laws. Such actions include anything that is intended to deter an employee's exercise of their anti-discrimination rights. Examples of retaliation may include but are not limited to denial of promotion; refusal to hire; denial of job benefits; demotion; suspension; discharge; work-related threats; warnings; reprimands; transfers; negative or lowered evaluations; changes in job duties; verbal or physical abuse; and increased work scrutiny.

COMPLAINT PROCEDURE

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, all employees are responsible for respecting the rights of their coworkers and strictly adhering to the letter and spirit of this policy. All employees are encouraged to discuss this policy with your supervisor or the President, at any time if they have questions relating to the issues of discrimination or harassment.

If you believe that you have experienced any harassment or discrimination, you are expected and required to bring the matter to the attention of your immediate supervisor as soon as possible. If you believe that it would be inappropriate to discuss the matter with your immediate supervisor or if you are uncomfortable discussing the issue with your supervisor, you may bypass your immediate supervisor and report the matter directly to the President.

In addition, any employee who observes any conduct that they believe constitutes harassment or discrimination, or who receives information about incidents of harassment or discrimination that may have occurred, must immediately report the matter to his/her immediate supervisor or the President. Employees are also encouraged to bring any concerns about possible harassment or discrimination to your supervisor or the President, even if they are not sure that it violates this policy. This may enable FSW to address potential issues before they become a violation.

INVESTIGATION

All complaints and reports will be promptly, thoroughly, and impartially investigated. Confidentiality as to the identity of and the information provided by those who report harassment, alleged victims, witnesses, and alleged

harassers will be maintained throughout the investigative process to the extent possible and permitted by law, consistent with adequate investigation and appropriate corrective action. Employees are encouraged to respond to questions and otherwise participate fully in the investigative process.

If discrimination or harassment in violation of this policy is found to have occurred, FSW will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

PROTECTION AGAINST RETALIATION

FSW prohibits retaliation in any way against any employee because the employee has made a good-faith complaint or report pursuant to this policy, has made any other legally protected complaint or report, or has participated in an investigation of such complaints or reports. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

EMPLOYMENT STATUS

EMPLOYEE CLASSIFICATION

FSW classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in FSW 's benefit programs.
2. Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees are not eligible for benefits, including paid time off or leaves of absence, except those mandated by applicable law. Part-time employees working fewer than 40 hours per week are not eligible for medical insurance.
3. Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employees are only eligible for such benefits as may be required by law; FSW does not extend additional benefits to temporary employees. Temporary employment can either be full-time or part-time.

Additionally, all employees are defined as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all Company rules and procedures.

THE WORKWEEK

The workweek is Sunday at 12:00 a.m. through Saturday at 11:59 p.m.

WORKING HOURS

Our Office is open Monday - Friday, from 7am - 4:30pm, and closed on weekends. Shop and Field employees should expect to work anywhere from 6am - 6pm during the week, and plan to be able to work weekends as directed by supervisors to meet project deadlines.

For union employees, work hours are between the hours of 6:00 AM and 6:00 PM, to be applied on a consistent basis by the employer. At the option of the employer, the standard work week may be established as four consecutive ten hour workdays, Monday – Friday.

Salaried employees are expected to work 40 hours each workweek, however, the times when they work these 40 hours can be flexible. Lunch breaks are not included in the 40 hours each employee works.

ATTENDANCE POLICY

Punctuality and regular attendance by all employees is important in meeting our production and quality goals. Our Company, therefore, expects regular and prompt attendance. This means that you are required to be at your appointed work station on time each day that you are scheduled or required to work.

If you must be absent from or late to work, you must notify your supervisor as far in advance as possible to inform them of the reason for your lateness or absence and state when you expect to return to work. If your supervisor is unavailable, you must speak with another supervisor within the organization. If your absence is for longer than one day, you must call our Company on each day that you are absent unless other arrangements have been made with your supervisor or other Company official. Be sure to get the name of the person with whom you speak so that you will be able to verify that you called.

Satisfying the above requirements does not necessarily excuse your absence or lateness. If your absence is due to illness, we reserve the right to require written medical authorization verifying the nature of the illness, its duration, and your ability to return to work. We may also, at our option, verify this information by inquiries or by physical examination by a physician of our choice and at our expense as permitted by applicable law. Any employee absent for four or more scheduled workdays must submit the above-mentioned medical authorization before a return to work will be permitted.

Frequent, excessive, or pattern tardiness and absenteeism, as well as frequent leaving work early, may jeopardize your continued employment. FSW may issue oral or written warnings, put you on probation, suspend, or terminate your employment at our discretion. If you fail to call in for two consecutive workdays, you will be deemed to have voluntarily resigned your employment.

Please remember that nothing in these policies alters your “at-will” employment with our Company, as described elsewhere in this Handbook.

MEAL PERIODS AND REST BREAKS

Employees are required to take a paid, uninterrupted 10-minute rest break for each four hours of work, or major portion thereof, as follows:

<u>Work Hours</u>	<u>Rest Periods Required</u>
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5

The rest break should be taken in the middle of each segment, whenever possible. If for some reason, employees do not receive their regularly scheduled, paid 10-minute rest break, they will be entitled to an additional 10 minutes' worth of compensation.

Employees are required to take an unpaid meal period of at least 30 minutes when the work period exceeds 5 consecutive hours. To the extent possible, such meal periods will be at least one hour after the start, and one hour before the end, of the work period. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee will be permitted to consume an on-duty meal while performing his or her duties and will be fully compensated for the on-duty meal period without any loss of time or compensation.

Meal periods and rest breaks are mandatory and are not optional. Meal periods and rest breaks may not be "skipped" in order to leave early. An employee who fails to abide by these policies and laws may be subjected to discipline, up to and including termination.

REASONABLE BREAKS FOR NURSING MOTHERS

FSW will make reasonable efforts to provide reasonable work breaks to allow an employee to express breast milk for up to two years after the birth of a child. Employees may be allowed or required to use available paid break time or, if no paid break time is available, unpaid break time, for this purpose. FSW will also make reasonable efforts to provide a room or other location (other than a restroom stall) that is in close proximity to the work area, where the employee is able to express breast milk in privacy. If you need to take these breaks, please talk to your supervisor or the President.

TIMEKEEPING REQUIREMENTS

OBJECTIVE

The purpose of this policy is to outline the timekeeping policies of Flawless Steel Welding. If you are a non-exempt employee, you must accurately record the hours worked each day on the time sheets provided to you. Flawless Steel Welding also has a responsibility to keep accurate records of time worked to properly calculate employee pay and benefits.

TIME WORKED

Time worked includes any and all time that a non-exempt employee performs any duties on behalf of the Company, and is used to determine overtime pay required where appropriate. Time worked also includes any work performed offsite or at home by non-exempt employees will be counted as time worked. Approval in advance is required for all off-site work and/or working from home.

Flawless Steel Welding also prohibits "off-the-clock" work. "Off-the-clock" work means work performed, but not reported. If you fail to report or inaccurately report any hours worked, you may be subject to disciplinary action, up to and including termination. Further, no manager or supervisor has the authority to instruct you to work "off the clock." You must immediately contact management if you are ever instructed to work "off the clock" or to provide false information on a time sheet.

TIMEKEEPING

Non-exempt employees must accurately record the time they begin and end their work each day. Non-exempt employee must accurately record the time the begin and end their work each day using the approved Time Keeping App - Clockshark. Non-exempt employees must also record the beginning and ending time of each meal period, as well as any overtime hours worked. They must also record the beginning and ending time of any split shift or early departure from work for personal reasons on the employee's time sheet.

It is the employee's responsibility to check their ClockShark daily to ensure there are no missed clockrings for the day, and that their time is accurate for the day. Management will review and approve all hours worked prior to submitting it for payroll processing. If you think that corrections or modifications should be made to your time sheet, you should notify your manager or supervisor as soon as possible. Further, if for any reason your pay stubs show a disparity in your hours worked, you must notify FSW's Payroll Admin immediately to report that disparity to management. Any wage disparities will be handled in accordance with the Company's pay correction procedures.

ENFORCEMENT

Timekeeping records are legal documents. Altering or falsifying time sheets, recording another employee's time and any other similar conduct that results in an intentional misstatement of hours worked is strictly prohibited, and will result in disciplinary action, up to and including termination of employment. It is also a serious violation of Company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours. If any manager or employee instructs you to: (1) incorrectly or falsely under- or over-report hours worked; or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to management. Failure to do so may result in disciplinary action, up to and including termination.

OVERTIME

TIME-AND-A-HALF

FSW pays one and one-half times a non-exempt employee's hourly rate for (1) for all hours worked in excess of 40 in any workweek, (2) for all hours worked in excess of 12 hours per workday, or (3) for all hours worked in excess of 12 consecutive hours worked without regard to the starting and ending time of the workday (excluding duty-free meal periods), whichever calculation results in greater payment of wages. Non-exempt employees are those who work in positions for which an overtime premium must be paid under the Fair Labor Standards Act or State law.

LIMITATION ON OVERTIME PAY

Overtime pay (premium rates) shall not be paid twice for the same hours (pyramiding). Paid hours not actually worked (for example, vacation, PTO, holidays, etc.) will not be counted toward the 40 per workweek required to receive overtime pay.

