



# Employee Handbook

Collective Bargaining Agreement.....	1
At-Will Employment.....	1
Equal Employment Opportunity .....	1
Disability Accommodation .....	1
Human Rights Policy .....	2
Company Workplace Policies.....	2
Human Rights within our Sphere of Influence.....	2
The Rights of Children and the Young.....	2
Bringing these Policies to Life .....	3
General Policies.....	4
Business Hours .....	4
Rest and Meal Periods .....	4
Attendance and Tardiness .....	4
Time Records.....	5
Paydays .....	5
Overtime .....	5
Holidays.....	6
Personal Leave of Absence .....	6
Paid Time Off (PTO).....	7
Cooperation and Teamwork .....	9
Confidential and Proprietary Information .....	9
Personal Information .....	10
Immigration Law Compliance .....	10
Driver's License and Driving Record.....	11
Outside Employment .....	11
Safety .....	11
Performance Reviews .....	11
Open Door Policy .....	13
Company Property and Equipment Care .....	13

Signing Authority.....	13
Company Vehicle Use Guidelines .....	14
Cell Phone Policy.....	15
Computer & Electronic Device Use Policy .....	15
Social Media .....	17
Company-issued Credit Card Policy .....	18
Harassment .....	20
Harassment Policy.....	20
Sexual Harassment.....	20
What Should You Do? .....	21
Where to Report .....	21
Drug and Alcohol Policy and Procedures .....	23
Introduction .....	23
Prohibited Conduct .....	23
Mandatory Testing.....	24
Searches .....	25
Safeguards.....	25
Prescribed Medication .....	26
Rehabilitation Assistance .....	26

## **Collective Bargaining Agreement**

Where an employee or class of employees is subject to a collective bargaining agreement (CBA), the provisions of the CBA shall govern. Further, in the event of any conflict between the provisions of this handbook and the provisions of the CBA, the CBA shall govern with respect to employees covered by the CBA. Where the CBA is silent on a subject, this Employee Handbook shall control.

## **At-Will Employment**

Employment with Platinum Industrial, Inc. is “at-will.” You may resign at any time and your employment may be terminated at any time, with or without cause, and with or without notice. Nothing in this Handbook or in any document or statement shall limit Platinum Industrial, Inc.’s right to terminate employment at-will. No manager, supervisor, or employee of Platinum Industrial, Inc. has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the President and Treasurer of Platinum Industrial, Inc. have the authority to make any such agreement and then only in writing.

## **Equal Employment Opportunity**

Platinum Industrial, Inc. has a commitment to ensure equal opportunity in employment for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, marital status, disability, veteran or draft status, or any other status or characteristic protected under applicable law. Employees are recruited, employed, trained, promoted, disciplined, laid-off and terminated solely on the basis of individual qualifications and merit.

## **Disability Accommodation**

Platinum Industrial, Inc. is committed to providing equal opportunity to qualified individuals with disabilities. Platinum Industrial, Inc. will employ, advance in employment, and otherwise treat qualified individuals without regard to their disability in all employment practices. Platinum Industrial, Inc. will reasonably accommodate disabled employees to permit them to perform the essential functions of their jobs in a safe and efficient manner. Platinum Industrial, Inc. will afford reasonable accommodation to qualified applicants and employees with a known disability provided that the accommodation does not cause undue expense or hardship to Platinum Industrial, Inc. or, irrespective of the accommodation, that such individuals do not pose a direct threat to the health and safety of themselves or others.

## **Human Rights Policy**

Platinum Industrial, Inc. is committed to conducting business in an ethical and responsible manner. We respect and support international principles aimed at protecting and promoting human rights, as described in the United Nations' Universal Declaration on Human Rights and the International Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work. In our own operations, we seek to operate in compliance with all applicable laws wherever we do business.

While governments have the primary responsibility for protecting and upholding the human rights of their citizens, Platinum Industrial, Inc. recognizes its responsibility to respect human rights in its operations. In addition, we recognize that we have an opportunity to promote human rights where we can make a positive contribution. This includes, among other things, opposing human trafficking and the exploitation of children.

### **Company Workplace Policies**

We strive to foster safe, inclusive and respectful workplaces wherever we do business. Our workplace policies and practices include commitments to non-discrimination and freedom from harassment, and require that the Company refrain from knowingly entering into relationships that, directly or indirectly, expose employees to undue health and safety risks, or that use child, prison or forced labor, or other similarly exploitative practices. These policies are detailed in our Standards of Business Conduct. We provide our Standards of Business Conduct to employees and periodically provide training to employees on topics covered within the Standards.

### **Human Rights within our Sphere of Influence**

We also strive to foster safe, inclusive and respectful workplaces wherever our services are offered. We expect the same commitment from business associates, licensees and vendors, both in the U.S. and abroad. Our Code of Conduct sets forth requirements with respect to labor standards and working conditions. The principles embodied in our Code are designed to be consistent with the ILO Declaration on Fundamental Principles and Rights at Work. We implement this commitment through a dedicated compliance program that communicates expectations to our licensing and sourcing partners, monitors factory working conditions, implements facility improvement plans where necessary, and engages with stakeholders.

### **The Rights of Children and the Young**

The well-being of children is of the utmost importance to Platinum Industrial, Inc. We are committed to combating the exploitation of children and therefore prohibit any use of child labor. Children's safety is also of paramount importance to Platinum Industrial, Inc. In addition, we have comprehensive policies

regarding data privacy and online safety aimed at protecting children. For more information about these policies, please review the Platinum Industrial, Inc. Environmental, Health, and Safety Program.

