

ALTURA

ENGINEERING & DESIGN



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EMPLOYEE HANDBOOK

Welcome to Altura Engineering & Design!

It is with great pleasure that we welcome you to Altura Engineering & Design! We are very pleased that you are joining our organization. We develop innovative and long-lasting solutions for our clients and strive to continue building a best in class service. We believe that each employee contributes directly to the growth and success of the company, and we hope you will take pride in being a part of this team. We know this is the beginning of a mutually beneficial relationship and look forward to working with you and seeing you succeed!

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PURPOSE

The Employee Handbook applies to all employees and is designed to introduce employees to Altura's policies, provide general guidelines on work rules, other matters related to employment, and help answer many of the questions that may arise in connection with employment.

This Employee Handbook does not create a contract, express or implied, guaranteeing any specific term of employment, nor does it obligate continuation of employment for a specific period of time. The purpose of the handbook is simply to provide a convenient explanation of present policies and practices at Altura. It may not cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a policy or practice should be addressed to Human Resources.

Altura reserves the right to modify any policies and procedures, including those covered in this handbook, at any time. Altura will notify employees of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

MISSION STATEMENT

Altura Engineering & Design is a company that strives to provide an innovative, best in class service to clients. We use our company's knowledge to create deliverables that are safe, efficient, and reliable. We set our sights on a common goal to succeed and those that we serve to succeed. We are trusted and knowledgeable professionals who work together to deliver at a high standard. There is no limit to where we can grow!

CORE VALUES

We accomplish this level of service by adhering to the following Core Values:

INTEGRITY – Transparent and honest communication with everyone

EFFICIENCY – Utilizing experience and technology to deliver effectively

TEAMWORK – We support each other and collaborate to grow our company

SECTION 1

CODE OF CONDUCT & ETHICS

The Code of Conduct & Ethics provides a framework of principles and expectations of ethical behavior and business conduct. All activities carried out on behalf of all employees of Altura Engineering & Design will be compliant with all applicable laws, rules and regulations and conducted according to the highest ethical and moral standards. Our company stands for the Core Values of Integrity, Efficiency, and Teamwork. As such, we expect all employees to be directed by the same values in their judgment and behavior.

Compliance

Compliance with all applicable local, state, federal and foreign laws is a fundamental aspect of our commitment to integrity. An individual understanding of relevant company policies, laws, rules, and regulations is also required. Every employee at Altura is responsible for preventing and reporting violations or potential violations.

Integrity

Altura employees should fulfill their work with integrity and respect towards customers. All relationships or activities that compromise or could potentially compromise any employee's fairness or objectivity should be avoided. Altura employees are discouraged from accepting gifts from clients for the benefit of another party. We are all expected to avoid any personal, financial, or other interests that may interfere with the quality of work. This means that use of company property or information for personal gain is strictly prohibited. Any doubts about whether certain conduct is or could be construed, as a conflict of interest should be consulted with a supervisor before taking any action.

Anti-Retaliation & Freedom to Voice Concerns

Altura supports an atmosphere conducive to open and honest communication. We believe that all employees should feel free to voice any problem or concern about work-related matters without fear of reprisal, and therefore have an open door policy. Simply, issues cannot be solved if they are not addressed. Therefore, if employees have a question, concern, idea, or problem related to work, it can be addressed with their immediate supervisor. If for any reason an employee does not feel comfortable bringing the matter to their supervisor, then the employee is free to raise the issue with any other member of the management team including Human Resources. All employees should be aware that intimidation, attempted intimidation and/or retaliation (attempted or otherwise) against a co-worker who has reported a concern or alleged wrongdoing is unacceptable and will be dealt with accordingly.

Foster Respect in the Workplace

Altura believes an effective workplace can only exist when employees are fully committed to treating one another with respect. In addition, employees should treat company property and physical environment with respect and care. Furthermore, as an equal employment employer, we are dedicated to providing a workplace free of discrimination and/or abusive, offensive, or harassing conduct. Any employee who experiences harassment or discrimination should report the matter immediately to his or her direct supervisor or to Human Resources.

EQUAL EMPLOYMENT OPPORTUNITY

Altura is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms Altura's commitment to the principles of fair employment and the elimination of all discriminatory practices.

EMPLOYMENT AT WILL

Although we hope that the employment relationship with Altura will be long term, employment is "at will." This means that employment can be terminated at any time by Altura, with or without notice, for any reason, with or without cause. Likewise, employees can terminate their employment at any time, with or without notice, for any reason, with or without cause. Nothing in the employee handbook or any other company document can be understood as creating guaranteed or continued employment, or of any other guarantee of continued benefits.

Other than Altura Executives, no one has the authority to make any agreement for employment other than for employment at-will or to make any agreement limiting Altura's discretion to modify the terms and conditions of employment. No implied contract concerning any employment-related decision or term, or condition of employment can be established by any other statement, conduct, policy, or practice.

RESPECTFUL WORKPLACE & ANTI-HARASSMENT

All employees play an important role in Altura's success. A key requirement for success is a healthy workplace environment where respect promotes teamwork and increases

productivity. Therefore, it is the commitment of Altura to ensure a respectful workplace that is free from harassment and behaviors that are negative, aggressive, and inappropriate in order to foster a work environment that cultivates collaboration, safety, and equality.

It is the responsibility of all employees of Altura to contribute to a healthy workplace environment where all communication and interactions are marked with dignity and respect. Protection from negative, aggressive, and inappropriate behaviors extends to management, employees, clients, and any other contacts beyond the workplace including client sites, business travel, and company-related social events. All complaints of harassment and any inappropriate workplace behaviors will be taken seriously, investigated, and followed through to resolution. Employees who file complaints will not be retaliated against for reporting others for inappropriate behavior.

Harassment of any type is strictly prohibited at Altura. The following defines the types of harassment and bullying, and what constitutes each behavior.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. The Equal Employment Opportunity Commission Guidelines defines "sexual harassment" as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment is verbal, written or physical conduct that degrades or shows hostility or dislike toward an individual because of his or her race, color, religion, sex, sexual orientation, gender

identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes slurs or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that degrades or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Bullying

Bullying is repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individuals' right to dignity at work. Bullying can cause someone to feel hurt, embarrassed, incompetent, and disrespected. It is driven by the perpetrator's (bully's) need to control another individual, not by a legitimate business need. Bullying does not always result from supervisor/subordinate relationships; it can also be vice versa or even from peer to peer.

The following serve as examples of unacceptable behaviors. These types of behaviors can have damaging consequences for the receiver, the observers of the behavior, and the company as a whole and are therefore not tolerated at Altura.