ASSIGNMENT OF OVERTIME WORK

When overtime is required by FSW on a Sunday or on holiday, FSW endeavors to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or Holiday, but there may be circumstances where providing such notice is not possible.

UNION EMPLOYEES ONLY – OVERTIME PAY AND DOUBLE TIME PAY

For Union employees, all hours worked in excess of ten hours on a regular workday or on Sundays or holidays are paid at double the straight time hourly rate. Overtime is paid at one and a half times the regular straight time for all hours worked over 40 hours in the work week.

When mutually agreed to by the Union and the Employer, rolling 4-10's work week may be utilized on a straight time basis with the exception of Sunday and Holidays during the established work week, which will be paid at time and one half the employee's base rate. The fifth and sixth day worked shall be paid at one and one half the base rate. For all hours worked on the seventh consecutive day worked and for all hours worked on Sundays and Holidays outside the established work week shall be paid at two times the base rate.

SUPERVISOR AUTHORIZATION

No overtime may be worked by non-exempt employees unless specifically authorized in advance by a supervisor or management. Any violations of this policy may subject the offending employee to discipline up to and including termination.

NO OFF-THE-CLOCK WORK

No member of Company management is authorized to require an overtime-eligible employee to work without recording the time and being paid, and no employee is permitted to volunteer or otherwise agree to do so. An employee who believes that he/she is being required to perform work "off the clock" should immediately report the matter to your supervisor, so appropriate action may be taken. Individuals may not be retaliated against for making good faith reports of suspected violations of this policy.

PAYMENT OF WAGES

PAYDAY

Paychecks are made available each Friday. If a Friday falls on a weekend or holiday, paychecks will be available/deposited on the business day prior. In the event of an error on your paycheck, please contact your manager or on-site supervisor immediately. If you require a live check they will be made available to you in the main office.

PAYMENT OPTIONS

You may elect to receive your pay via the following options. See your supervisor for further details on:

- Direct Deposit: Your paycheck is electronically deposited into your bank account each Friday. There is no charge for this service.
- Pay Card: Your pay is electronically deposited onto your pay card (or a combination of pay card and direct deposit) on the specified payday.

Utilizing Direct Deposit or Pay Card will eliminate:

- Waiting for US mail delivery;
 - The need to personally pick up your check;
 - "Check cashing" fees or hassles;
 - The possibility of your paycheck being lost or stolen.
- Paycheck: You may receive your paycheck by US mail, personally pick-up at the main office, or request worksite delivery.

PAYROLL DEDUCTIONS

We are required by law to withhold certain deductions from your paycheck. We will withhold taxes as prescribed by State and Federal laws, including but not limited to:

- Federal Income Tax;
- Social Security Tax;
- Medicare Tax;
- State Income Tax (if applicable);
- Local Tax(es) (if applicable);
- Colorado state FAMI tax.

In addition, we are required to recognize court orders, liens, and wage assignments that may require additional withholding. If we receive notification that such payroll deductions are required, we will begin withholding immediately. You may request certain payroll deductions for safety equipment purchases, medical insurance coverage, credit union deposits, etc. Please see your supervisor or the President regarding any limitations on our ability to process these deductions.

DEDUCTIONS FROM PAY/SAFE HARBOR EXEMPT EMPLOYEES

FSW does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

PERMITTED DEDUCTIONS

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week, an exempt employee begins work for the company or during the last week of employment; the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA), if applicable.

IMPROPER DEDUCTIONS

If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to your supervisor or the President. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

LOST PAYCHECK

If you lose your paycheck, notify your supervisor or the President immediately. We will replace the check only after we have received bank authorization. You may be subject to a stop payment fee.

ADMINISTRATIVE PAY CORRECTIONS

FSW takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. We prohibit all Company managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy, and that FSW does not allow deductions that violate the Fair Labor Standards Act.

In the unlikely event that there is an error in the amount of pay, such as an improper deduction, you should promptly bring the discrepancy to the attention of your supervisor as soon as possible. Reports of improper deductions and other discrepancies will be promptly investigated. If it is determined that an

improper deduction or other underpayment has occurred, you will be promptly reimbursed. Overpayments will also be corrected in the next regular paycheck.

THE COLORADO WAGE TRANSPARENCY ACT

FSW will not discharge, discipline, discriminate against, coerce, or prevent an employee from disclosing or discussing his or her pay. In addition, FSW will not, as a condition of employment, refrain employees from disclosing information about their pay.

TIME OFF AND LEAVES OF ABSENCE

VACATION

It is the policy of FSW to provide each full-time employee with 12+ months of consecutive employment vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service. For regular, full-time employees with 12+ months of service, vacation accrues as follows as of the date of employment as follows:

1. 40 hours of vacation

Accrued vacation not taken by the end of the calendar year will be carried forward to the next year, up to a maximum of 40 hours. If the total amount of unused vacation time reaches a "cap" equal to the annual vacation entitlement amount, further accrual will stop. When the employee uses their vacation and brings the available amount below the cap, the vacation accrual will begin again.

Please notify your supervisor as far in advance as possible of the time you wish to take your vacation. Requests for scheduled vacation must be submitted in through the MyBBSI portal. Requests for unscheduled vacation must comply with FSW's call-in procedures, as set forth in the Attendance Policy. To ensure that our Company's staffing and operational needs are met at all times, FSW reserves the right to grant vacation requests at its discretion. Even if approved, requests for unscheduled vacation may not necessarily be excused for purposes of the Attendance Policy.

Unused, earned vacation will be paid out upon termination or other separation from employment.

SICK AND SAFE LEAVE POLICY

Employees working in Colorado are entitled to the Healthy Families and Workplace Act (HFWA) Sick Leave. For employees who are eligible to accrue and use vacation, HFWA is provided in addition to FSW's vacation program. The use of vacation for HFWA purposes will be subject to the provisions below.

EARNING AND ACCRUAL

An employee earns HFWA under this policy from the date of hire and may use accrued HFWA as it is accrued. HFWA is earned on an anniversary year basis.

One hour of paid HFWA is earned for every 30 hours worked by the employee, to a maximum of 48 hours per year (the annual earning cap). Exempt employees earn leave under this policy based on a 40-hour workweek. If the employee's normal workweek consists of fewer than 40 hours, the employee accrues paid sick leave based upon the number of hours that comprise the employee's normal workweek. Nonexempt employees earn leave based on all hours worked, including overtime.

Unused, earned HFWA under this policy carries over at the end of each year, up to a maximum of 48 hours. An employee cannot use, in any one year, more than 48 hours of HFWA. HFWA is not paid out upon termination of employment.

PURPOSES OF HFWA

An employee can use HFWA to be absent from work when:

- The employee has a mental or physical illness, injury, or health condition that prevents the employee from working, or needs to care for a family member with a mental or physical illness, injury, or a health condition;
- The employee or a family member the employee is caring for needs to obtain a medical diagnosis, care, or treatment of mental or physical illness, injury, or health condition;
- The employee or a family member, the employee, is caring for needs to obtain preventive care;
- The employee or a family member has been the victim of domestic abuse, sexual assault, or harassment, and the use of leave is to seek medical attention, obtain services from a victim services organization, obtain mental health, seek relocation, or seek legal services; or
- A public health emergency exists, and a public official has ordered the closure of the employee's place of business, the school, or place of care of the employee's child.

For purposes of this policy, a "family member" means:

- A person who is related by blood, marriage, civil union, or adoption;
- A child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor; or
- A person for whom the employee is responsible for providing or arranging health- or safety-related care.

EMPLOYEE NOTICE AND USE OF HFWA

If the need for HFWA is foreseeable, the employee must make a good-faith effort to provide advance notice of the need for leave and must attempt to schedule the use of leave in a manner that does not unduly disrupt business operations. When possible, the employee's notice must also include the expected duration of the absence.

HFWA must be used in 1-hour increments.

HFWA will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, commissions, or shift differentials. For employees paid on a commission basis only, paid sick leave must be paid at a rate no less than the applicable minimum wage.

VERIFICATION OF HFWA

Employees who take HFWA for four or more consecutively scheduled workdays may be required to provide reasonable verification of the need for leave. This verification must be provided upon the employee's return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or a family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information in response to any medical information requested pursuant to this policy. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

SUPPLEMENTAL HFWA DURING A PUBLIC HEALTH EMERGENCY

Upon the declaration of a public health emergency in the State of Colorado, each employee's then-accrued HFWA will be supplemented as follows: Employees who normally work 40 or more hours per week will receive an additional 80 hours of leave. Employees who normally work fewer than 40 hours per week will receive the greater of the amount of time the employee is scheduled to work in a 14-day period or the amount of time the employee actually works on average in a 14-day period. Employees' accrued but unused HFWA will be counted toward this supplemental paid leave.

This supplemental leave may be used for the following absences related to a public health emergency:

- An employee's need to:
 - Self-isolate and care for oneself because the employee is diagnosed with; or experiencing symptoms of, a communicable illness that is the cause of a public health emergency;
 - Seek or obtain a medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
 - Seek preventive care concerning a communicable illness that is the cause of a public health emergency; or
 - Where public health officials or the employer have deemed it unsafe for the employee to come to work due to the employee's exposure to, or displaying symptoms of, the illness, so as not to jeopardize others, regardless of whether the employee has been diagnosed with the communicable illness causing the public health emergency; or
 - Caring for a child or other family member in the above circumstances or when the individual's child care provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely;
 - An employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

Employees must notify your supervisor of the need for paid sick leave for any of the above-listed reasons as soon as practicable when the need for paid sick leave is foreseeable, and FSW's office has not been closed.