**Bringing these Policies to Life**

Our commitment to respect human rights is a core value of Platinum Industrial, Inc., and we take active steps to reflect that commitment in our everyday activities:

We expect and encourage employees throughout our business operations to make these principles and practices a part of their everyday work, and hold our employees accountable for adhering to our Standards of Business Conduct.

We train employees on our Code of Conduct, monitor working conditions, and implement facility improvement plans within our supply chain when necessary.

Our Corporate Citizenship group oversees our policies and practices in all of these areas, with support from Human Resources, Legal and other functions as needed.

We keep our policies and practices relating to human rights under continuous review, recognizing the need to stay vigilant in a rapidly changing and challenging world.

In support of all of these efforts, we place special value on our ongoing collaboration with a broad range of interested constituencies, including socially responsible investors, industry and peer groups; governmental, inter-governmental and non-governmental organizations; advocacy groups and concerned individuals. This broad engagement helps keep us sensitive to the potential impacts—positive and negative—of our services and operations on the rights, interests and well-being of our employees, customers, and communities around the world.

## **General Policies**

This handbook is not intended to create, nor is it to be construed as, a contract of employment and the policies and procedures described herein are not to be considered conditions of employment. Platinum Industrial, Inc. is an “at will” employer, and both the employer and employee shall have the right to terminate employment at any time, with or without cause, and with or without notice. Platinum Industrial, Inc. reserves the right to change any or all of these policies and procedures at any time.

The policies contained in this Handbook shall apply to all employees, except where governed by a collective bargaining agreement.

## **Business Hours**

Our regular operating hours are 7 a.m. to 4:30 p.m. Monday through Friday. Your schedule and hours of work may vary and will be determined by your supervisor. Most employees are assigned to work a 40-hour work week.

## **Rest and Meal Periods**

Platinum Industrial, Inc. provides employees with rest and meal breaks as required by law. Generally, for every 4 hours of time worked, each employee will be allowed a paid 10-minute rest break to be taken within that 4 hours. Employees who work 5 or more hours in one day will be allowed an unpaid thirty (30) minute meal break. Rest breaks should not be taken at a time which would be disruptive to company operations. Meal and rest breaks may not be combined or taken at the end of the workday. Employees must return to work immediately after any break.

## **Attendance and Tardiness**

Employees are expected to report for work on time. We work as a team, and one person’s tardiness can affect all other workers. Employees are required to call their supervisor at least 30 minutes before the start of their shift if they are going to be absent or expect to be late. Unless there is an emergency, friends and relatives are not to call on behalf of the employee. Failure to notify the supervisor as required constitutes an unexcused absence.

Employees who report for work after the scheduled start time will be considered tardy and must report to their supervisor.

If an employee has not called in to report an absence for two consecutive days, Platinum Industrial, Inc. will assume the employee has abandoned their job. The employee will be removed from the payroll, and the notation in the employee’s personnel record will read “Job abandoned, voluntary resignation.”

### **Time Records**

All employees are expected to be on time for work. Platinum Industrial, Inc. reserves the right to change schedules as business needs dictate. No employee is guaranteed a certain number of hours or continued employment. Time sheets are to be filled out and turned in daily. Time sheets should accurately describe work performed. All time sheets are to be turned in at the end of each work day. Time sheets may be completed electronically, on-line. It is a violation of Company policy for an employee to alter his or her own time sheet or that of another employee. If corrections or modifications need to be made to a timesheet, both the employee and supervisor must verify the accuracy of the changes by initialing the time sheet.

### **Paydays**

Employees are paid weekly. If a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If, for any reason, an employee has someone pick up his or her paycheck, a note signed by the employee authorizing the person must be provided to their supervisor before the check will be released. The person picking up the paycheck must show picture identification and sign for the check.

Platinum Industrial, Inc. takes all reasonable steps to ensure that paychecks are correct and timely. If there are any questions about hours paid, rate of pay, deductions or any other concerns in regard to a paycheck, employees are encouraged to bring them to the attention of their supervisor. Platinum Industrial, Inc. does not provide advances, loans, or pre-pay wages under any circumstances.

### **Overtime**

At the time you are hired, Platinum Industrial, Inc. will notify you with respect to whether your job is exempt or nonexempt under the Federal and State wage and hour laws. Whether your position is exempt or nonexempt depends on your job duties and is established at the time you are hired.

If you are a non-exempt employee, you will be paid on an hourly basis and will be paid overtime at the rate of one and one-half times your regular hourly rate for all hours worked beyond 40 hours in any work week. Holidays and vacations, even if paid, are not counted as overtime hours and are not included in the calculation of overtime pay. No employee shall work overtime without prior approval from their supervisor. Employees who work overtime without pre-approval may be subject to discipline, up to and including termination of employment.



## **Holidays**

The Company observes the following paid holidays for non-bargaining unit employees:

- New Year's Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

Holidays are paid at employees' regular rate of pay.

## **Eligibility**

Employees are not eligible for holiday pay during the first ninety (90) days of employment.

Full-time exempt employees are eligible for holiday pay if they are on pay status during the week in which the holiday occurs.

Full-time non-exempt employees are eligible for holiday pay if they are on pay status for their entire scheduled shifts on their last scheduled workday before the holiday and on their first scheduled workday following the holiday.

Full-time employees are also eligible for holiday pay if the holiday falls on their regular day off if they are on pay status on their last scheduled workday before the holiday and on their first scheduled workday following the holiday.