- Excessive yelling, repeated emotional outbursts, belittling others, using a harsh tone of voice
- Talking down to others or using degrading remarks or tone of voice
- Criticizing or talking down to others in front of a group; using a condescending tone
- Social exclusion or ostracism, ignoring others, silent treatment
- Treating some less favorably than others
- Withholding pertinent work-related information; undermining another's work by not giving them enough information to do what is required of them
- Gossiping or spreading rumors
- Blaming others for things out of their control
- Acting out "to get" others
- Making threats; using intimidating tactics

- Any malicious behavior a reasonable person would find unprofessional, disturbing, and harmful to their psychological health

Reporting an Incident

Altura encourages reporting of incidents of harassment, bullying, or retaliation, regardless of the offender's identity or position. Employees who believe they are being subjected to such conduct have the freedom to promptly advise the offender that his/her behavior is unwelcome, unacceptable, and disrespectful. Often this action alone can resolve the problem. However, employees have the right to pursue the matter through complaint procedures and should promptly report the incident to their immediate supervisor, Human Resources, or any member of the executive Team so that immediate action can be taken. Early reporting and intervention can be effective in quickly resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Altura will maintain confidentiality throughout the investigation process to the extent consistent with adequate investigation and appropriate corrective action. Retaliation against an employee for reporting an incident or for participating in an investigation of a serious violation of this policy may be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Disciplinary action may include, but not limited to, training, referral to counseling or disciplinary action such as a warning, withholding of a promotion or pay increase, temporary suspension without pay, or termination, as Altura believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action, including termination of employment.

AMERICAN DISABILITIES ACT

Per the American Disabilities Act (ADA), Altura Engineering & Design prohibits discrimination against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms of employment. In

addition, the ADA prohibits an employer from retaliating against an applicant or employee for asserting his or her rights under the ADA.

Any employee who requires accommodation in order to perform the essential functions of a job should contact their immediate supervisor. Altura will engage in an interactive discussion with the employee to determine effective and reasonable accommodations, if any. If the disability and/or need for an accommodation are not obvious, the company may ask for more information including documentation to establish that the person has a disability and that it necessitates a reasonable accommodation.

Furthermore, Altura reserves the right to require documentation about the disability from a physician of the need for accommodation. If such an accommodation is possible and will not impose undue hardship upon Altura, the company will make the accommodation. Altura is not required to provide the reasonable accommodation that the individual requests. Rather, the company may choose among reasonable accommodations as long as the chosen accommodation is effective. Each request for accommodation will be reviewed by Altura management on a case-by-case basis and make a good faith effort to reasonably accommodate a qualified employee and applicant with a disability.

NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

The protection of confidential and sensitive business information is vital to the interests and success of Altura Engineering & Design. During the course of employment with the company, employees may have access to confidential and sensitive information regarding Altura and its clients, therefore, all employees are required to sign a non-disclosure agreement upon hire as a condition of employment.

It is the responsibility of all employees to safeguard confidential and sensitive company information obtained during employment. Confidential information refers to billable rates, financial information, techniques, methods, processes, formulas, drawings, patents, codes, programs, research, data, photographs, personnel information (such as social security numbers), personal information of employees of Altura, plans, client information or prospects of whatever nature that have not been published or disclosed to the general public or that give Altura a competitive advantage over competitors that do not know of it. Employees must treat all confidential information in strict secrecy and shall not directly or indirectly disclose, furnish or make available the confidential information or any information or techniques derived from such confidential and sensitive information to any person or entity, or make use to his/her advantage or to the advantage of any other person, firm, partnership or corporation of any confidential information. In addition, no one is permitted to remove or make copies of any sensitive or confidential information without a business

reason and prior authorization. Any employee who improperly uses or discloses confidential information of Altura and its clients is subject to disciplinary action, up to and including termination and legal action, even if they do not actually benefit from the disclosed information.

Furthermore, employees are obligated to protect confidential information of Altura and its clients even after termination of employment. This means that employees shall not ever disclose or divulge to any third party, including future employers, any confidential information that the employee learned during employment with Altura or the employee may face legal action for such disclosure. Upon termination of employment, employees must promptly return all documents within their possession containing any confidential information, knowledge or data relating to the company and its clients.

INTELLECTUAL PROPERTY

Intellectual property (IP) is company property that includes intangible creations of the human intellect. Altura Engineering & Design is committed to protecting its intellectual property, such as information, processes, and technology, from infringement by others.

All intellectual property developed, made, and conceived by employees during the performance of job duties related in any way to the business of Altura and its clients will remain the property of the company. This company's intellectual property includes, but is not limited to, confidential information, patented inventions, processes, trademarks and service marks, copyrighted works, data, knowledge, drawings, and designs. Intellectual Property must only be used in the interest of Altura. It is the responsibility of every employee to help protect Altura's intellectual property.

SECTION 2

HIRING PROCESS

Altura believes that hiring qualified individuals contributes to the overall success of the company. In order to create a safe and secure workplace and to ensure that new hires are qualified to perform the jobs for which they are hired, pre-employment screening will be conducted on all individuals who receive a formal written job offer. All employment offers are contingent upon the individual's successful completion of the pre-employment screening process that includes drug and alcohol testing, background check, physical, and reference checks.

If at any time during employment, Altura discovers that the information provided during the application process, the background check or during employment was false, inaccurate or becomes inaccurate, the employee may be considered no longer eligible to be employed or may be disciplined, up to and including termination.

EMPLOYEE ELIGIBILITY VERIFICATION

Federal law requires the completion of the Employment Eligibility Verification (Form I-9) to verify that persons are eligible to work in the United States. New hires are required to complete Section 1 of the Form I-9 and present unexpired original documentation that shows their identity and employment authorization within three business days of the employment date. Human Resources will verify the documents provided and complete Section 2 of the Form I-9.

The types of documentation that are acceptable are listed on the Form I-9. Individuals may choose which documents to present from this list. Altura will not request more or different documents than are required or refuse to honor documents that reasonably appear to be genuine. If individuals are authorized to work and have a receipt for application of the acceptable document(s), the receipt(s) can be presented (within the three days) until receipt of the actual document(s). Photocopies of verification documents cannot be accepted. However, Human Resources will photocopy the documents you provide to verify your employment on the Form I-9 and keep them on file.

It is unlawful for anyone knowingly to engage in forging, counterfeiting, altering, or falsely making any document to satisfy the requirements of this verification, and to use, possess, obtain any forged, counterfeit, altered or falsely made document, or to use or attempt to

use any document lawfully issued to a person other than the possessor (including a deceased individual).

If an employee's work authorization expires during employment, Altura is required to re-verify the employment eligibility. Documents must be provided that show an extension of the initial employment authorization or a new work authorization. If proof of current work authorization cannot be provided, employment will be terminated for failure to comply with the employment eligibility and verification requirements.

CLASSIFICATION OF EMPLOYEES

Employees are classified as either Exempt or Nonexempt in accordance with the Fair Labor Standards Act, which regulates wages, hours of work and record-keeping requirements. Payment of wages for overtime will be in compliance with the Fair Labor Standards Act.

Exempt employees (salaried) are those occupying positions that are excluded from the requirements of the Fair Labor Standards Act. Exempt employees will not receive additional compensation for hours worked in excess of 40 hours per week. In general, the duties of these employees are professional, administrative, or managerial.

Nonexempt employees (hourly) are those occupying positions that are usually subject to the Fair Labor Standards Act's provisions and must be paid minimum wage and overtime pay for hours worked in excess of 40 hours per week.

In addition to the above classifications, employees are also classified as Full time, Part time, Temporary, and Intern for purposes of benefits eligibility.