Employees are only eligible for supplemental paid sick leave in the amount described above once during the entirety of a public health emergency, even if such public health emergency is amended, extended, restated, or prolonged. The supplemental leave may be used until 4 weeks after the official termination or suspension of the public health emergency.

IMPROPER USE OF HFWA

HFWA may only be used for the purposes set forth above. The improper use of HFWA or a pattern of abuse of HFWA is strictly prohibited and may be subject to disciplinary action, up to and including termination.

FIT FOR DUTY POLICY

The FSW is committed to maintaining a safe work environment for all employees. In order for FSW to maintain a safe working environment, every employee must be able to perform his or her job duties in a safe, secure, and effective manner in order to ensure that the health and safety of those around them is not jeopardized. This policy

does not limit the FSW's right to take employment action under its normal disciplinary policies and procedures. Employees who fail to perform his/her job functions and/or engage in misconduct may face disciplinary action up to and including termination notwithstanding a referral for a fitness for duty evaluation. Employees who refuse to undergo a fitness for duty evaluation may face disciplinary action, including suspension or termination. Additionally, the employee's participation in a recommended treatment or rehabilitation program does not guarantee continued employment and may not necessarily prevent disciplinary action for violation of FSW policies.

The purpose of a fitness for duty evaluation is to address whether an employee has a medical or psychological condition that may pose a potential threat to the employee or others in the workplace. An employee may be required to undergo a fitness for duty evaluation (either medical or psychological) when an employer has objective evidence that an employee either:

- is unable to perform the essential functions of his or her job due to a medical or psychological condition, or
- poses a direct threat to himself/herself or others.

The grounds for seeking a fitness for duty evaluation may come from a supervisor's own observations and/or receipt of a reliable report of the employee's possible lack of fitness for duty from a third party. Examples of the types of impairments that may warrant the FSW's request for a fitness for duty evaluation include:

- Use, possession, or influence of alcohol or illegal drugs;
- Use of legal drugs that adversely affect the employee's ability to perform his/her job functions safely;
- Slurred or incoherent speech;
- Observed problems with vision, awareness, coordination or dexterity;
- Aggressive or threatening behavior;
- Unpredictable mood or behavioral changes;
- Drowsiness, sleepiness or other signs of fatigue; or
- Any other physical or psychological condition or behavior that affects the employee's ability to practice his or her job functions successfully and safely.

The fitness for duty evaluation, if required by FSW, will be referred to and conducted by an independent, licensed health care practitioner ("Independent Medical Evaluator") chosen by the FSW. The Independent Medical Evaluator will not be a treating physician of the employee. The FSW is responsible for paying the cost of any fitness for duty evaluation(s) required by the FSW. If the employee wishes to get a second opinion, or an additional evaluation from another provider, the employee is responsible for paying the cost of any additional evaluations.

The Independent Medical Evaluator will perform the evaluation of the employee, and any necessary testing, and will provide the FSW with his or her medical opinion as to the employee's fitness to perform his/her job functions. The FSW may use the fitness for duty evaluation results to make decisions regarding the employee's employment status, including, without limitation, and as applicable, whether employee maintains his/her job, termination or provision of reasonable accommodation. To the extent allowed by law, the FSW shall protect the confidentiality of the evaluation and the results. Employee medical information provided by the employee to the FSW is maintained on a confidential basis in accordance with applicable law.

When conducting a mandated fitness for duty evaluation, the FSW may ask employee to sign consent forms that permit production of medical health information to the Independent Medical Evaluator. If the employee releases medical health information to the Independent Medical Evaluator, the employee may opt to not have the medical health information released to the FSW.

HOLIDAYS

FSW recognizes six holidays each year for full time employees after 1 year of employment. All eligible full-time employees will receive their regular straight-time compensation for each holiday. The holidays celebrated are:

- Thanksgiving Day
- Christmas Day
- Independence Day
- Labor Day
- Memorial Day
- New Years Day

To be eligible for holiday pay, an employee must have worked their regularly scheduled hours the workday before and the workday after the holiday or have been on an approved and pre-scheduled vacation day. If an employee is on an approved and pre-scheduled vacation day when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

Holiday pay is not considered a day worked for purposes of calculating overtime unless work is actually performed.

For union employees, pursuant to Local Union No. 24 2022-2025 CBA, the holidays observed are as follows:

- New Years Day
- Memorial Day
- July 4th
- Labor Day (if worked, paid at double straight time hourly rate)
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

Any holiday occurring on a Sunday is observed the following Monday.

JURY/WITNESS DUTY

Employees who have been subpoenaed to testify in a court proceeding or who have been summoned for jury duty will be given the necessary time off. Employees will receive their normal pay up to a maximum of \$50 per day during the first three days of jury duty. The remainder of any jury duty and any witness duty will be unpaid, although the employee may choose to use any available PTO. The Company will not discriminate against any employee who is requested to serve on a jury or as a witness. Employees should give adequate advance notice of their jury summons or subpoena.

Employees are required to report to work as soon as they are released from jury or witness duty, as well as during periods when they are not required to present for jury or witness duty. If an employee is not required to serve on a particular day or finishes early, the employee is required to call their supervisor to determine if they must come in.

VOTING LEAVE

If an employee is registered to vote and does not have three continuous hours of off-duty time during the period the polls are open on election day; they are eligible to receive up to two hours off with pay to vote. The Company may designate the specific time off for voting unless the employee requests to vote at the beginning or end of their shift. The employee must make the request for voting leave prior to election day. In order to receive this paid leave, the employee must obtain a receipt from their polling place, indicating that they voted and present it to their supervisor upon return to work.

MILITARY LEAVE

Employees who wish to serve in the military, participate in military training, and/or take military leave should contact Human Resources for information about their rights before and after such leave. Eligible employees are entitled to reinstatement upon completion of military service or military training, provided you return or apply for reinstatement within the time allowed by federal and/or State law.

LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

When an eligible employee has been identified by local law enforcement authorities as a victim of a crime, the Company will grant up to three days of leave from work to permit the employee to seek a civil protection order, obtain counseling for self or children, secure home from the perpetrator, and seek legal assistance. In order to be eligible for this leave, the employee must have worked for the Company for 12 months. All available sick and PTO must be used first, with any remaining leave being unpaid.

Except in cases of imminent danger, advance notice of the need for leave should be provided. The Company may require written verification of the need for leave, which may include a copy of a form that the victim receives from police, a court order, and the notices the employee receives of each scheduled criminal proceeding. All such documentation will be kept confidential.

LEAVE FOR DISASTER RELIEF VOLUNTEERS

A qualified volunteer who is called into service by a volunteer organization for disaster relief is entitled to up to 15 workdays of leave per calendar year for volunteer service. The volunteer must provide proof that they are a qualified volunteer. A volunteer will be deemed qualified if:

- The volunteer is called to service through the volunteer organization under the authority of the county sheriff, local government, local emergency planning committee, or certain state agencies;
- The volunteer organization of which the volunteer is a member is included on the qualified volunteer organization list created and maintained by the Department of Local Affairs; and
- The volunteer receives the appropriate verification, which includes proof to provide to an employer that specifies: (1) the volunteer was called to service by a volunteer organization for the purpose of assisting in a disaster; (2) the volunteer reported for service and performed the activities required of them by the volunteer organization; and (3) the number of days of service that the volunteer provided.

The Company does not need to provide leave to any employee who is considered essential to the Company's daily operation, whose absence would likely cause the Company to suffer economic injury, or whose duties include assisting in disaster recovery for the Company.

This leave will be unpaid, although employees may use available sick time/PTO. Please contact your supervisor or the President request this leave.

FAMLI

WHAT IS FAMLI?

FAMLI is a state-run paid Family and Medical Leave Insurance Program. FAMLI supports both employees and businesses alike by protecting and supporting them when certain life events happen.

WHEN FAMLI APPLIES

Starting in January 2024, most Colorado employees will be able to apply for FAMLI leave benefits to help them through the following circumstances:

- Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
- Caring for a family member with a serious health condition.
- Caring for your own serious health condition.
- Making arrangements for a family member's military deployment.
- Obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse.

ELIGIBILITY

FAMLI benefits will be available to employees who have earned \$2,500 over the previous year for work performed in Colorado. Initial eligibility is not dependent on being employed a minimum amount of time for the Company.

BENEFITS

Covered employees are entitled to up to 12 weeks of paid FAMLI leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications may be entitled to up to 4 more weeks of paid leave per year for a total of 16 weeks. FAMLI leave may be taken continuously intermittently, or in the form of a reduced work schedule.

BENEFITS AMOUNTS

You can estimate your potential benefits by using the calculator available at <https://famli.colorado.gov/individuals-and-families/premium-and-benefits-calculator>.