Pay status: Any period of time for which an employee receives pay for time worked, including PTO that has been properly scheduled and approved.

## **Personal Leave of Absence**

The Company is not covered by the Federal Family Medical Leave Act. However, employees may be granted a leave of absence of up to 12 weeks to attend to personal matters in cases in which the Company determines that an extended period of time away from the job will be in the best interests of both the employee and the Company. This leave will be unpaid unless accrued PTO is used and / or employee is eligible for a paid family and medical leave plan managed by the state or other government entity.

The Company requests that the employee apply in writing to his/her supervisor thirty (30) days prior to any unpaid leave of absence, explain the reason for the request, and note the date desired for the leave to begin and expected date of return.

The needs of the Company will determine the number of employees allowed out on unpaid leave at any one time. The Company will make reasonable efforts to hold the employee's position open or return the employee to a similar position for which they may be qualified if one is available. However, the Company cannot guarantee reinstatement.

During personal leave, employees will not accrue PTO. In addition, before taking unpaid personal leave, employees must use any accrued PTO.

Employees must notify the Company at least fifteen (15) days prior to the expected date of return, to verify intent to return from a leave of absence. The returning employee will be placed in their original position if such position remains and is available. If the Company had to eliminate or fill the position while the employee was on leave, the employee may be offered another open position for which the employee is properly qualified. If no such position exists, the employee will be laid off. Where a personal leave is taken in connection with an employee's serious health condition, the Company may require a fitness for duty certificate from the employee's health care provider before the employee returns to work.

Except where prohibited by law, employees who fail to return from the leave of absence on the day indicated in the original application, or in any approved extension, will be considered to have voluntarily terminated their employment with the Company as of the day the leave of absence commenced.

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

Collective bargaining agreements (CBAs) provide for PTO in compliance with Washington and Oregon sick leave laws. Where an employee or class of employees is subject to a CBA, the provisions of the CBA shall determine the employee's PTO.

Employees not subject to a CBA are eligible for paid time off (PTO), which may be used for any absence from work including for vacation, personal leave, illness, injury, and/or care and treatment of an employee or the employee's family member's illness or health condition. PTO may also be taken in connection with the closure of an employee's workplace or child's school for health-related reasons or in connection with issues related to domestic violence, sexual assault, or stalking. The Company's PTO Policy is intended to comply with the Washington and Oregon Sick Leave laws.

An employee's "Family member" is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse's parent, grandparent, grandchild, or sibling.

During the first five years of employment with the Company, full-time employees accrue 2 weeks (80 hours) of PTO per year. After 5 years with the Company, beginning on the fifth anniversary of employment, full-time employees will accrue 3 weeks (120 hours) of PTO per year. After 10 years of employment with the Company, beginning on the tenth anniversary of employment, full time employees will accrue 4 weeks (160 hours) of PTO per year. PTO accrual is based on the 12-month period beginning on the employee's anniversary date. Part-time employees and temporary employees will accrue 1 hour of PTO for every 40 hours worked.

Employees cannot take PTO during the first ninety (90) days of employment.

PTO does not include designated paid holidays. Paid holidays are given to employees in addition to PTO.

Employees may carry over up to 40 hours of unused PTO from calendar year to calendar year. Unused PTO will be paid upon termination of employment.

Employees may take PTO in increments of one or more hours up to a maximum of 8 hours per regularly scheduled work day. Employees must record the hours / days used as PTO on their timesheets.

When PTO is planned, i.e., for vacation or anticipated personal leave, or planned medical treatment, employees must schedule PTO in advance through their manager and provide at least fourteen (14) calendar days advance written notice of their need for leave. Where PTO is unplanned, i.e., for sickness or unexpected personal needs, employees must notify the Company as soon as the employee learns of the need for paid sick leave. In the event it is not practicable to provide notice of an unforeseeable absence, a person on the employee's behalf may provide such notice. If possible, notification should include the expected duration of the absence. Unplanned absences will be paid to the employee based on the time missed using available PTO. Should PTO be unavailable, time missed may not be made up at a later date and will not be paid to the employee.

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice to their manager no later than the end of the first day that the employee takes such leave.

Absences that are not covered by PTO, a paid Holiday, or an authorized leave of absence will be considered unexcused and may be grounds for discipline, including termination of employment.

Although employees do not typically need a reason to take PTO, where an employee takes three or more consecutive days of PTO because of their own illness or for medical treatment, the Company may require medical verification for the use of PTO.

PTO is paid at the non-exempt employee's regular rate of pay. For exempt employees, including employees paid solely on commission, PTO will be paid at a rate of pay calculated from the employee's total annual compensation.

### **Cooperation and Teamwork**

We believe that teamwork is the foundation of a successful employment relationship. As a member of the team, you can expect to be treated with courtesy and respect by management. Likewise, you are expected to be cooperative, polite and positive in relations with coworkers, managers, customers and others you come into contact with through your employment with Platinum Industrial, Inc.

Remember that when an individual joins Platinum Industrial, Inc., that person becomes a part of our company. As a company, we strongly endorse teamwork and cooperation as independent job requirements.

### **Confidential and Proprietary Information**

The protection of confidential business information and trade secrets is vital to the interests and the success of Platinum Industrial, Inc. Employees may be required to sign a non-disclosure agreement as a condition of employment. "Confidential information" includes, but is not limited to, the following:

- Customer lists.
- Customer preferences.
- Financial information.
- Labor relations strategies.
- Marketing strategies.
- New materials research.
- Pending projects and proposals.
- Proprietary production processes.
- Research and development strategies.
- Scientific data.
- Scientific formulae.
- Scientific prototypes.
- Technological data.
- Technological prototypes.
- Trade secrets.