Full time refers to a salaried or hourly employee who is scheduled to work from 31 to 40 hours per work week and meets the requirements for eligibility of benefits on the first day of the following month from the date of hire.

Part time refers to a salaried or hourly employee who is scheduled to work 30 hours or less per work week and is not eligible for benefits or any paid vacation and sick time.

Temporary refers to an individual who is hired for a specific and limited period, not to exceed 1,000 hours per year. Temporaries do not require constant instruction from a supervisor and may work offsite, depending on the nature of the work. Temporary status is not eligible for benefits or any paid vacation and sick time.

Intern refers to an individual who is hired for a specified amount of time to learn/apply a skill that is related within their area of study. Interns are not to exceed 1,000 hours per year and are not eligible for benefits or any paid vacation and sick time.

Inactive employees are those who are on any type of unpaid leave of absence. During inactive status, employees will not accrue vacation time.

ATTENDANCE & PUNCTUALITY

Collaboration and commitment from all employees are required to operate effectively and efficiently. Therefore, Altura expects that every employee will show up for work regularly and on time. This means being at the workplace at the start of the workday and working throughout the end of the workday. Poor attendance and constant tardiness disrupt productivity and are major disturbances to other employees and clients.

If an employee is unable to report to work for any reason, the employee must call and notify his/her direct supervisor as soon as possible OR at least one (1) hour before the employee is scheduled to begin work. Excessive tardiness is also disruptive, and employees must notify their direct supervisor if they will be arriving 15 minutes or more after they are scheduled to begin work. An employee who is tardy for three (3) consecutive workdays during any six-month period without calling/notifying their direct supervisor will be subject to disciplinary action for excessive tardiness, up to and including termination. In addition, employees should not leave work early without first advising their direct supervisor.

Absence from work for three or more consecutive days without notifying the company or failing to respond to a supervisor's call will be considered job abandonment resulting in a voluntary resignation of employment. If the absence is due to a medical excuse for more than three consecutive days and the employee does not call in, a doctor's note must be provided. Under these circumstances, management will review on a case by case basis and consider reinstatement.

WORK WEEK

Altura's workweek runs from 12:01 a.m. Sunday to midnight Saturday. Core business hours fall between the hours of 7:00 a.m. to 6:00 p.m. Individual work schedules will be agreed and approved by a supervisor. Employees working in the field may be on a different schedule.

LUNCH BREAK

Lunch breaks are defined as a break of at least 30 minutes for the purpose of eating a meal, where the employee is fully relieved of duties and not performing work. Employees are allowed a lunch break of 30 minutes to one (1) hour during the workday. Lunch breaks should be taken away from workstations/offices and are not paid and should not be recorded as time worked.

TIMEKEEPING

Employees are responsible for accurately recording time worked in the timekeeping system, Net Suites. Time worked is the time spent performing job duties and responsibilities. Non-exempt (hourly) employees must track all hours worked. In addition, all employees, including exempt (salaried), are also required to track time in Net Suites to record billable hours worked.

In order to maintain the accuracy of hours worked on specific projects, employees should track time in the Net Suites system on a daily basis. Delaying time entry until the end of the week could potentially create inaccuracies with time allocations to projects. Timesheets must be submitted for approval before noon on Monday of the new workweek for the previous week worked. Falsifying or altering individual time worked is forbidden and subject to disciplinary action up to and including termination of employment.

OVERTIME

Overtime wages of one and one-half the normal hourly rate will be paid to all non-exempt (hourly) employees for time worked beyond forty (40) hours during the workweek (Sunday through Saturday). Paid vacation, holidays, or any leave of absence will not be considered hours worked when calculating overtime. Employees must obtain a pre-authorization before working overtime in excess of five (5) hours per week. Consistent overtime of five (5) hours or more worked without prior authorization from the supervisor may result in disciplinary action.

PAYDAY & PAYCHECK

Altura Engineering & Design paydays occur every Friday. If a payday falls on a holiday, then paychecks will be available the day before the normally scheduled payday. Employees may elect a manual check or automatic deposit which can be set up by completing a Direct

Deposit authorization form. Electronic paystubs can be accessed via a designated paycheck website. For further details and instructions, contact payroll or Human Resources.

PAYCHECK DEDUCTIONS

Mandatory deductions include federal and state income taxes, social security taxes, and Medicare taxes. Tax deductions are based on an individual's W-4 filing status which may be changed at any time by the employee by filing a new W-4 form with Human Resources. Child support payments, alimony payments or any other garnishments may be deducted pursuant to a written court order. No other deductions will be made unless the employee provides written authorization. Every effort is made to avoid errors, however, employees should report any errors to Payroll or Human Resources for review and correction, if warranted.

WAGE OVERPAYMENT/UNDERPAYMENT

Altura 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 paydays. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of Payroll or Human Resources for review and correction, if warranted.

If the employee has been underpaid and the amount is under \$50, Altura will pay the employee the difference on the following pay date. If the amount is over \$50, then the amount will be paid as soon as reasonably possible. If the employee has been overpaid, the employee will need to return the overpayment as soon as possible either via a personal check made out to Altura Engineering & Design or via payroll deduction(s). See Payroll or Human Resources for further information.

No employee is entitled to retain any pay in excess of the amount earned according to the agreed-upon rate of pay. Wage overpayments will be regarded as an advance of future wages and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee is required to sign a wage deduction authorization agreement authorizing the deduction(s).

SECTION 3

VACATION

Altura supports work life balance and offers vacation time to full time employees for rest and relaxation. Full time employees normally work 40 hours per week, but no less than 31 hours. Part time, temporary, and interns are not eligible for vacation. Vacation time off should be scheduled in advance and requires supervisory approval. Hourly (non-exempt) employees can take vacation on an hourly basis. Salaried (exempt) employees can take either half day or full day increments of vacation.

Vacation Accrual

Vacation is earned on an annual basis and is credited to an employee's bank on January 1ST. Vacation is not earned for time when any unpaid leave is taken, such as Personal Leave. New hires begin accruing vacation immediately and will be prorated based on the date of hire.

Vacation is earned/based on years of related industry experience, as shown in the schedule below:

Years of Related Experience	Annual PTO
0 – 4 years	80 hours/10 days
5 – 9 years	120 hours/15 days
10 – 14 years	160 hours/20 days
15+ years	200 hours/25 days

Vacation Carryover

Employees are encouraged to take vacation time off to avoid losing any earned time. Only a maximum of 24 hours of vacation can be carried over to the next calendar year and must be taken during the first quarter of that year. Any carryover vacation time not taken by March 31st will be lost.

Vacation Payout

Employees who resign in good standing with at least a two-week notice period will be paid for all unused, accrued vacation. Vacation cannot be paid out while employed. Employees are not entitled to payment of accrued, unused vacation when resigning without an adequate two-week notice period or are involuntarily terminated for any reason. Employees who resign are expected to work during the notice period and cannot receive vacation

payout in lieu of notice. Upon termination, any vacation time that has been used but not yet earned will be deducted from the employee's final paycheck.