APPLYING FOR BENEFITS AND WHEN TO EXPECT PAYMENT

Applications may be submitted in advance to the Agency when the need for qualified leave is foreseeable. When the need for leave is foreseeable, individuals must provide 30 days notice prior to the start of their planned leave to their employer when practicable. When the need for leave is unforeseeable, individuals have up to 30 days after the leave has begun to apply for FAMLI benefits.

Additionally, when you decide to take FAMLI leave, notify your supervisor and Human Resources so that they can plan ahead while you're gone.

JOB PROTECTION AND BENEFITS UNDER FAMLI

Once employees have worked for the Company for at least 180 days (about six months), your job is protected under the law. That means you're entitled to return to the same position, or an equivalent position, when your leave ends.

You can still take FMLI leave before you meet that 180 day threshold, however the Company is not required to keep your job for you when your leave is over.

If applicable, you are also entitled to the same healthcare benefits while you are on FMLI leave, but you also remain responsible for paying for those benefits in the same amounts as before the leave began.

EMPLOYEE BENEFITS

HEALTH INSURANCE

FSW offers medical coverage for all of its non union full time employees after 90 days of employment, and who otherwise meet plan eligibility requirements. Please speak with HR Manager for further information. Employees will be provided a copy of the plan's summary plan description (SPD) and should refer to it for information about eligibility, plan benefits, and other terms and conditions of coverage. Copies of the SPD are also available from your supervisor.

BENEFITS CONTINUATION (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under FSW's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at FSW's group rates plus an administration fee. FSW provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under FSW's health insurance plan. The notice contains important information about the employee's rights and obligations. Contact your supervisor for more information about COBRA.

SAFETY ON THE JOB

SAFETY AND HEALTH

To help us maintain a safe workplace, everyone must be safety-conscious at all times. You are encouraged to report all work-related injuries or illnesses as soon as possible. To encourage employees to report work-related injuries or illnesses, the Employer has a process by which all employees should report work-related injuries or illnesses, which is outlined below.

PREVENTATIVE ACTION

Preventative actions are any actions we take to avoid injuries or illnesses related to the workplace. We will periodically conduct risk assessments and job hazard analyses to uncover health risks to employees. We will establish preventative measures to address risks accordingly.

At a minimum, we will:

- Hold employee-training sessions on safety standards and procedures.
- Provide protective gear like gloves, protective uniforms, and goggles.

We also expect you to take safety seriously. Always use protective equipment and follow standards whenever necessary. If you deliberately disregard our guidelines, we may terminate you for your own and others' safety.

EMERGENCY MANAGEMENT

Emergency management refers to our plan to deal with sudden catastrophes like fire, floods, earthquakes or explosions. Our emergency management provisions include:

- Functional smoke alarms and sprinklers that are regularly inspected.
- Fire extinguishers and other fire protection equipment that are easily accessible.

Our emergency management plan also consists of preparation for participant, staff, or volunteer injuries. This plan consists of multiple first aid and trauma kits on the property, staff and volunteer trainings in CPR and blood control, and the existence of AED defibrillator devices.

PROCESS FOR REPORTING WORK-RELATED INJURIES OR ILLNESSES TO EMPLOYER

Report any work-related injuries or illnesses to your supervisor or the President as soon as reasonably possible.

WORKPLACE VIOLENCE PREVENTION

FSW is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All FSW employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform your supervisor or the President. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

Violence in our workplace is a serious form of harassment. It includes physical and sexual assault, destruction of property, threats to harm a person or property and verbal and psychological abuse. We want to avoid those incidents altogether, but we also want to be ready to respond if needed.

For this reason, we ask you to:

- Report to your immediate supervisor if you suspect or know that someone is being violent. Your report will be confidential and we will investigate the situation with discretion.
- Call local authorities and the Director of Operations if you witness incidents of severe physical violence (e.g. ones that involve a lethal weapon.) For your safety, avoid getting involved.

We will treat employees who verbally threaten others as high risk and they will receive an appropriate penalty. If a manager finds that an employee commits an act of violence, we will terminate that employee and possibly press criminal charges. Employees who damage property deliberately will be solely responsible for paying for it.

GET HELP EARLY ON

Seek help from others early on to mitigate conflicts. For example:

- If you experience conflicts with a colleague, ask your manager for advice before tensions escalate.

Our workplace is founded on mutual respect and we will not allow anyone to compromise this foundation.

WORKERS' COMPENSATION

You are protected by Workers' Compensation Insurance under State law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits.

STEPS TO TAKE IF YOU ARE INJURED ON THE JOB

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

1. Report any work-related injury to your supervisor as soon as reasonably possible. You must report the injury at the time it happens, not several days later.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form and return it to your supervisor.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

RETURN TO WORK

If you require workers' compensation leave, you will – under most circumstances – be reinstated to the same position that you held at the time your leave began or to an equivalent position, if available. However, you must first submit an approved medical certificate demonstrating your ability to return to work, with or without reasonable accommodations.

When returning from a workers' compensation leave, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples. FSW does not discriminate against employees who suffer a workplace injury or illness.

OVERLAP WITH OTHER LAWS

FSW will account for other leave laws and workplace disability laws that might also apply to your situation, such as the Americans with Disabilities Act and/or FMLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable State laws covering disabilities in the workplace.

MISCELLANEOUS POLICIES

ALCOHOL/DRUG USE, ABUSE, AND TESTING

FSW works to maintain a safe and efficient work environment for all individuals associated with the Company. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to FSW's customer relationships.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law) and applicants for employment. This policy revises and supersedes all previous drug and alcohol testing policies and practices.

The following conduct is strictly prohibited and will result in disciplinary action up to and including termination:

1. Possession, use, consumption, sale, purchase or distribution, dispensation, or manufacture by any employee of alcohol, illegal drugs, or any illegally-used legal drugs on Company premises, in the conduct of Company-related, work off Company premises, or at any time during the course of the workday (including lunchtime);
2. Failure to notify FSW of a conviction under any criminal drug or alcohol statute within five days of the conviction;
3. Being under the influence of alcohol, illegal drugs (including medical marijuana, which is illegal under federal law), or any illegally-used legal drugs on Company premises, in the conduct of Company-related work off Company premises, or at any time during the course of the workday (including lunchtime);
4. Refusing to cooperate with any and all tests required by this policy. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs, or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone other than the employee being tested.

An employee who uses prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or that may affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. The Company reserves the right to obtain an independent medical opinion regarding the medical condition and the drug in use. The Company further reserves the right to place any employee taking prescribed medication on an unpaid suspension until the employee provides the information described above.

Employees are asked to report when they observe or are informed and have reasonable grounds to believe that another employee is under the influence of alcohol or drugs while on duty, on Company premises, on Company time, while on Company business, or while operating a Company vehicle (or while operating a personal vehicle in connection with the performance of Company business).

In order to implement this policy, FSW will:

- (a) subject applicants to a drug and/or alcohol test as required by federal law;
- (b) test employees reasonably suspected of using drugs or alcohol, as permitted by law;

- (c) discipline or discharge employees who test positive or otherwise violate this policy or causes damage to company property or personnel, and
- (d) randomly or periodically test employees, where lawful, utilizing a Reasonable Cause Checklist.
- (e) test employees after an accident

In order to enforce this policy, FSW reserves the right to conduct searches of Company property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy. Any employee who refuses to consent to such searches may be expelled from the property and subjected to discipline, up to and including termination.

Failure to abide by any provision in this policy will result in disciplinary action up to and including termination.

EMPLOYEE ASSISTANCE

FSW will reasonably accommodate employees who voluntarily seek help with a drug or alcohol problem by referring the individual to a qualified substance abuse professional. Such employees will be granted time off without pay and/or allowed to use any accrued paid time off. Employees who are interested in obtaining help through an EAP Program should contact FSW's benefits administrator for information. Expenses not covered by the employee's group insurance benefits are the responsibility of the employee concerned.

CELL PHONE/SMART PHONE USAGE

This policy applies to employee use of cell phones, smartphones (including iPhones, Androids, BlackBerries, and similar devices), PDAs, and similar telecommunication devices, all of which are referred to as "cell phones" in the Cell Phone Policy.

EMPLOYEE USE OF PERSONAL CELL PHONES

Employees are allowed to bring cell phones to work with them. During working hours, however, employees are not permitted to use their cell phones for personal use except in an emergency or during a rest break or meal period. Please keep in mind the following pertaining to use of personal cell phones during working hours:

- Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars.)
- Keep personal calls brief and use an empty meeting room or common area so as not to disturb your colleagues.
- Avoid playing games on your phone or texting excessively.
- Avoid using your phone for any reason while driving a company vehicle.
- Don't use your phone to record confidential information.
- Don't download or upload inappropriate, illegal or obscene material using our corporate internet connection.

EMPLOYEE USE OF CELL PHONES WITH CAMERAS AND RECORDING CAPABILITIES

Cameras and recording devices of any type, including cell phones with built-in cameras and video photography or recording devices, may not be used while an employee is working but may be used during non-working time. Employees may not use their cameras to take pictures or recordings of fellow employees, customers, or other parties

without their permission. Employees may not record business meetings or conversations. Employees may not take pictures or recordings of confidential business information, as defined in the Confidential Information policy.