Employees may not use or disclose Confidential Information to any third-party except where such disclosure is necessary to perform the employee's job duties and responsibilities. Employees who improperly use or disclose trade secrets or Confidential Information may be subject to disciplinary

action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

No employee is permitted to store Platinum Industrial, Inc.'s Confidential Information off-site (either in written or electronic form). No information regarding the contract prices between Platinum Industrial, Inc. and its suppliers shall be given to any customer or vendor. No information regarding bid prices to one customer or vendor shall be given to another customer or vendor. If you are in doubt about this, please contact the President.

Employees are not to discuss issues of a confidential nature (i.e., employee personnel records) among themselves, as they may be overheard by someone who does not have "privileged rights" or a "need to know."

Employees violating this policy may be subject to disciplinary action.

Pursuant to the Defend Trade Secrets Act, an employee will not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that: (A) is made (i) in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

### **Personal Information**

Please notify your supervisor or the office manager if you have any changes in the following:

- Legal name.
- Home address.
- Home telephone number.
- Person to call in case of emergency.
- Number of dependents.
- Marital status.
- Change of beneficiary.
- Driving record or status of driver's license, if you operate Platinum Industrial, Inc.'s vehicles.
- Military or draft status.
- Exemptions on your W-4 tax form.

### **Immigration Law Compliance**

Platinum Industrial, Inc. complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States Citizens and aliens authorized to work in the United States. On or before the first day of employment, all employees must complete Section 1 of Form I-9 and

present documents that satisfy the Employment Eligibility Verification requirements of the Immigration Reform and Control Act of 1986.

### **Driver's License and Driving Record**

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to us and to our insurer. You may be asked to submit a copy of your driving record to Platinum Industrial, Inc. from time to time. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, including dismissal.

### **Outside Employment**

Platinum Industrial, Inc. expects all employees in full-time positions to have those positions as their primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at Platinum Industrial, Inc. If you are thinking of taking on a second job, please notify your supervisor to make sure it will not interfere with your job at Platinum Industrial, Inc. or create a conflict of interest.

### **Safety**

Platinum Industrial, Inc. has a strong commitment to safe workplace standards. Platinum Industrial, Inc. provides an Environmental, Health and Safety Program which outlines in great detail all safety policies for which employees will be held accountable. All safety policies are incorporated in this handbook by reference.

Any employee who willfully or negligently ignores or fails to remedy an unsafe work situation is subject to discipline, including termination.

### **Performance Reviews**

Your work is constantly being evaluated by your supervisor. Annual employee performance reviews will be performed by the management team in consultation with the employee's supervisor. During formal performance reviews, you will be evaluated on a number of factors. Some of these include:

- Attendance, initiative and effort.
- Knowledge of your work.
- Attitude and willingness to go the extra step.
- The quality and quantity of your work.
- The conditions under which you work.
- Safety record.

**Standards of Conduct**

Employee discipline is the responsibility of Platinum Industrial, Inc. supervisors and managers who will try to tailor it appropriately to individual circumstances, considering the seriousness of the conduct involved, its frequency, and the employee's past performance record. It is Platinum Industrial, Inc.'s hope that problems related to an employee's performance or other conduct can be satisfactorily resolved. Nonetheless, termination may be necessary in some cases. Certain types of misconduct may be subject to discipline. Misconduct includes, but is not limited to:

- Reporting for work under the influence of alcohol or illegal substances (which includes marijuana) and/or the use or sale of alcohol or illegal substances on company premises, at a job site, or in a company vehicle.
- Stealing.
- Gambling on company premises or while at work.
- Fighting, horseplay or engaging in practical jokes.
- Unauthorized use, removal or destruction of Company property or the property of other employees.
- False statements.
- Refusal to follow a direct order / insubordination.
- Violation of safety rules or failure to follow safety procedures.
- Leaving job during working hours without proper approval.
- Possession of weapons at work or on Company business.
- Excessive absenteeism and/or tardiness.
- Violating Company policies.
- Engaging in discrimination, harassment (including sexual harassment) based upon an employee's membership in any protected class.

These examples are not all inclusive, other behavior may also lead to discipline or discharge at Platinum Industrial, Inc.'s discretion. An employee's overall record may be considered in determining appropriate disciplinary action for failure to adhere to these standards of conduct. Platinum Industrial, Inc. will determine the facts, whether discipline is warranted and what level of discipline, including discharge is warranted.

Union employees should refer to the collective bargaining agreement for information concerning discipline and discharge.

**Smoking / Tobacco Use**

The use of tobacco products including but not limited to cigarettes, cigars, pipes, vapes, and smokeless tobacco is prohibited inside Platinum Industrial, Inc.'s premises and vehicles. Employees may use

tobacco products in designated areas outside of the building. Oregon's Smokefree Workplace Law prohibits smoking within 10 feet of building entrances. Where Platinum Industrial, Inc.'s clients have stricter rules regarding smoking and tobacco use, employees will be notified of the client's rules and are required to comply with the client's rules.

**Open Door Policy**

Platinum Industrial, Inc. strives for good working relationships and quality working conditions. However, problems or differences of opinion may occasionally arise between an employee and a supervisor, fellow employee, or Platinum Industrial, Inc. in general. We recognize that the fair consideration of each employee's point of view is essential to our success as an organization, and we encourage employees to discuss work-related problems with management. Employees who believe they may be subject to harassment or discrimination should refer to our harassment policy.