HOLIDAYS

Altura observes the following 9 holidays. If a holiday falls on a day when Altura would otherwise be closed, the holiday will be observed on the workday closest to the holiday.

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day

Full-time employees will receive pay for observed company holidays at the regular rate of pay. If a full time non-exempt (hourly) employee works on a company holiday, the employee will be paid two (2) times the regular hourly rate. Holidays will not be paid to employees on any type of unpaid leave. Employees who work at a client site will follow that site's holiday schedule. If the client observes a holiday that Altura does not observe, the employee can take vacation or work at the Altura office for that day.

SICK LEAVE

Situations may arise when an employee needs to take time off to address their health or the health of their immediate family members. Full time employees are eligible to take up to five (5) paid sick days per calendar year. Part time, temporary, and interns are not eligible for paid sick leave. Sick leave may be used for an employee's personal illness, well-care, and other health related appointments. Sick leave also may be used for the illness and well-care of a member of an employee's immediate family (including the employee's spouse, children, and parents).

Employees should provide notification to their supervisor as soon as practicable when taking sick time off. If an employee's illness or injury requires a consecutive absence of three (3) days or more, a doctor's note may be required to return to work. If sick leave is exhausted, vacation or personal leave (unpaid) may be used. Sick days may not be paid out at any time or carried into the next year.

SHORT TERM DISABILITY

Altura believes employees should receive some benefits during a time when they will not be able to work and therefore provides Short Term Disability (STD) coverage to full-time employees who need to be absent from work due to a disabling health condition. This coverage may apply when an employee is unable to perform work duties due to a disabling health condition caused by an illness, injury, or pregnancy/childbirth. In order for an employee to be considered to have a disability, the employee's disabling health condition must be certified by a physician.

Short term disability pays 60% of the employee's base pay while out on approved leave up to twelve (12) weeks. Limitations may apply to pre-existing conditions. This policy covers pregnancy/childbirth also referred to as "Maternity Leave" and is treated the same as any other disability.

Short term disability coverage begins on:

- 8th day due to an injury
- 8th day due to an illness
- First day for hospitalization

Short term disability does not cover work related injuries. For work related injuries, refer to the company's Worker's Compensation policy.

For complete information on STD and how to initiate a claim, contact Human Resources.

PARENTAL LEAVE

Altura supports employees in expanding their families. Parental Leave is a temporary leave of absence from an employee's full-time position following the birth of an infant or adoption of a child and applies to both new mothers and fathers. The purpose of Parental Leave is to enable the employee who becomes a new parent to care for and bond with a newborn or newly adopted child. Parental Leave provides two (2) weeks of paid leave to full-time employees at 100% of base pay. This policy does not apply to the adoption of a stepchild by a stepparent or the placement of a foster child.

Full-time employees who are expecting mothers in need of a leave of absence for childbirth, also referred to as "Maternity Leave" should refer to the Short Term Disability policy. Childbirth is handled as a medical condition and is treated the same as any other disability. New mothers can request Parental Leave under this policy after exhausting approved Short Term Disability for childbirth.

Parental Leave may be taken at any time during the three (3) month period immediately following the birth or adoption of a child. Parental Leave may not be used or extended beyond this three (3) month period.

To request Parental Leave, the employee should complete the Parental Leave Request form and submit to their supervisor or Human Resources at least 45 days in advance or as soon as possible before the leave begins. Once reviewed and approved by management, the employee will be notified in writing of the approval. Altura understands unforeseen circumstances may occur, in these cases, the employee should notify his/her supervisor or Human Resources as soon as possible to adjust the dates accordingly.

It is expected the employee returns from Parental Leave on the agreed scheduled date. If the employee decides not to return to work, the employee should submit their written resignation notice as soon as possible. If the employee fails to return and does not contact his/her immediate supervisor or Human Resources, Altura will consider the employee to have resigned from employment.

For any questions and further information, contact Human Resources.

PERSONAL LEAVE

Altura understands that situations may arise in which an employee needs to take time off for personal matters. Accordingly, employees may request a personal leave of absence, provided that certain conditions are met including, satisfactory performance, no attendance issues, and no written warnings. Personal leave is unpaid and may be granted for a period of up to six (6) weeks per calendar year. Personal leave does not provide job protection.

Employees who have been employed at Altura for a minimum of one year and have exhausted other leave benefits and are in need of taking time off from work may request Personal leave. Full time and part time employees are eligible. Personal leave may be taken for any of the following reasons:

- Extending vacation
- Attend a funeral
- Treatment of any health condition/recovery
- Care for a family member with a serious health condition
- Other emergencies that may arise

The employee should complete the Personal Leave Request form and submit to their immediate supervisor or Human Resources at least thirty (30) days before taking the leave. In some emergency cases, this may not be possible, under which, the employee should notify his/her supervisor as soon as possible and complete the form. Altura reserves the right to ask for documentation/certification for any of the above-mentioned situations.

Employees who have company benefits will continue with the coverage and must pay their portion of the premiums for the time they will be on Personal leave either in full or in payments. Employees should contact Human Resources to make arrangements on payment options.

It is expected the employee returns to work on the agreed scheduled date. If the employee decides not to return, the employee should submit their written resignation notice as soon as possible. If the employee fails to return and does not contact his/her immediate supervisor or Human Resources, Altura will consider this as job abandonment and the employee to have resigned from employment.

BEREAVEMENT LEAVE

Employees with more than three (3) months of service may take up to five (5) days of paid bereavement leave upon the death of an immediate family member. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in law, daughter-in-law, or grandchild. Paid bereavement leave is computed at the regular hourly rate of 8 hours per workday. Time off granted in accordance with this policy will not be counted as time worked in computing overtime.

MILITARY LEAVE

Employees called to active military duty, military reserve, or National Guard service may request time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To request time off, employees should provide notice and a copy of their report orders to an immediate supervisor. Military leave is granted on an unpaid basis.

The time an employee spends on Military leave will be counted as continuous service for the purpose of determining eligibility and accrual for benefit plans and policies. For Military leave of 30 days or less, Altura will cover the employee's portion of the premium on health insurance, if any, that was being paid before the Military leave began. After the thirty (30) days, the employee is responsible for paying his/her portion of premiums during this period.

Employees should contact Human Resources to discuss payment options. Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods.

JURY DUTY

Altura supports employees in fulfilling their civic responsibilities by serving on jury duty when summoned. Employees will be paid up to eight (8) hours for the first day off for mandatory jury duty or court appearances as a witness when the employee is required to appear as a result of a court order or subpoena. Employees should notify their supervisor if time is required for jury duty as soon as possible. Supervisors may request a copy of the court order or subpoena.

VOTING LEAVE

Altura encourages employees to exercise their right to vote. Employees should be able to vote either before or after work hours. However, when this is not possible due to work schedules, employees may be granted time off to vote. Employees should advise their immediate supervisor if vacation will be requested to vote so that work schedule arrangements can be made.