PODCASTS

Listening to podcasts while on shift is prohibited. Listening to podcasts while working can lead to a lack of total concentration on the task at hand. Multitasking between work and podcast listening may result in errors and mishaps, which can impact the overall productivity of the company. Therefore, listening to podcasts while working is not permitted. We do recognize that listening to music can help create a productive work environment, and we encourage employees to listen to instrumental music or music without lyrics.

CELL PHONE USE WHILE DRIVING

The use of a cell phone while driving may present a hazard to the driver, other employees, and the general public. It is against State law to use a mobile telephone or other electronic devices while operating a moving motor vehicle in the State unless the telephone or device is equipped with a hands-free accessory. This policy is meant to ensure the safe operation of Company vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided by FSW.

Employees are prohibited from using hand-held cell phones for any purpose while driving on Company-authorized or Company-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on Company business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones or devices to make business calls. Such calls should be kept short, and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

USE OF COMPANY VEHICLE

The purpose of this policy is to ensure the safety of those individuals who drive company issued vehicles and to provide guidance on the proper use of Company vehicles.

Employees operating a vehicle during the course of Company business -- whether in a Company-owned or leased vehicle, a rented vehicle, an employee's own vehicle, or any other vehicle -- are not permitted to engage in unauthorized activity or travel.

The use of Company-owned or leased vehicles and rental of vehicles for Company business is limited to authorized employees that are at least 21 years of age. These vehicles must only be used in work-related activities and may not be used for personal business or activities without the express prior approval of the Owner.

All employees authorized to drive vehicles for conducting Company business -- whether they are owned, leased, or rented vehicles -- must possess a current, valid driver's license and any other necessary state- required permits or licenses and an acceptable driving record. Any change in license status or driving record must be reported to your supervisor immediately. From time to time, FSW or its insurance carrier may request reports from the relevant government agencies regarding the license status and driving record of authorized driving employees. In the event that the license status or driving record of any authorized driving employee becomes unacceptable to management

or the Company's insurance carrier, that employee may be restricted from driving for Company business, reassigned, suspended, or terminated, at management's discretion.

Non-employees are prohibited from riding in company vehicles, unless they are being transported for work related purposes. Employees are prohibited from smoking, vaping, chewing tobacco, dipping tobacco, etc. while in company vehicles.

You are not to eat or text while driving or engage in any other activity that may distract you from your driving. Violations of this policy will result in disciplinary action, up to and including termination of employment.

Certain employees may drive their own personal vehicles while conducting Company business. These employees must maintain adequate personal automobile liability insurance. Employees driving personal vehicles should promptly submit an expense report detailing the number of miles driven on Company business for reimbursement.

It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking regulations. Authorized drivers must demonstrate safe driving habits and must not engage in any other activity that would distract them from driving. Violations of this policy will result in disciplinary action, up to and including termination of employment.

Personal use of company vehicles is prohibited unless authorized by a supervisor with a personal use agreement in place.

USE OF COMPANY CREDIT CARD

In the course of business operations, Flawless Steel Welding ("the Company") may issue a corporate credit card to certain employees for use as needed according to their position responsibilities. Any employee issued a corporate credit card must use it exclusively for Company business. Corporate credit cards are provided as a matter of convenience to facilitate the payment of expenses incurred by authorized employees for Company business purposes only. These credit cards are not to be used for personal purchases of any kind. This policy sets out the acceptable and unacceptable uses of such credit cards.

USE OF COMPANY CREDIT CARDS

All employees conducting business or making purchases on behalf of the Company will be issued a corporate credit card. A corporate card will be issued to an employee who frequently travels in the course of their duties or conducts business on behalf of the Company where they will be regularly incurring business expenses on behalf of the Company.

MISUSES OF COMPANY CREDIT CARDS

The corporate credit card cannot be used by employees to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers or for personal expenses.

Misuses of the card will result in cancellation of the card and withdrawal of company credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed.

An employee determined to be in violation of this policy shall lose their corporate credit card privileges. Additionally, the employee cardholder may be subject to disciplinary action up to and including termination. Further, under the circumstance whereby the employee cardholder has used their corporate credit card for personal use, they shall agree to sign a waiver which expressly authorizes the Company to recover the monies for such personal charges from them through a payroll deduction.

RECONCILIATION PROCEDURES

Corporate credit card expenditures must be reconciled and submitted with original receipts to your Manager in accordance with the Company's expense reimbursement process. Employee cardholders who have not reconciled and submitted their monthly expenditure according to this Policy will be asked to reconcile and submit their monthly expenditure immediately. If the card expenditures are not reconciled and submitted timely based on the statement date or a plausible explanation has not been received by your manager, your corporate credit card may be cancelled.

Company policy is that payments to corporate credit cards are processed in a timely manner so as not to incur late fees or finance charges. Repeated late fees or finance charges due to an employee's negligence may result in the loss of the employee's corporate credit card privileges as well as appropriate disciplinary action, up to and including termination.

Employee corporate credit cardholders shall agree that late fees and finance charges incurred as a result of their failure to comply with the above will culminate in the cardholder being held responsible for payment of late fees and additional charges due to non-compliance of the terms set forth in this agreement.

Use of company-issued credit cards is a privilege that the Company may withdraw at any time, with or without cause.

Lost or stolen cards must be reported immediately to your manager. Upon an employee's termination of employment at the Company, all cards must be returned to Management. Use of Company Email and Computer Equipment

FUEL CARD POLICY

In the course of business operations, Flawless Steel Welding ("the Company") may issue a corporate fuel card to certain employees for use as needed according to their position responsibilities. Any employee issued a corporate fuel card must use it exclusively for Company business. Corporate fuel cards are provided as a matter of convenience to facilitate the payment of fuel expenses incurred by authorized employees for Company business purposes only. These fuel cards are not to be used for personal purchases of any kind. This policy sets out the acceptable and unacceptable uses of such fuel cards.

USES OF COMPANY FUEL CARDS

All employees conducting business or operating a company vehicle on behalf of the Company will be issued a corporate fuel card. A corporate card will be issued to an employee who frequently drives in the course of their duties or conducts business on behalf of the Company where they will be regularly incurring fuel expenses on behalf of the Company. One Fuel card is designated to each of the company vehicles we operate. Each employee is given a Driver ID to which he is instructed to drive and not share it with anyone as they will be liable for the charges made under their Driver ID.

The employee will be required to completely fill the vehicle's fuel tank and record an accurate odometer reading during each fill up. This will allow the company to monitor fuel usage and track required maintenance intervals.

MISUSES OF COMPANY FUEL CARDS

The corporate fuel card cannot be used by employees to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers or for personal expenses.

Misuses of the card will result in cancellation of the card and withdrawal of company fuel card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed.

An employee determined to be in violation of this policy shall lose their corporate fuel card privileges. Additionally, the employee cardholder may be subject to disciplinary action up to and including termination. Further, under the circumstance whereby the employee cardholder has used their corporate fuel card for personal use, they shall agree to sign a waiver which expressly authorizes the Company to recover the monies for such personal charges from their through a payroll deduction.

RECONCILIATION PROCEDURES

Corporate fuel card expenditures must be reconciled and submitted with original receipts to your Manager in accordance with the Company's expense reimbursement process. Employee cardholders who have not reconciled and submitted their monthly expenditure according to this Policy will be asked to reconcile and submit their monthly expenditure immediately. If the card expenditures are not reconciled and submitted timely based on the statement date or a plausible explanation has not been received by your manager, your corporate fuel card may be cancelled.

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Employee corporate fuel cardholders shall agree that late fees and finance charges incurred as a result of their failure to comply with the above will culminate in the cardholder being held responsible for payment of late fees and additional charges due to non-compliance of the terms set forth in this agreement.

Use of company-issued fuel cards is a privilege that the Company may withdraw at any time, with or without cause. Lost or stolen cards must be reported immediately to your manager. Upon an employee's termination of employment at the Company, all cards must be returned to Management.

USE OF COMPANY EMAIL AND COMPUTER EQUIPMENT

FSW uses multiple types of electronic equipment, facilities, and services for producing documents, research, and communication, including, but not limited to, computers, email, telephones, voicemail, fax machines, online services, cell phones (including text messaging), and the Internet. This policy governs the use of such Company property.

OWNERSHIP

All information and communications in any format, stored by any means on FSW's electronic equipment, facilities, or services, is the sole property of FSW.

USE

All of FSW's electronic equipment, facilities, and services are intended to be used for Company business purposes only and not for personal matters. Access to the Internet, Web sites and other services paid for by FSW are to be used for Company business only.

Electronic mail, voice mail, Instant Messaging, texting, internet postings, and any other electronic communications are subject to the same confidentiality and ethical conduct rules that apply to any other form of Company communications. Expressly prohibited are false and/or malicious communications, communications of a sexually or racially offensive nature, or accessing web sites that have content that is sexually explicit or denigrates individuals on the basis of race, sex, sexual orientation, national origin, age, disability, pregnancy, or any other legally protected classification. In that regard, FSW's policies against harassment and discrimination, including sexual harassment, apply to electronic communications as well as any other form of communication.

FSW's electronic equipment, facilities, or services must not be used to visit Internet sites that contain obscene materials, or materials that would otherwise violate FSW's policies on harassment and discrimination.