**Company Property and Equipment Care**

(Refer to Environmental, Health and Safety Program, Computer Use Policy, and Vehicle Use Policy)

It is your responsibility to understand the company equipment you need to use to perform your duties and the policies that apply to that equipment. Good care of any equipment that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and Platinum Industrial, Inc. Company equipment includes mobile telephones, computers, as well as company tools and vehicles, and other equipment. If you find that any equipment is not working properly, or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made.

Company equipment is not provided for personal use. Company equipment such as computers and copy machines are to be used exclusively for business purposes unless express permission is received from your supervisor.

Any Platinum Industrial, Inc. property issued to you, such as tools or uniforms, must be returned to Platinum Industrial, Inc. at the time your employment ends, or whenever it is requested by your supervisor or a member of management. You are responsible for any lost or damaged items.

**Signing Authority**

The Company bylaws explicitly identify the individuals that are authorized to sign contracts or other documents requiring a legally binding signature. No other individuals are authorized to sign on behalf of Company and do so at their own risk. Any individual signing without authorization may become individually responsible for fees, charges, and / or penalties incurred in association with the contract to which the individual has become signatory.

To ensure that documents are signed by an individual authorized to sign on behalf of the Company, all documents requiring a legally binding signature should be sent by email to [contracts@platinumind.com](mailto:contracts@platinumind.com).



In the event that work becomes delayed or cannot continue until the document is signed, the email should be followed up with a phone call to the President, Vice President, or Chief Financial Officer to ensure the contract is signed and returned as quickly as possible.

### **Company Vehicle Use Guidelines**

Platinum Industrial, Inc. requires all employees operating a company vehicle to review and understand the following guidelines.

The driver of the vehicle is responsible for maintaining the vehicle's appearance. This includes the interior as well as the exterior. Once per week is desired on the exterior, once per month on the interior.

Employees operating company vehicles are expected to make responsible judgments in all areas of the vehicle use.

1. Company vehicles are assigned to specific Platinum Industrial, Inc. employees.
2. EMPLOYEES USING COMPANY VEHICLES ARE TO OBSERVE ALL STATE, LOCAL AND FEDERAL SAFETY REGULATIONS.
3. Employees that use their own vehicle for company business will be reimbursed at the current federal travel reimbursement rate. An expense report will need to be completed, assigned a project number, a phase code and approved, prior to payment.
4. Company vehicles are not to be used for personal purposes.
5. Under no circumstances will anyone operate a company vehicle under the influence of drugs and/or alcohol.
  - a. While using company vehicles, employees are representatives of Platinum Industrial, Inc. At no time are the vehicles to be found at any establishment whose primary business is serving alcoholic beverages.
  - b. In the event damage occurs while using a company vehicle and the operator is under the influence of drugs or alcohol, Platinum Industrial, Inc. reserves its rights to recuperate its losses, recover all associated damages and liabilities and terminate the driver's employment.
  - c. Alcohol and drugs are prohibited in all Platinum Industrial, Inc. vehicles and/or equipment.
  - d. ALL tobacco use of any kind is prohibited in company vehicles.
6. The drivers of company vehicles are expected to inform the office or safety manager of all needed maintenance or repairs to vehicles.
7. In the case where a company vehicle becomes involved in an accident, please use the following as guidelines:
  - a. Check for personal injury to yourself, your passengers and others involved in the accident.

- b. Call police and/or ambulance as required.
  - c. Immediately inform the office or safety manager of the incident.
  - d. Fill out accident report and insurance forms included with your auto insurance certificate received at the time the vehicle is assigned.
  - e. Receive a copy of the police report from the investigating officer(s) at the time of the accident.
  - f. Obtain information on the drivers involved.
  - g. Do not admit fault or speculate on the cause of the accident.**
- 8. Traffic violations resulting from driver's operation, the EMPLOYEE will pay for (including but not limited to): speeding, illegal turns, parking tickets, cell phone use if not using hands-free device, parking, etc.
  - 9. Platinum Industrial, Inc. will pay for any traffic citation involving a company vehicle resulting from unsafe, faulty or malfunctioning equipment.
  - 10. Platinum Industrial, Inc. reserves its rights to remove any vehicle and/or terminate employment at any time if Platinum Industrial, Inc. determines an individual abused the above referenced guidelines.

### **Cell Phone Policy**

Employees of the Company may have the opportunity to use their personal cell phones for work purposes. Non-exempt employees shall not use personal cell phones to conduct business outside of their regular working hours and, in the event non-exempt employees perform work outside their regular working hours, all time worked must be recorded.

Employees are prohibited from using hand-held cell phones for any purpose (talk, text, chat, instant message) while driving on Company-authorized or Company-related business. Employees must comply with all laws related to safe cell phone use. Where permitted by law, employees may use hands-free devices, but should keep work-related calls short and to a minimum. Even with a hands-free device, where circumstances warrant (for example, heavy traffic, bad weather), employees should decline or quickly end work-related calls, locate a lawfully designated area to park, and continue the call once the employee's vehicle is parked. Violation of this policy will subject the employee to discipline, up to and including termination.

### **Computer & Electronic Device Use Policy**

Computers are provided by Platinum Industrial, Inc. for use in performing the business of Platinum Industrial, Inc.

All software provided by Platinum Industrial, Inc. is to be used for business purposes and shall not be altered in any way. Employees are prohibited from adding software or applications (including screen-

savers) that interfere with the business of Platinum Industrial, Inc. or are inconsistent with Company policies.