SECTION 4

JOB PERFORMANCE EVALUATION

Satisfactory job performance is key at Altura. Employees should always focus on achieving job objectives while acting with diligence and consideration. Employees are coached, evaluated, and rewarded based on continuous constructive feedback and open communication between managers and team members. Managers should deliver job performance feedback throughout the year and deliver a formal annual evaluation. The job evaluation summarizes areas where an employee excels, areas that may need improvement, as well as setting objectives or goals for future work. This tool also reviews factors such as the quality and quantity of the work, knowledge of the job, initiative, work attitude, teamwork and cooperation, compliance with company policies and improvement and may be used to determine promotions and/or terminations. Job performance evaluations do not guarantee an increase in salary or promotions, which are solely at the discretion of management. Poor job performance can result in disciplinary action, up to and including termination.

An employee will receive the job evaluation form after the first quarter. The employee is responsible for completing the employee section and sending the form to their supervisor, who will then complete their section and schedule a formal discussion. Employees may receive a copy upon request.

COMPLAINT RESOLUTION

Altura seeks to provide a workplace in which all employees feel that they are valued and treated fairly. If at anytime, an employee has a work-related concern or complaint, Altura's Code of Conduct encourages the freedom to voice concerns. However, Altura recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner, therefore, this policy outlines the procedure on submitting a complaint. For complaints regarding harassment, discrimination or retaliation, the employee should immediately speak directly with Human Resources. Although employees are welcome to discuss the desired resolution, Altura cannot guarantee that the desired outcome will result in the final action/resolution of the matter. Altura will resolve the issue as seen fit.

Procedure

Step 1: Informal Discussion with Supervisor or Human Resources

Employee concerns should first be discussed with the employee's immediate supervisor or if the employee does not feel comfortable addressing the matter directly with their supervisor, the employee should discuss the matter with Human Resources. Many concerns

can be resolved informally when time is taken to review the matter and discuss options to address the concern.

Step 2: Written Complaint

If the employee is not satisfied with the results of the informal discussion in Step 1, the employee may request from Human Resources the Complaint Form and complete/submit within three (3) business days to include:

- The nature of the complaint
- Detailed information including evidence of the issue, witnesses, related policies, etc.
- The remedy or outcome desired

Step 3: Investigation & Review

Human Resources conducts an investigation of the complaint and after completion, along with the Compliance Officer and any other relevant parties, will evaluate the findings of the complaint and decide on a resolution.

Step 4: Resolution & Response

The employee will receive a response/resolution via a meeting or in writing. The outcome of the review will be final unless new evidence or other circumstances warrant additional review of the complaint.

DISCIPLINARY PROCESS

Altura's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behaviors and performance issues. Altura reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Verbal Warning

The immediate supervisor counsels the employee on the existing performance, conduct, or attendance issue by thoroughly explaining the nature of the problem or violation of company policies/procedures. The supervisor sets clear expectations/steps the employee must take to improve his/her performance or resolve the problem. The supervisor summarizes/documents the verbal counseling and provides a copy to the employee and Human Resources for filing in the employee record. Depending on the severity of the issue, the verbal warning step may be skipped.

Written Warning

A written warning involves formal documentation of the performance, conduct, or attendance issues and consequences. During this step, the immediate supervisor and Human Resources will prepare a detailed write up of the issue(s) and meet with the employee to deliver a formal discussion of the issue(s) and communicate relevant corrective actions along with a timeline required for improvement. The employee will be asked to sign the document to acknowledge attendance, understanding of the issue(s), and the corrective action required. If needed, either the employee or supervisor may request/schedule regular check ins to monitor the status and ensure the employee is on track to improvement. If immediate and sustained corrective action is not achieved, the employee may be subject to additional discipline, up to and including termination. Depending on the severity of the matter, the written warning step may be skipped, and a final written warning may be issued immediately.

Final Written Warning & Consideration for Suspension

A final written warning is usually issued after attempts via a prior verbal warning and/or prior written warning have been delivered with the purpose to assist an employee in improving or correcting an issue(s) has not yielded the desired outcome. This step includes a final detailed write up that is delivered by the immediate supervisor and Human Resources to reiterate the ongoing issue or the severity of issue and importance of resolution. Failure to meet the requirements for continued and sustained improvement may lead to termination of employment.

At times, however, performance, conduct, or safety incidents may be so problematic and harmful that the appropriate action may be immediate suspension, with or without pay, of the employee from the workplace pending the results of an investigation. The employee may be suspended without pay in full day increments consistent with federal, state, and local wage and hour employment laws. Employees may not substitute or use accrued vacation in lieu of the unpaid suspension. Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Termination of Employment

The final step in the discipline process is a recommendation to terminate employment after all efforts for corrective action have been exhausted. However, depending on the seriousness of the infraction, this step may be implemented immediately. Generally, Altura strives to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning, or if warranted, suspending the employee from the workplace before proceeding to terminating employment.

SECTION 5

BENEFITS

Altura Engineering & Design takes pride in offering a competitive benefits package to full time employees that includes medical, vision, dental coverage, 401(k), life insurance, long-term disability, short term disability, and fitness club reimbursement. Coverage begins the first day of the following month after the date of hire. Eligible employees will receive detailed information on benefits and how to enroll. Contact Human Resources directly with questions.

EDUCATION ASSISTANCE

Altura Engineering & Design supports employees who are interested in furthering or pursuing their education and career development. In support of this philosophy, Altura has established an Education Assistance program that reimburses eligible employees for expenses incurred through approved institutions of learning for job related degrees, training courses, and company approved certifications or licensing programs.

The Education Assistance program provides eligible employees reimbursement towards pre-approved courses up to \$2,000 per calendar year for undergraduate. The capped maximum amount for undergraduate is \$8,000. Graduate courses will be reimbursed up to a maximum of \$3,000 per calendar year with a capped maximum amount of \$6,000. In addition, employees may be reimbursed for pre-approved job related trainings and professional certifications for a yearly capped maximum amount up to \$2,000.

Eligibility

Full time employees who have completed one (1) year of employment are eligible for education assistance . The employee should discuss any desire to pursue educational assistance with their immediate supervisor, request pre-approval, and sign the repayment agreement before the course(s) begin. Employees must attend courses outside of work hours at an accredited educational institution, receive passing grades, and follow the guidelines of this policy.

Approvals are only valid for the current course(s)/semester and/or training, and not for future enrollments or registrations. Initial approval of a course of study does not obligate Altura to future/continued approval of courses. Furthermore, although Altura may provide benefits for education and training, there is no commitment or implication of job retention, promotions, transfers, or salary increases upon completion of any degree, course, training, or professional certification.

Employees are or become ineligible for education assistance under this policy if:

- The employee has received a written warning within six months prior to requesting pre-approval
- The employee receives a formal disciplinary warning following pre-approval or during the course
- Employment is terminated or a change in eligibility status occurs

Courses and Programs Eligible for Reimbursement

Associates, Bachelors and Masters' degree programs will be reimbursed if they are business or job related. Only courses within a job related degree plan, are eligible for reimbursement. Altura will determine, in its sole discretion, whether a degree program or course is business or job related. Other fees such as (but not limited to) books, labs, building use fees, etc., will not be reimbursed.