The misuse of Company time, electronic communications and storage systems, and equipment, as well as excessive personal use, is a violation of Company policy and may result in revocation of access to these systems and/or equipment. It may also result in disciplinary action up to and including termination. Employees having any questions concerning the application of the foregoing principles should speak with their supervisor or any officer of FSW.

SCANNING FOR VIRUSES

Viruses can be attached to any file, including email attachments. All incoming documents and attachments (whether sent electronically or provided on disk or other electronic media) must be scanned with FSW's antivirus software. Any virus detected must be reported to the MIS department even if the virus detection software appears to have corrected the problem.

RETENTION

In most cases, electronic communications should be deleted after they are read. When appropriate, electronic communications should be printed and placed in the files of FSW to which the communication relates.

INSPECTION AND MONITORING

All information and communications in any format, stored by any means on FSW's electronic equipment, facilities, or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect FSW's ownership of the electronic information or FSW's right to inspect such information to the extent allowed by law, and employees may be required to provide such personal passwords at the request for management. FSW reserves the right to access and review electronic files, messages, email, voicemail, and other such material to monitor the use of all of FSW's electronic equipment, facilities, and services, including all communications and internet usage and resources visited the extent allowed by law. Therefore, employees should not have an expectation of privacy with regard to Company-provided electronic

communications or storage systems or equipment and should refrain from utilizing these systems and equipment for any matters that they consider to be private or confidential.

PERSONAL HARDWARE AND SOFTWARE

Employees may not install personal hardware and software on the FSW's computer systems without approval from the IT department. All software installed on FSW's computer systems must be licensed.

UNAUTHORIZED ACCESS

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by Company management. No employee can examine, change, or use another person's files, output, or user name unless they have explicit authorization.

SECURITY

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications, or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communicating should not be used for privileged, confidential, trade secret, or sensitive information unless appropriate encryption measures are implemented.

CONFIDENTIALITY

During the course of your employment with FSW, you may be exposed to confidential business information. You may even, from time to time, receive phone calls and inquiries from the press, manufacturers' sales representatives, and other outside parties asking for FSW's perspective or thoughts on our expanding role in new markets. Maintaining the confidentiality of FSW's nonpublic business information is extremely important to our competitive position in the industry and, ultimately, to our ability to achieve financial success and provide employment stability.

Some examples of confidential or proprietary information within the meaning of this policy are:

- Company trade secrets and product development information;
- Information about pending dividend changes, earnings estimates, mergers or acquisitions, or other sensitive information that impacts our shareholders, which is subject to strict federal financial disclosure laws;
- Non-public information about FSW's operating results, assets, liabilities, business plans, costs, FSW's performance, contract terms or arrangements, all of which could be used by competitors to FSW's disadvantage;
- Confidential or personal information about Company clients to which you have access as a result of your employment with FSW that could, if disclosed inappropriately, subject FSW or you to liability for violating our duties to our clients;
- Confidential or non-public information about FSW's suppliers, vendors, and contractors;
- Private information about FSW's employees (excluding information allowable by the National Labor Relations Act, Colorado's Equal Pay for Equal work Act and any other Federal or State law) that, if disclosed, could violate privacy laws or result in legal actions against the Company.

You must protect all of FSW's confidential business information, or other proprietary company information, by safeguarding it when in use, filing it properly when not in use, and discussing or otherwise disclosing it only with or

to those who have a legitimate need to know related to FSW's confidential business information. Employees may not post or disclose the confidential business information described above on the Internet or otherwise.

If you are contacted by the media to speak on behalf of FSW, including with regard to any confidential or proprietary information, you must refer such contacts to FSW's designated spokesperson or representative. If you have any questions about this, please consult your supervisor.

You shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in confidence to a Federal, State, or local government official or to an attorney solely for the purpose of reporting or investigating a suspected violation of the law. You shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in a complaint or other document filed in a lawsuit or other proceeding if such filing is made under seal. If you file a lawsuit for retaliation by an employer for reporting a suspected violation of the law, you may disclose the trade secret to your attorney and use the trade secret information in the court proceeding if any document containing the trade secret is filed under seal, and you do not disclose the trade secret, except pursuant to a court order.

In addition, you have the right to file a charge or complaint with the Equal Employment Opportunity Commission, the National Labor Relations Board, the Occupational Safety and Health Administration, the Securities and Exchange Commission, or any other federal, state, or local governmental agency or commission ("Government Agencies"). You are also able to testify in proceedings regarding FSW's past or future conduct, or engage in any future activities protected under the whistleblower statutes administered by OSHA, or receive and fully retain a monetary award from a government-administered whistleblower award program for providing information directly to a government agency.

Nothing in this policy is intended to interfere with the rights of any employees concerning a labor dispute or other concerted communications or activity for the purpose of mutual aid or protection protected by the National Labor Relations Act. To the extent that conduct is protected under the NLRA, this policy does not prohibit it.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

USE OF COMPANY RESOURCES

FSW's Information Technology Systems are provided for business purposes. Accordingly, you should not use FSW's Systems for personal use unless you do so during your nonworking time (*e.g.*, on your lunch hour), within reasonable limits, and the use does not interfere with your work or Company operations. Remember, as well, that any content accessed through or created on Company equipment is *not* private, is subject to monitoring, and is considered Company property.

SOCIAL MEDIA POLICY

FSW recognizes that its employees have a considerable interest in using social media during their non-working time without unnecessary employer interference. FSW respects your right to participate in social media during your non-working time for personal reasons. At the same time, the use of social media carries certain risks and responsibilities, some of which can have an impact on the workplace.

This social media policy has been established to assist you in making responsible personal decisions about your use of social media and to ensure that you understand what is recommended, expected, and

required of you when you discuss topics that relate to FSW, whether at work or on your own time. When you are using social media, you may be viewed as representing both yourself and FSW. The same principles that guide employee conduct, in general, apply to your activities online. Please be aware that what you post on your personal social media may have ramifications for your professional life. Activities in or outside of work that affect your job performance, the performance of others, or FSW's business interests will be appropriately addressed.

GUIDELINES FOR SOCIAL MEDIA USE GENERALLY

Generally, employees should take care before posting anything on social media channels and conduct themselves in a professional manner. Employees are strongly discouraged from posting anything about FSW unless authorized by your supervisor. If an employee is unsure whether a post is appropriate, they should consult with their supervisor. Employees with the authority to use social media as part of their official job responsibilities may only do so with approval from their manager or the President.

Below are additional guidelines for social media:

- Do not use a Company email account to register for social media, unless you are managing the social media account in connection with your job responsibilities for FSW.
- Employees may not "friend" applicants or prospective employees on Social Media in order to gain access to non-public information without the permission of your supervisor or the President.
- Abide by all applicable laws when using social media, including copyright, data protection laws, securities regulations, financial disclosure laws, libel, and slander. Remember that you are legally responsible for what you post and may be liable for social media activities that violate applicable laws.
- You are not permitted in your use of social media to disclose information that is confidential (excluding information allowable by the National Labor Relations Act, Colorado's Equal Pay for Equal Work Act, and any other Federal or State law) or that is proprietary to FSW, as described in the Confidential Information Policy.
- In using social media, remember that you are responsible for ensuring that your activities do not violate Company policies, including, in particular, the Code of Ethics, policies prohibiting harassment and discrimination, and the Drug-Free Workplace Policy.
- Employees are prohibited from displaying or transmitting content that threatens or advocates the use of violence against an individual or group of individuals.
- Employees are prohibited from displaying or transmitting content that contains obscene or sexually explicit language, images, or acts.
- Abide by all applicable laws when using social media, including copyright, data protection laws, securities regulations, financial disclosure laws, libel, and slander. Remember that you are legally responsible for what you post and may be liable for social media activities that violate applicable laws.
- When posting your personal point of view, you are not authorized to claim or imply that you are speaking on behalf of FSW. If you make or respond to comments in social media about FSW's business, policy issues in which FSW is involved, or FSW's services or performance, you must, under Federal Trade Commission rules, identify yourself as a Company employee and include a disclaimer that makes clear you are not speaking on behalf of FSW, such as "The views expressed

in this post are mine and do not necessarily reflect the view of FSW.”

- Strive to be fair and courteous to your fellow employees, to clients, contractors, vendors, and others with whom FSW deals in its business in the assertions that you make in social media. Remember, whatever you post may remain available, even if you delete it. Also, bear in mind that your work-related problems are more likely to be resolved by talking directly with coworkers or utilizing internal complaint procedures than by posting complaints to a social media outlet. Nonetheless, if you decide to post complaints or criticisms, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparages Company clients, contractors, vendors, and others with whom the FSW deals in its business or that might be considered harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile environment based on sex, race, disability, religion, sexual orientation, or any other legally protected characteristic.
- Further, employees should not engage in any conduct in social media that would not be acceptable in the workplace. This includes, but is not limited to, displaying or transmitting any content that is derogatory or insensitive to individuals based on race, color, ancestry, sex, sexual orientation, national origin, age, disability or religion, or any other legally protected personal characteristic, including, but not limited to slurs, jokes, stereotypes, or other inappropriate remarks.

SOCIAL MEDIA RELATED TO YOUR PROFESSION

Social media can be a useful tool for establishing connections within one’s profession and promoting both your own and FSW’s standing in the community. FSW supports your right to use these social media platforms in accordance with your own good judgment. If, however, your representations about FSW or your association with FSW are not accurate or you fail to include the disclaimers required by the Federal Trade Commission when commenting on FSW, FSW may require you to correct or remove your posts as a condition of employment.