All e-mail, text messages and Internet access systems and the information transmitted by, received from, or stored in these systems, including copies in any form, are the property of Platinum Industrial, Inc. Platinum Industrial, Inc.'s e-mail, text messages and Internet access systems are to be used exclusively for business purposes.

E-mail and text messages must be treated as formal written business communications, including but not limited to: content; accuracy; spelling; grammar and potential liability. When you send e-mail and text messages from Company computers and other electronic devices, you are representing Platinum Industrial, Inc. and should act accordingly. Platinum Industrial, Inc. will not archive e-mail and text messages, and it will automatically destroy e-mail on a regular basis.

There is no expectation of privacy in connection with the use of Company e-mail, text message or Internet access systems. The confidentiality of any e-mail or text message cannot be guaranteed and someone other than the intended recipient may read any and all messages.

Platinum Industrial, Inc.'s computers, e-mail, text message and Internet systems may not be used to solicit, proselytize for commercial ventures, religious or political causes, outside organizations or other solicitation.

Platinum Industrial, Inc.'s computers, e-mail, text message and internet systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Platinum Industrial, Inc.'s computers, e-mail, text messages and internet access systems may not be used to access, create, display, or send any messages, images, and content that would be reasonably considered offensive or disruptive to any employee. Offensive content could include: sexual comments, jokes, or images; racial slurs; or any comments, jokes, or images that would offend someone on the basis of his or her age, disability, gender, race, religion, national origin, physical attributes, sexual preference, or any other classification protected by federal, state, or local law.

Employees have a responsibility to notify Platinum Industrial, Inc.'s administration office supervisor of receipt of any message, image, or content received via Platinum Industrial, Inc.'s e-mail, text message or Internet access system that they find offensive or disruptive.

### **Personal Property & Parking**

Platinum Industrial, Inc. does all it can to protect employee property. However, personal belongings brought onto Platinum Industrial, Inc. premises are the employees' responsibility and Platinum

Industrial, Inc. cannot be held responsible for the loss or theft of personal belongings. If employees find property missing or damaged, they should report it to their supervisor immediately.

Parking is provided for all employees in designated parking areas. Employees should lock all vehicle doors every day. Platinum Industrial, Inc. will not assume any responsibility for employee vehicles or their contents. Unauthorized parking in reserved parking spaces or other restricted areas may result in towing the vehicle at the owner's expense as well as subject the employee to disciplinary action.

### **Social Media**

The Company recognizes the importance of online social media networks as a communication tool and that employees increasingly obtain information from the Internet rather than from traditional print media.

This policy addresses employees' use of such networks including: personal websites, web logs (blogs), wikis, social networks (such as Facebook, Snapchat, Instagram), online forums, virtual worlds, and any other kind of social media. The Company respects the right of employees to use these mediums during their personal time. However, use of Company time or Company equipment to participate in these mediums is prohibited.

The Company takes no position on employees' decisions to participate in the use of social media networks. In general, employees are free to publish personal information without censorship by the Company.

If an employee chooses to identify him or herself as an employee of the Company on any social media network, he or she must follow the guidelines set out below:

- Employees must state in clear terms that the views expressed on any social media network are the employee's alone and that they do not necessarily reflect the views of the Company or its management.
- Employees are prohibited from disclosing information on any social media network that is confidential or proprietary to the Company or to a third party that has disclosed information to the Company.
- Employees cannot act as a spokesperson for the Company, post comments as a representative of the Company, or provide job references or endorsements on behalf of the Company for any person or product.
- Employees may not use social media to harass, discriminate, or create a hostile work environment for their co-workers or other Company employees.
- Employees may not use social media to break the law.

Employees who participate in social media may include information about their work at the Company such as the company name, their title and job duties, information about promotions, and information regarding participation in Company-sponsored events, including volunteer or charitable activities.

An employee who violates the Company's social media use guidelines or who is responsible for a social media posting or communication that fails to comply with the guidelines set forth in this policy, that violates any of the Company's other policies, or that otherwise causes harm to the Company, may be subject to discipline, up to and including termination.

Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or proprietary company information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media.

**Company-issued Credit Card Policy**

Platinum Industrial, Inc. will issue company credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of company-issued credit cards is a privilege, which Platinum Industrial, Inc. may withdraw in the event of serious or repeated abuse. Any credit card(s) Platinum Industrial, Inc. issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees are required to turn in receipts for all business purchases to confirm the business nature of transactions. Receipts must be turned in at the end of the work day. Any transactions without receipts will be treated as personal purchases.

Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than Platinum Industrial, Inc.) with their own funds or personal credit cards. Platinum Industrial, Inc. will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with Platinum Industrial, Inc.'s travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and, by signing below, the employee agrees that the expense may be recovered in full from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions may take the employee's pay below minimum wage for the pay period(s) in question.

If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on Platinum Industrial, Inc.'s part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee



## **Employee Handbook**

will be expected to reimburse Platinum Industrial, Inc. for the unauthorized expense. In addition, unauthorized purchases with a company credit card may result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

## **Harassment**

### **Harassment Policy**

Platinum Industrial, Inc. prohibits discrimination and harassment of any kind. We seek to provide a work environment free from verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of Platinum Industrial, Inc. Employees are prohibited from engaging in verbal harassment, which includes, for example, comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, disability, or any other legally protected status, including epithets, slurs and negative stereotyping. Employees are also prohibited from engaging in nonverbal harassment, which includes, for example, distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, and sexual identity, marital or other protected status.