Professional Certifications/Licenses and Certification Testing

The policy also covers professional certifications, licenses, certification testing and/or education required to obtain/maintain a professional certification. Certification tests will only be reimbursed if the employee successfully completes (passes) the test. No more than one sitting of the examination is eligible for reimbursement. If a second sitting is necessary, it will not qualify for reimbursement under this policy. Only examination fees and prep study courses, will be reimbursed. All other expenses are not reimbursable.

Pre-Approval Form & Repayment Agreement

Employees must obtain pre-approval for education assistance and sign a repayment agreement under this policy. Employees must complete and return to Human Resources (HR) the "Request for Education Assistance" and "Repayment Agreement" forms (see HR for forms) prior to the course(s) beginning. If the course is approved, the "Request for Education Assistance" form will also serve as a request for payment at the conclusion of the course(s). Since this policy is designed to assist employees in taking advantage of educational opportunities that will benefit both the employee and Altura, the Repayment Agreement is a provision that requires an employee to repay amounts received for education assistance in the event employment is terminated within thirty-six (36) months of receiving reimbursement.

Reimbursement Upon Completion of Course

Upon completion of the course(s) the employee submits a copy of the "Request for Education Assistance" form to HR along with an official transcript of final grades and original receipts. Qualifying grades for any assistance must be a passing grade of C or higher. Proof of payment can be established by an itemized receipt from the institution.

Termination & Repayment Requirements

The pre-approved reimbursement agreement will cease immediately upon an employee's voluntary or involuntary termination from employment with Altura.

Altura's Education Assistance Repayment Agreement is a provision that requires an employee to repay amounts received for tuition assistance within a specified time in the event the employee terminates employment from the company. By signing the Repayment Agreement, an employee agrees to repay education assistance benefits received under this program based on the following schedule, should the employee voluntarily or involuntarily terminate employment:

Time Elapsed The amount of time between the date(s) of the reimbursement and the employee's termination date.	Percentage of Repayment Applicable to the amount of the reimbursement received during the 36 months prior to the employee's termination date.
12 months or less	100 percent
More than 12 months, but less than 18 months	75 percent
More than 18 months, but less than 24 months	50 percent
More than 24 months, but less than 36 months	25 percent
36 months or more	None

WORKERS' COMPENSATION

Altura provides Texas workers' compensation insurance for job related injuries or illness. Under workers' compensation law, an injury or illness is covered, without regard to fault, if it was sustained in the course and scope of employment, i.e., while furthering or carrying on the employer's business; this includes injuries sustained during work-related travel. All work-related accidents or illnesses must be reported immediately to a supervisor or Human Resources regardless of whether medical attention is necessary or not. In every case, a workers' compensation incident claim form must be completed within 8 hours of the accident. Any false information presented by an employee regarding a work-related accident or injury may result in denial of the employee's claim and the employee will be subject to disciplinary action, including termination.

RESTRICTED DUTY

To assist employees who are incapacitated in their return to work, Altura may, at its sole discretion, offer temporary restricted or light duty job assignments for employees with temporary work-related restrictions due to an illness or injury. Employees who wish to return to work with temporary restrictions due to an injury or illness and can provide Altura with a written statement from a treating health care provider approving the restricted duty, can contact their supervisor or Human Resources.

Restricted duty work under this policy is a created temporary job assignment for employees injured or otherwise incapacitated. Such assignments are strictly temporary assignments only, are not permanent positions, and are not available to employees on a permanent basis under any circumstances. The availability of these assignments depends on the employee's restrictions and the business needs of Altura. The existence of this policy does not in any way guarantee that restricted duty will be available at any given time, or for any employee who requests it. A restricted duty assignment cannot exceed six (6) weeks and will end either at the time of the employee is released to return to full duty or at the end of the maximum restricted duty period, whichever comes first. If the employee is not able to return to their regular job without any restrictions at the end of the maximum period, the employment may be terminated.

SECTION 6

DRESS CODE & APPEARANCE

Altura prides itself on the professional atmosphere it maintains and the positive image that employees present as representatives of the company. This image is affected by the manner of dress in the workplace and at client sites. Employees are expected to present a clean, tasteful, and professional appearance consistent with the nature of our business and the type of work performed. Employees who report to work inappropriately dressed and groomed will be asked to leave the workplace and return acceptably presentable. Employees who violate dress code standards will be subject to appropriate disciplinary action.

The following serve as guidelines for acceptable workplace attire and practices:

- Pants consisting of khaki-type pants, slacks, and jeans that are clean and wrinkle-free
- Shirts/tops consisting of casual shirts, polo shirts, blouses, or sweaters
- Casual dresses or skirts with modest hemlines
- Footwear consisting of loafers, boots, flats, and heels
- Shoes must provide safe, secure footing, and offer protection against hazards
- Mustaches and beards must be clean, well-trimmed, and neat
- Hairstyles are expected to be in good taste
- Perfume, cologne, lotions, and other personal products with a strong and overbearing fragrance should be avoided, as others may be sensitive to strong fragrances
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive

The following are not acceptable at any time in the workplace:

- Offensive body odor and poor personal hygiene
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing
- Graphic t-shirts with inappropriate phrases/images
- Offensive tattoos and similar body art must be completely covered during business hours
- Flip flops of any kind
- Tank tops, crop tops, tube tops or halter tops
- Short, scanty attire of any sort, low-cut, revealing blouses/dresses, sweat suits, midriff-baring clothing, or mini-skirts

Employees should consult their supervisor or Human Resources when in doubt as to what constitutes acceptable attire.

DRIVING ON COMPANY BUSINESS

All employees who drive for company business must be at least 18 years of age and possess a valid driver's license with a satisfactory driving record along with the minimum auto liability coverage. The employee must have a clean driving record for the past five (5) years which means the employee has not been held at fault for major traffic offenses, including; car accidents, reckless driving, driving under the influence of intoxicants, driving with a suspended or revoked license, and arrested on charges of violating vehicle and traffic laws. Employee driving records will be checked every two (2) years for any employee required to drive on company business. Therefore, employees are encouraged to disclose any major traffic offenses to their direct supervisor.

Authorized drivers will follow safe driving practices and abide by all local laws. Safe driving practices include steps to ensure the driver's total concentration and safe operation of any vehicle, such as, but not limited to, determining clear directions before departing, not manipulating radios or other equipment while the vehicle is moving, not talking or using a mobile device while the vehicle is moving, and not operating a vehicle when the driver's ability to react is impaired.

Employees are always expected to wear seat belts while driving on company business and to require all passengers to also wear seat belts. Mobile devices are distracting and dangerous and are not to be used at any time while driving. Employees must park the vehicle before using any service/feature on any device or park the vehicle to dial and then use a hands-free feature while driving. Employees are not to engage in any other distracting activities while driving, including but not limited to eating, grooming, reading, messaging, and viewing any device with a screen other than GPS. Failure to maintain an acceptable driving record will result in Altura revoking the authorization to drive on company business.

If an employee receives a traffic or parking violation citation while driving on company business, the violation is the financial responsibility of the employee. Any accident or violation of motor vehicle laws that occurs while an employee is driving on company business must be reported to a supervisor immediately, including provide information and cooperate with any legal proceedings that may result. An incident report (found in the Safety Manual) should be completed and submitted to a supervisor.