FSW does not seek to regulate or infringe upon the right of non-management employees to communicate among themselves or with interested parties about their terms and conditions of employment through Social Media Postings or otherwise. Nothing in this policy should be read as in any way limiting such employee rights.

GUIDELINES FOR BUSINESS-RELATED SOCIAL MEDIA USE

“Business Related Social Media” within the meaning of this policy includes any Company-sponsored blog that you create or in which you are authorized to participate on behalf of FSW. These Business-Related Social Media activities also must be pre-approved by your supervisor. Employees who are authorized by FSW to engage in Business Social Media on FSW’s behalf will, as a condition of this authorization, agree that the accounts used to engage in Business Social Media shall be treated as non-personal accounts under governing law.

The following guidelines apply to Business-Related Social Media postings.

- All postings must comply with FSW’s policies and applicable law, as specified above.
- Be the first to correct your own mistakes, and do not alter previous posts without indicating that you have done so.
- Posting should be of high quality and include basic spellchecking.
- Ensure that your posting activities do not interfere with your work commitments.

- Any complaints that you receive on a Company-sponsored site should be referred to a supervisor for disposition.
- If requested by FSW, you must avoid certain subjects or withdraw certain posts from any Business-Related Social Media platform on which you post.
- If a member of the news media or blogger contacts you about a Social Media posting that concerns the business of FSW, please refer that person to the President.

FSW reserves the right to suspend or terminate your authorization to engage in Business Social Media on FSW's behalf or to require you to remove any posted comment on FSW's Social Media sites (like Facebook and Twitter) that is deemed in FSW's sole discretion to be inappropriate for the topic discussed or uses inappropriate language, such as obscenities, ethnic, racial or sexual slurs, or slanderous remarks.

CONSEQUENCES FOR NON-COMPLIANCE

FSW may conduct monitoring of its systems and equipment, as well as of publicly available information to ensure compliance with this policy. Employees should have no expectation of privacy with regard to their use of Company-provided equipment or systems. Individuals who violate the provisions of this policy may be subject to disciplinary action up to and including termination of employment.

CONFLICT OF INTEREST POLICY

While FSW certainly has no objection to your pursuing activities outside of work, we cannot permit you to engage in activity that adversely affects FSW, interferes with your job performance, competes with our Company, or creates even the appearance of a conflict of interest. Guidelines to follow regarding outside employment include the following:

- Notify your supervisor of any current outside employment status.
- Notify your supervisor of your intent to engage in any future outside employment or profit-making activities before you engage in them.
- Your working hours of your outside job or activity must not interfere with the hours you are scheduled to work at our Company, including any required overtime.
- Your job performance must, in our judgment, continue on an acceptable level.
- You may not conduct business pertaining to your "outside" job or activity on Company premises, during your working time, or by using any of FSW's equipment, tools, machinery, information, or other facilities or property (including the Internet and Company's e-mail system).
- You may not engage in activity that, in our judgment, competes with the business of our Company or creates a conflict of interest or the appearance of such a conflict.

If you have any questions about how these guidelines apply to any outside activities in which you are currently involved or are considering, please contact your supervisor or the President for further guidance.

WORKPLACE VISITORS

If you want to invite a visitor to our property, please ask for permission from your director supervisor first. Also, inform the Office Administrator of your visitor's arrival.

SOLICITATION AND DISTRIBUTION POLICY

To prevent interfering with and to disrupt the work of employees, and to provide the most efficient services to the public, the following rules must be followed:

No employee may distribute written material in any area of FSW during their working time. No employee, regardless of whether they are on working time, may distribute written material at any time in working areas.

No employee may solicit another employee in any area of FSW during their working time or during the other employee's working time.

"Working areas" are any places where the business of FSW is performed, such as, for example, work stations, cubicles, offices, conference rooms, warehouse floors and loading docks, storage areas, outside areas where commercial vehicles and associated equipment are moved, parked or stored, but does not include break areas and locker rooms. "Working time" includes all time during which an employee is assigned to or engaged in the performance of job duties but does not include scheduled breaks or meal periods during which time the employee is not assigned to or expected to perform any job duties.

No employee may post items of a personal nature on bulletin boards that are designated for the exclusive use of FSW.

Non-employees are not permitted to solicit employees or distribute written material on Company property at any time.

PROFESSIONALISM

FSW expects every person in the workplace to act with integrity and treat every other person with dignity, respect, courtesy, and civility as befits a professional workplace. Denigrating, rude, or bullying behavior against co-workers or customers is not permitted. Such behavior may lead to discipline, up to and including termination of employment.

PERFORMANCE MANAGEMENT

We have built our performance management practices to:

- Ensure you understand your job responsibilities and have specific goals to meet.
- Provide you with actionable and timely feedback on your work.
- Invest in development opportunities that help you grow professionally.
- Recognize and reward your work in financial or non-financial ways (e.g. employee awards.)

Additionally, FSW engages in planning through a process centered on VGO's. VGO stands for Vision, Goals, and Objectives. Vision relates to the organizations five-year plan, Goals relate to three-year goals, and Objectives relate to the current fiscal year. VGO's are discussed in every level of the organization such as board members, staff, and volunteers. Staff hold regular VGO meetings to discuss and alter the current VGO's to reflect the growth and change of the organization.

Currently the organization has three distinct visions, which are:

- To be fully funded and debt free
- To acquire a second facilities based program outside of Northern Colorado

- To create a policy and procedure manual, employee handbook, and planning guide

Each vision has specific goals tied to it that must be completed in order to achieve the overall vision of the organization. VGO's ensure that all facets of the organization are working together in unison towards specific targets.

Employees will be held accountable for completing stated objectives that work towards the Visions of the organization. These expectations will be discussed during weekly meetings and performance reviews.

HOW WE EXPECT MANAGERS TO LEAD EMPLOYEES

If you manage a team, you are responsible for your team members' performance. To conduct effective regular meetings and performance evaluations, we expect you to:

- Set clear objectives. Your team members should know what you expect of them. When you first hire someone to your team, ensure that they understand their job duties. Set specific goals for each team member (and team-wide if applicable.) Revisit those goals during bi-annual performance reviews.
- Provide useful feedback. During scheduled meetings with your team members, give them both guidance and praise, as appropriate. Be fair and specific to help them understand and implement your feedback.
- Keep your team members involved. There should be two-way communication between you and your team. Make your expectations clear, but always take your team members' motivations and aspirations into account. Discuss training and development opportunities that may interest your team members.
- Keep logs with important incidents about each one of your team members. The logs help you evaluate your team, but may also prove useful when rewarding, promoting or terminating your team members.

OPEN-DOOR POLICY

FSW's Open-Door Policy is based on our belief that employee suggestions for improving the Company are welcome at any time. If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in FSW, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, request to have the facts/situation reviewed by your supervisor or the President.

DRESS CODE

FSW strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, FSW requires employees to maintain a neat and clean appearance with good hygiene that is appropriate for the workplace setting and for the work being performed.

Our company's official dress code is Smart Casual. However, an employee's position may also inform how they should dress. If you frequently meet with clients or prospects, conform to a more formal dress code. We expect you to be clean when coming to work and avoid wearing unprofessional clothes (e.g. workout clothes.) Wearing FSW branded clothing is highly recommended, however employees must recognize that FSW branded clothing is not to be worn everywhere (bars, casinos, etc.).

As long as you conform to our guidelines above, we do not have specific expectations about what types of clothes or accessories you should wear.

We also respect and permit grooming styles, clothing and accessories that are dictated by religious beliefs, ethnicity or disability.

SMOKING

Smoking is not allowed in company buildings or work areas at any time. “Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes.

FSW is a smoke-free workplace. You can smoke in specifically designated open-air areas and outer premises when participants are not present. Any other area in our workplace (like restrooms or the office) is strictly smoke-free to protect non-smokers.

We also advise you to:

- Extinguish your cigarettes and discard them in outdoor ashtrays
- Avoid smoking when you have scheduled meetings.
- Avoid smoking near flammable objects and areas.

Setting off fire alarms and causing fires by smoking are serious offenses. If you are found responsible, you may face disciplinary action up to and including termination.

PERSONNEL RECORDS

FSW maintains personnel files on employees. It is important that these files are correct, complete, and up-to-date. Employees must notify management with any changes in employee information, such as changes in name, marital status, address, telephone number, number of dependents, and other such relevant information.

Personnel files are confidential and are the property of FSW. Only authorized supervisors and managers have access to personnel files. However, at least annually, an employee may inspect and obtain a copy of their personnel file during normal office hours provided that the employee schedules an appointment and a representative of management are present. A former employee may make one inspection of their personnel file following termination.

DATA PRIVACY

FSW recognizes its need to maintain the confidentiality of Personal Identity Information (PII) and requires that certain documents be disposed of in a safe and secure manner. This is true whether the document is in paper or electronic form. These documents include All documents containing Social Security numbers; personal identification numbers, passport numbers; biometric data (e.g., fingerprints); an employer, student, or military identification number, or a financial transaction device (e.g., canceled check, credit or debit card number).