### **Sexual Harassment**

Sexual harassment is a form of unlawful discriminatory behavior and will not be tolerated.

Sexual harassment consists of:

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when such conduct is directed toward an individual because of that individual's gender and:
- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- The conduct has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who uses unwelcome, implicit or explicit, coercive sexual behavior or unsolicited verbal comments, gestures or sexual physical content to control, influence, or affect the career, salary or job of another employee is engaging in sexual harassment.

Sexual harassment can include such conduct as: making sexual jokes; graffiti; suggestive remarks; cartoons; physical interference with movement (blocking a path or following someone); sexually derogatory remarks; constantly referring to an adult co-worker as girl, doll, babe, hunk or honey; whistling; asking about or discussing sexual fantasies or dreams; or spreading false rumors about a co-worker's personal life.

**What Should You Do?**

We want an open, friendly, un-coercive environment for both male and female employees. If you feel that the conduct or statements of any other employee may constitute harassment, or may undermine our commitment to equal employment opportunity, you must immediately notify the safety manager or President, as detailed below. It is your obligation as an employee. Harassment is not only contrary to our values, it is also unlawful. We are committed to respond quickly and decisively to allegations of sexual harassment and taking appropriate corrective action.

**Where to Report**

All of us want to work in an atmosphere of mutual support and communication. If you feel you or another employee have been subject to unlawful harassment or believe you have witnessed unlawful harassment report your concerns to either the Safety Manager or the President.

Employees who file complaints of harassment or who provide information as witnesses of harassment shall be protected from any retaliation based on that cooperation in an investigation. Your report will be taken seriously and investigated. We will protect the confidentiality of those involved to the extent we can, consistent with our need to investigate and resolve the problem. Disciplinary action, including termination, will be taken against those who violate this policy, and against any others who condone such conduct. You will not be retaliated against for good faith efforts to comply with this policy.

**Violence in the Workplace**

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. Platinum Industrial, Inc. is committed to providing a work environment free from workplace violence and prohibits workplace violence. This is a zero-tolerance policy, meaning that Platinum Industrial, Inc. disciplines every employee found to have violated this policy.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, or human resources (HR). When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. Instead, report the circumstances to your supervisor or call 911 to secure the help necessary to deal with the situation.

Employees should promptly inform their supervisor of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to domestic violence, stalking or harassment. Platinum Industrial, Inc. will not retaliate against employees making good-faith reports.





## **Employee Handbook**

Platinum Industrial, Inc. will not permit acts of workplace violence by any employee. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. Platinum Industrial, Inc. will not provide legal, financial, or any other assistance to an individual accused of violence if a legal complaint is filed.

## **Drug and Alcohol Policy and Procedures**

### **Introduction**

Platinum Industrial, Inc. is committed to maintaining high standards of employee safety, productivity and reliability. The purpose of this policy is to promote a safe and productive working environment and prevent accidents, injuries and property damage which may result from drug and alcohol abuse. Note, Platinum Industrial, Inc. and its employees may also be subject to client drug and alcohol policies, which may be stricter than the policy below.

### **Prohibited Conduct**

The following conduct is strictly prohibited:

- Reporting to work or returning to duty following breaks or meal periods with any amount of drugs or alcohol in your system.
- Consuming, manufacturing, buying, selling, distributing or possessing drugs or alcohol on company premises or while off company premises doing company work. This rule applies regardless of whether you are on paid time. “Company premises” includes all property rented, leased, owned or controlled by Platinum Industrial, Inc., including parking lots and adjacent areas. For purposes of this policy, it also extends to company equipment and vehicles on or off our property.
- Failing to fully cooperate with any aspect of Platinum Industrial, Inc.’s enforcement of this policy, including but not limited to refusing to promptly submit to required testing; giving false, diluted or altered urine samples and failure to comply with rehabilitation conditions imposed by Platinum Industrial, Inc. or rehabilitation counselors.
- Failure to promptly report conviction, arrest or plea bargaining for an alcohol or drug related criminal offense. All drug and alcohol related convictions, arrests and plea-bargaining arrangements must be promptly reported to the Safety Director. This obligation to disclose applies to all convictions, arrests or plea bargains which occur after the effective date of this handbook.

“Drugs” refers to all controlled substances and medication containing controlled substances, including “designer drugs” not approved for use by the U.S. Food and Drug Administration. Platinum Industrial, Inc. takes no position on employees’ use of marijuana where state law permits such use. However, marijuana is a controlled substance under federal law and, therefore, is considered a “Drug” for purposes of this policy. “Drugs” also applies to prescription medication. For more detailed information on the requirements that apply to employees using prescribed medication, please refer to the “Prescribed Medications” section.

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

**Mandatory Testing**

Mandatory testing will be required in the following circumstances:

**Post Offer/Pre-Employment Drug Testing**

Applicants for jobs in certain job classifications will be required to submit to urinalysis testing for drugs, after receiving an offer, but before beginning work, as a condition of employment.

**Reasonable Suspicion Testing**

All employees will be required to immediately submit to alcohol and/or drug testing whenever Platinum Industrial, Inc. has reasonable suspicion that the employee has been using drugs or alcohol before reporting to work or returning from breaks. Blood or breath will be used to test for alcohol; urine will be used to test for drugs.

Employees who are required to submit to reasonable suspicion testing are prohibited from transporting themselves to the collection site. A supervisor or management employee will provide transportation.