Use of Personal Automobile & Rentals

Employees who use their own vehicle for travel on authorized company business will be reimbursed for mileage at the rate established by the Internal Revenue Service. Employees must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum auto insurance coverage for property damage and public

liability. When renting a vehicle for company use, the rental company auto insurance should always be purchased.

PERSONAL CALLS

Personal phone calls during the workday, regardless of the phone used, personal cell or company phone, can interfere with employee productivity and may be distracting to others. All personal phone calls must be kept as non-distracting as possible and must be limited in duration so as not to interrupt productivity or co-workers in the workplace. Mobile device ringtones and sounds must be kept at a low volume. Excessive personal phone calls as well as constant screen time on mobile devices will be addressed and can be subject to disciplinary action.

OTHER EMPLOYMENT

If an employee seeks employment outside of their regular working hours, the employee should notify their immediate supervisor. Altura's expectation is that other employment does not create a conflict of interest or interfere with job performance, attendance, and punctuality. Furthermore, Altura's office, software, and equipment (computers, phones, email, internet, copiers, faxes, equipment, etc.) are not to be used for any outside work, non-business related, or personal use. Employees are not to perform work, promote or support other employment or business of any kind during work hours. Employees should be cautious that outside employment does not affect job performance at Altura. Poor or declining performance may be subject to disciplinary action, up to and including termination.

WORKPLACE VISITORS

Workplace visitors refers to employees' friends and family (referred to as personal visitors) contractors, and external vendors. Visitors are welcome; however, they must be accompanied by an employee at all time during their visit. Employees are advised to only permit visitors in common/open areas for a short time and to refrain from distracting others in the workplace.

SECTION 7

WORKPLACE VIOLENCE

Altura has a zero-tolerance policy and will not tolerate violence, threats, harassment, intimidation, and other disruptive behavior, either physical or verbal, committed by or against employees that occurs in the workplace or at client sites. Workplace aggression or violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property or any intentional behavior that may cause a person to feel threatened.

The following are examples of behaviors and conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks or gestures
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property, client property, or property of another employee
- Using abusive or vulgar language towards another person as an insult or in anger
- Possessing a weapon while on company property or while on company business
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Any employee that feels he/she has been threatened or observes any potentially dangerous situation must immediately report the matter to a supervisor or Human Resources. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. If an employee has concerns outside of the workplace that could result in an act of violence while at work, the employee can discretely discuss the issue with Human Resources to assess the situation and, if needed, set up observance and safety measures to help prevent anything from developing.

PROHIBITION OF WEAPONS

To ensure that Altura maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of dangerous weapons on company property and client sites. All employees are subject to this provision, including contract workers and temporary employees as well as visitors and clients on company property. A license to carry a weapon does not supersede this policy. Dangerous weapons include firearms, explosives,

knives, and other weapons or objects that might be considered dangerous and can cause harm. Employees are responsible for making sure that any item in their possession is not prohibited by this policy.

In addition, employees should adhere to client site weapons policies when visiting a client. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

DRUG & ALCOHOL FREE WORKPLACE

Altura strives to provide a safe and healthy work environment free from the effects of drug and alcohol abuse. The use of these substances whether on or off the job, can detract an employee's work performance, efficiency, safety, impact the employee's value to the company, and creates a potential danger to the welfare and safety of others. To support a healthy work environment, Altura expects all employees to report to work in an appropriate mental and physical condition free from the influence of drug and alcohol. Employees will be subject to disciplinary action, up to and including termination, for violations of this policy.

The following are strictly prohibited on company property and client sites:

- Possession, use, or being under the influence of an illegal or controlled substance and/or alcohol while on the job or representing the company in any capacity
- Driving on company business while under the influence of an illegal or controlled substance and/or alcohol which may impair function or judgment
- Distribution, sale, possessing, manufacturing, or purchase of illegal or controlled substances while on the job or representing the company in any capacity

Prescriptions

Employees taking prescribed medication should consult with his/her physician to determine whether the medication may have an adverse effect on job performance or workplace safety and immediately report it to their immediate supervisor and/or Human Resources.

Testing

Altura will conduct drug and alcohol testing under any of the following circumstances:

- RANDOM TESTING: Employees may be randomly selected for drug and alcohol testing at any time
- PRE-EMPLOYMENT: Applicants being considered for hire must pass a drug and alcohol screening
- REASONABLE SUSPICION: Employees may be required to submit to drug and alcohol testing at any time if management suspects or observes that the employee may be under

the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness

- POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the incident may be asked to submit to a drug and/or alcohol test

If an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment.

Prior Reporting of an Abuse Problem

Employees are encouraged to seek help if they have a drug or alcohol problem. Any employee who, prior to being asked to report for testing and prior to any violation of this policy, reports to his/her immediate supervisor or Human Resources that he or she believes he/she has a substance abuse problem, shall be permitted time off either paid or unpaid to seek rehabilitation treatment for such problem provided (1) Altura is made aware of the treatment program, and (2) the employee successfully completes the treatment program, as determined and certified by the treatment facility. Failure to cooperate with an agreed-upon treatment plan may result in discipline, up to and including termination. In addition, participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other company policies.

TOBACCO-FREE

A tobacco-free environment helps create a safe and healthy workplace. Altura recognizes the hazards caused by tobacco use and exposure to secondhand smoke. It is the policy of the company to provide a tobacco-free environment for all employees and visitors and covers the smoking of any tobacco product, the use of oral tobacco products, "spit" tobacco, and e-cigarettes/vaping. Smoking or tobacco use is permitted only in designated smoking areas at Altura's office, client sites, and any other facility where company-sponsored events are being held. All materials used for smoking in designated smoking areas, including cigarette butts and matches, must be extinguished, and disposed of in appropriate containers. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

WORKPLACE SAFETY

Altura takes every reasonable precaution to ensure that employees have a safe work environment. Company safety measures and rules are in place for the protection of all employees. Each employee is expected to perform his/her job in a safe and reasonable manner and be aware of circumstances or conditions that could be a hazard and try to avoid them. To ensure a safe workplace, all employees are required to understand the company's workplace safety rules contained in the Altura Safety Manual. Everyone is granted stop work authority to address any unsafe acts and may do so without fear of reprisal. Employees who observe an unsafe practice or condition should report it to a supervisor or Human Resources immediately. Disregarding safety rules is a violation of company policy.

The Altura Safety Manual is available electronically on the company's network drive. Employees may also request a hardcopy of the manual. All employees are to abide by our clients' safety guidelines as well as ours.

Workplace Security

Employees must be alert and aware of any potential dangers to themselves or their coworkers at the workplace. The following serves as guidelines to ensure a secure workplace:

- Always be aware of surroundings and know where exits are
- Do not leave personal belongings of value at workstations as the company will not be responsible for the loss, theft, or damage of personal property
- All visitors should be escorted upon arrival and exit
- Report any suspicious activity to building security, a supervisor, or Human Resources immediately

SEVERE WEATHER

In the event of severe weather or a natural disaster that prevents employees from safely traveling to work, employees should notify their immediate supervisor. If there is an office closure, all staff will be notified via email or phone. In case of severe weather conditions during business hours, Human Resources will monitor and notify employees of any potential danger or threats.