If you handle such documents in the course of your employment, the documents must not be disposed of in ordinary trash or recycling receptacles. Documents in paper form must be shredded, placed in secured marked bins intended for shredding, or given to your supervisor with the notation that they are to be shredded. If in electronic form, the documents must be rendered unreadable, undecipherable, and unrecoverable. Contact your supervisor for proper disposal of electronic documents.

Any documents disclosing personally-identifying information to a third-party service provider to maintain, stored, or process, will require the service provider to implement and maintain reasonable security procedures and practices to protect the information from unauthorized access, use, modification, disclosure, or destruction, as appropriate to the nature of the information disclosed to the service provider.

If FSW becomes aware of a potential security breach, an investigation will be conducted to determine the likelihood that PII either has been or will be misused. Unless the investigation determines that the PII has not occurred and is not reasonably likely to occur, a notice of a security breach will be given no later than thirty (30) days after the date of determination that a security breach occurred.

OUTSIDE EMPLOYMENT

FSW recognizes that some employees may need or want to hold additional jobs outside their employment with the Company. Employees of FSW are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns. The following rules for outside employment apply to all employees notifying their supervisors of their intent to engage in outside employment:

- Work related activities and conduct away from FSW must not compete with, conflict with or promise the company's interests or adversely affect job performance and the ability to fulfill all responsibilities to FSW. Employees are prohibited from performing any services for customers of FSW that are normally performed by FSW. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any company confidential information. In addition, employees may not solicit or conduct any outside business during work time for FSW.
- Employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for job performance, absenteeism, tardiness, leaving early, refusal to work overtime or different hours.
- If an employee's outside employment presents a conflict of interest with FSW, or if such outside employment has any potential for negative impact on FSW, the employee will be asked to terminate the outside employment. Employee's refusal to comply with FSW reasonable request to terminate outside employment may result in immediate termination of employment with FSW.

TERMINATION OF EMPLOYMENT

PROHIBITED CONDUCT

The following conduct is prohibited and will not be tolerated by FSW. Any violation of this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, and FSW's operations may also be prohibited.

- Unsatisfactory work performance, which includes failure to meet performance expectations and fulfill job requirements.
- Insubordination, including the failure or refusal to perform instructed tasks or follow management's instructions concerning a job-related matter.
- Conduct that may cause injury to a person or damage to and/or loss of product, machinery, equipment, facilities, or other property of FSW.
- Accepting or engaging in any outside employment with a competitor or conducting or attempting to conduct any outside business while on FSW's premises, on Company time, on Company business, or using Company materials or systems.
- Engaging in activities that result in a perceived or actual conflict of interest.
- Behaviors including, but not limited to: threats, abusive or profane language, bullying, false or malicious statements, fighting or assault, terrorism, weapons in the workplace, disorderly conduct while on Company premises or Company business, and any behavior that poses a risk to a safe working environment or to the safety of the employee or to others, harassment or discrimination towards a supervisor, co-worker, vendor, customer or anyone else in the context of the employee's employment.
- Reckless or negligent conduct, unsafe practices, and unsafe performance of any job.
- Theft, misuse, or willful destruction of Company property/assets or of another individual's property. This includes failure to report knowledge of the theft, misuse or willful destruction of the property or assets.
- False, fraudulent, misleading or harmful statements, actions or omissions made by an employee in the course of applying for, or performing, their job. This includes both oral and written statements.
- Failure to report any illegal or unethical activities in the workplace of other employees, customers, vendors, or outside parties.
- Sleeping on the job.
- Recording of work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time sheets, either your own or another employee's.
- Unauthorized use of Company equipment, materials or facilities.
- Sleeping on the job.

This statement of prohibited conduct does not alter FSW's policy of at-will employment. Either you or FSW remains free to terminate the employment relationship at any time, with or without cause or notice.

DISCIPLINE POLICY

Whenever groups of people work together, there must be standards of conduct and attendance for common guidance, efficiency, and courtesy. Obviously, when violations of Company policy and employee misconduct occur, measures must be undertaken to correct the situation and to curtail further occurrences, for the good of all.

The approach taken to discipline may vary, in FSW's discretion, depending, among other considerations, on the gravity of the offense, the circumstances under which it occurred, the employee's duties, length of service with FSW, and overall work record, including any prior misconduct. Accordingly, the Company reserves the right to proceed directly to a written warning, demotion, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the Company deems such action appropriate.

Suspensions from work in increments of a day or more may be imposed on employees, regardless of exempt or non-exempt status, for violations of workplace conduct or safety rules, including but not limited to those conduct and safety rules contained in this Handbook. Suspensions also may be imposed on employees pending an investigation of alleged misconduct.

Keep in mind that FSW has no obligation to use any one or more of these forms of discipline prior to utilizing a more severe form of discipline, including terminating an employee. Any or all of these steps can be omitted, as FSW deems appropriate, in its discretion.

Moreover, by establishing this disciplinary procedure, FSW is not altering an employee's at-will status, meaning that the employee's employment may be terminated by either party for any or no reason at all, at any time, with or without notice.

TERMINATION POLICY

If you choose to terminate your employment, it is anticipated that you will give your manager as much notice as possible – preferably a minimum of two weeks. When giving your two-weeks' notice, PTO or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave FSW, you will not be eligible for re-employment at a later date.

If the employee's decision to terminate is based on a situation that could be corrected, the employee is encouraged to discuss it with your supervisor or the President before making a final decision.

At the time of your employment termination, your supervisor or the President will meet with you to conduct an exit interview. At that time, the details of your leaving will be discussed, and information regarding your insurance coverage and other information relative to your employment will be explained to you.

Employees must return all Company property, including phones, computers, identification cards, keys, passwords for Company-owned resources, and manuals, to your supervisor or the President on or before their last day of work.

EMPLOYMENT VERIFICATION REQUESTS

All requests for references or recommendations must be directed to your supervisor or the President. No manager, supervisor, or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using the internet to discuss a former employee's performance.

By policy, FSW discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received and will read a copy of FSW's Employee Handbook. I also understand that a copy of the Handbook is available to me at any time to review in the main office.

I understand that FSW has adopted the Handbook only as a general guide about policies, work rules, and the work environment and that they are subject to change at any time in FSW's sole discretion. I acknowledge that the Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either FSW or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I understand that FSW complies with all applicable laws regarding equal employment opportunity and provides a workplace free from unlawful harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation, or harassment to my supervisor or the President, or any trusted manager or supervisor.

I understand that nothing in this handbook is intended to interfere with the rights of any employees concerning a labor dispute or other concerted communications or activity for the purpose of mutual aid or protection protected by the National Labor Relations Act. To the extent that conduct is protected under the NLRA, I understand that this handbook does not prohibit it.

During my employment with FSW, I understand that it is my responsibility to remain informed about the policies as revisions, updates, and new policies are issued, and to ask questions about any interpretation of any of the policies.

Union Employees acknowledge and consent to the policies outlined in our company's handbook, ensuring compliance unless they conflict with the terms specified in the Collective Bargaining Agreement (CBA) issued by Local 24.

I have read this acknowledgment carefully before signing.

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file with the Company. A copy will be provided to the Employee upon request.

HEALTH AND SAFETY POLICY AND PROCEDURE ACKNOWLEDGMENT

Please read this statement carefully and sign below. Once signed, this acknowledgement shall be kept in the employee's file.

I understand that I am responsible for knowing and following all my organizations safety policies and procedures. I understand that any questions or concerns I have will be brought to the attention of my supervisor for clarification.

I understand that I must perform all of my job duties safely and in the manner, they were described to me by my immediate supervisor.

I also understand that this acknowledgment is NOT considered a contract of employment. Termination of employment may be "AT WILL" by the employee or the employer in the State of Colorado.

Union Employees acknowledge and consent to the policies outlined in our company's handbook, ensuring compliance unless they conflict with the terms specified in the Collective Bargaining Agreement (CBA) issued by Local 24.

Printed Name

Signature

Date

ACKNOWLEDGEMENT OF RECEIPT OF ALCOHOL/DRUG USE, ABUSE, AND TESTING POLICY

I have reviewed and understand FSW's Alcohol/Drug Use, Abuse, and Testing Policy. I understand that the Policy will apply to me if I am hired, and that compliance with it is a condition of employment with FSW.

I also understand that I will have to take and pass a drug or alcohol test for illegal or controlled substances such as (but not limited to) marijuana, cocaine, methamphetamines, amphetamines, and opiates if I want to be hired. If I am hired, I understand that I will be subject to testing as described in the Drug and Alcohol Policy.

I understand that I will be subject to discharge if I refuse to cooperate in any of the tests identified in the Alcohol/Drug Use, Abuse and Testing Policy, fail sufficiently to explain any positive test result to FSW's Medical Review Officer, or otherwise violate the Policy. I also understand that I will not be eligible for hire if I refuse to sign this Acknowledgement Form.

Union Employees acknowledge and consent to the policies outlined in our company's handbook, ensuring compliance unless they conflict with the terms specified in the Collective Bargaining Agreement (CBA) issued by Local 24.

If I am hired, I will abide by the terms of the Alcohol/Drug Use, Abuse, and Testing Policy during my employment with FSW.

Employee's Signature

____/____/____
Date