For purposes of this policy, “reasonable suspicion” for testing will be based on observations of an employee’s speech, appearance, behavior, breath odor, body symptoms, performance or other reliable indicators that an employee has reported to work or returned to duty with alcohol or drugs in his/her system. Such evidence may include, but is not limited to:

- Bizarre, erratic or incoherent behavior in the workplace;
- A substantial reduction in productivity;
- Repeated tardiness or absences, frequent or excessive work breaks;
- The receipt of credible information that an employee uses or may be affected by drugs or alcohol in the workplace;
- Any other situation where a drug or alcohol test is required by applicable federal or state law or under the terms of a reasonable written last chance agreement with the employee.

**Post-Accident Testing**

Any employee who is involved in any accident or injury where there is a reasonable basis to suspect that drugs or alcohol are involved, will be required to immediately submit to testing for the detection of drugs and alcohol, unless we conclude that the employee’s action or inaction was clearly not a factor causing the accident or injury.

For employees who are incapacitated, our first concern will, of course, be medical treatment. However, upon our request, all such employees will be required to authorize the release of medical records to reveal whether drugs or alcohol were in their system.

### **Random Testing**

Platinum Industrial, Inc. reserves the right to require all, or a percentage of, employees in particular job positions or locations to submit to random testing. Platinum Industrial, Inc. will use a random selection process so that all employees within the group selected will have an equal chance to be selected for testing. There will be no advance notice of testing. Employees whose names are randomly drawn will be required to immediately submit to such testing.

Refusal to submit to any of the above tests or otherwise cooperate in investigations and enforcement of this policy will subject an employee to discipline, including termination.

### **Searches**

When there is reasonable suspicion that an employee is in possession of drugs or alcohol on company premises, as described above, or during working time, all personal items such as packages, bags, lunch boxes, or other items being carried on or removed from Platinum Industrial, Inc. premises are subject to search. This right to search includes searches of personal vehicles parked in Company parking lots and adjacent areas. Likewise, all Company property, including, but not limited to desks, equipment, vehicles, etc. will remain the property of Platinum Industrial, Inc. and will be subject to search at Platinum Industrial, Inc.'s discretion.

No employee or other person will be forcibly searched or detained. Efforts will be made to respect reasonable integrity and privacy.

All illegal drugs or drug paraphernalia found in or on Platinum Industrial, Inc. premises will be released to a law enforcement agency.

### **Safeguards**

Platinum Industrial, Inc. recognizes the sensitivity of enforcement of this policy. Platinum Industrial, Inc. will use qualified medical personnel and management personnel to administer this policy.

Platinum Industrial, Inc. will use equipment, procedures and facilities that have a high degree of accuracy and integrity in testing and analysis.

The detectable presence of any drug in the system will constitute a "positive" test. All positive test results will be confirmed using the GCMS testing method. Any employee who wishes to challenge a positive test result is required to notify the safety manager of his or her doubts as soon as possible but no later than 10 days after notification of the test result.

Test results and other information concerning drug and alcohol investigations will be treated confidentially and released only when there is a need to know.

**Prescribed Medication**

Employees using prescribed drugs or nonprescription medications that have any side effects, which could affect their ability to safely perform job duties, must notify the safety manager of the substance taken and its side effects before reporting for work. Medical verification of ability to safely perform job duties may be required before the employee is allowed to continue his or her work assignment.

Although the use of prescribed drugs or nonprescription medications that contain controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action, failure to report the use of such substances, illegally obtaining the substance or use which is inconsistent with a prescription or label, is grounds for disciplinary action as determined appropriate by Platinum Industrial, Inc.

**Rehabilitation Assistance**

Any employee who has or feels he or she may have alcohol and/or drug dependency problems is encouraged to contact the safety manager. Although Platinum Industrial, Inc. will support treatment efforts of employees with drug and alcohol dependency problems who voluntarily seek assistance, it is up to each employee to pursue treatment before dependency problems result in unsatisfactory performance, attendance, or safety records, etc. and before the employee violates this policy.

When an employee voluntarily reports a drug or alcohol dependency problem and seeks assistance, that employee will be placed on a leave of absence or adjusted working hours to allow for in-patient or out-patient rehabilitation treatment. The employee must comply with all treatment and after-care recommended by the treatment program or a substance abuse professional. The employee will not be permitted to work until such time as a competent medical authority, approved by Platinum Industrial, Inc., has certified the employee has controlled the problem and is able to safely perform the job assignment.

The time an employee is off work undergoing rehabilitation is unpaid. However, employees may draw their unused, accumulated paid time off. Also, employees who are receiving health insurance coverage will be eligible for insurance benefits as outlined in their plan.

Any employee who discloses that he or she has alcohol and/or drug dependency problems after he or she has been notified that the employee must submit to drug or alcohol testing and/or after dependency problems have resulted in unsatisfactory performance, attendance, or safety violations, violations of Company rules or policies, etc. is not entitled to take advantage of the Rehabilitation Assistance Program discussed above.



## **Employee Handbook**

An employee undergoing a treatment program with Platinum Industrial, Inc.'s agreement in order to avoid discharge will be required, as a condition of continued employment, to agree in writing to:

- Comply with all treatment, rehabilitation, and after-care as determined by a substance abuse professional or treatment program; and
- The terms of a Rehabilitation and Return to Work Agreement, including follow-up testing, as may be required by Platinum Industrial, Inc.

Entering into a Rehabilitation and Return to Work Agreement does not alter the "at-will" employment relationship. In addition, all costs of a treatment program are the sole responsibility of the employee.