THEFT

Altura values all employees and their property and expects that employees in turn value the company and its assets. Theft or stealing of any kind will not be tolerated. This includes, but is not limited to, theft of money, falsifying timekeeping records, marketing items, computer/office equipment, office supplies, copies, long distance phone usage, software, or any item that belongs to the company, to an employee, or client. All incidents of theft should be reported immediately to a supervisor or Human Resources, along with any data or information observed or obtained.

Any incident of theft of private or company property will be investigated and can result in termination. In addition, a police report may be filed, as well as a potential lawsuit against the individual with a request for restitution of funds or products or assets. To prevent false accusations, all claims of theft will be investigated.

SECTION 8

INTERNET & E-MAIL POLICY

Altura provides Internet and email as a business tool to conduct company business and support other job-related purposes. Employees are expected to use these systems in an appropriate, productive, ethical, and professional manner. Employees should follow Altura policies governing appropriate workplace conduct and behavior to avoid putting the company at risk.

Brief and occasional personal use of the Internet and e-mail systems is allowed if it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in an expense to the company. Use is defined as “excessive” if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to Altura’s business; distract, intimidate, or harass co-workers or third parties; or disrupt the workplace. Existing rules and policies governing non-disclosure of confidential information also apply to these systems. Any employee who abuses company-provided access to Internet, e-mail, or other electronic communications or networks, will be subject to disciplinary action up to and including termination.

Employees may not use Altura's Internet, email, or other electronic communications to access, create, view, receive, transmit, retrieve, or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. Harassment of any kind is absolutely prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be transmitted. Such behaviors and activities violate Altura’s Anti-Harassment policy and is subject to disciplinary action including termination.

Internet, email, and computer systems must not be used to violate the laws and regulations of the United States. Use of Altura’s systems for illegal activity will lead to disciplinary action, up to and including termination and criminal prosecution. Altura will comply with requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Altura has licensed the use of certain software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Employees are individually liable for all damages incurred as a result of violating copyright, and licensing agreements.

Employees may download software or other program files, applications, or online services from the Internet with prior approval from management. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

As stated, use of Altura's systems and electronic communications should be job-related and not for inappropriate use. The following are further guidelines on inappropriate use:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial email ("spam") that is unrelated to legitimate company purposes
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms
- Sending emails that hide the identity of the sender, represent the sender as someone else, or altering emails and forwarding with unauthorized content/attachments
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either Altura's networks or systems or those of any other individual or entity
- Using Altura's systems in a way that disrupts its use by causing congestion, disruption, disablement, alteration, or impairment of company systems including sending or receiving excessive large files
- Maintaining, organizing, or participating in non-work-related blogs, Web journals, chat rooms, or private/personal/instant messaging
- Downloading and/or playing recreational games

Ownership of Computer Systems

All technology provided by Altura email, computer systems, communication networks, company-related data, and other information stored electronically, is the sole property of Altura. We reserve the right to examine and monitor e-mail and other electronic communications, files, and all other content, including Internet use. Furthermore, Altura has the right to inspect all files stored on the hard drive and network of any computer assigned to an employee and any external storage device (USB/flash drive, compact discs, external hard drives). Employees issued a client computer should follow client policies regarding their equipment.

SOCIAL MEDIA

At Altura, we understand that social media can be a fun way to share your life and opinions with family, friends, and co-workers. However, use of social media also presents certain risks and carries certain responsibilities. To assist employees in making responsible decisions about the use of social media, these guidelines have been established for appropriate use.

This policy covers all forms of social media, including all means of communicating or posting information or content of any sort on the Internet, such as Facebook, Instagram, LinkedIn, Twitter, Snapchat, personal websites, chat rooms, and blogs. It applies to the use of social media for both business and personal purposes, during work hours and in employees' own time to the extent that it may affect the business of Altura. Furthermore, this policy applies both when social media is accessed using Altura equipment/systems and when using personal devices belonging to employees or others. Employees are responsible to adhering to Altura's social media policy and guidelines. Failure to comply may be subject to disciplinary action up to and including termination of employment.

Ultimately, employees are solely responsible for what they post online. However, before creating online content that mentions, directly/indirectly refers, or involves Altura, employees should consider the risks and be aware that it can pose significant risks to our business. These risks include disclosure of confidential information, damage to our reputation, and the risk of legal claims.

The following are additional guidelines to avoid risk:

- Employees must maintain the confidentiality of the company and not post internal reports, policies, procedures, or other internal business-related confidential communications as well as not post anything that might damage Altura's reputation and of clients
- Employees should express only their personal opinions and never represent themselves as a spokesperson for Altura
- When disclosing oneself as an employee of Altura, the employee must state that their views do not represent those of the company – a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Altura" can be used
- Employees should not use their company email addresses to register on any social networks, blogs or other online tools utilized for personal use
- Employees are not to use Altura's company logo on any social media platform without prior approval from management

Although many users may consider their personal comments posted on social media or discussions on social networking sites to be private, these communications are available to a larger audience than the user may realize. Offensive and inappropriate postings related to Altura, its employees, and clients that are intended to harm someone's reputation or postings that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy that include discriminatory and derogatory remarks, harassment, obscenity, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

Retaliation is Prohibited

If an employee encounters a situation with social media that becomes antagonistic and involves a co-worker, the employee should disengage. Employees should keep in mind that work-related issues/complaints are more likely to be resolved by speaking directly with a supervisor or Human Resources than by posting complaints to a social media outlet. Altura prohibits taking negative action against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Following our stance on “Anti-Retaliation & Freedom to Voice Concerns” under the Code of Conduct, any employee who retaliates against another employee for reporting a possible violation or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

MEDIA CONTACT

In order to provide the most current and consistent information about Altura, all contact with the news media will be carried out by authorized Altura Executive members. Employees who are approached by any member of the news media should refer the media representative to a company Executive and are not to make any statements or comments regarding the company, employees, or clients. Talking to the media without authorization is grounds for disciplinary action, up to and including termination.

SOLICITATIONS

Altura prohibits the solicitation, distribution, and posting of materials on or at company premises by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the company. Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a company-sponsored event or an outside charitable event that has been reviewed and approved by the company.

SECTION 9

VERIFICATION OF EMPLOYMENT & REFERENCES

All requests for verification of employment must be directed to Human Resources (HR). Under no circumstances are supervisors and employees authorized to release information of current or former employees. Altura does not respond to verbal requests for verification of employment; all such requests must be received in writing and include the individual's authorization to disclose the information. Altura only discloses the following:

- Dates of employment
- Job title of the current/last position held
- Only if requested, the current or final wage rate

Altura will not disclose rehire eligibility at any time for individuals previously employed. In the case of current employees, as a courtesy, HR will notify the employee when employment verification information is requested and return the completed verification directly to the requesting party.

In addition, no references are to be given on behalf of Altura or on company letterhead. However, employees may provide personal references.

BUSINESS EXPENSE REIMBURSEMENT

Reasonable expenses incurred for business purposes will be reimbursed with supervisor approval. Expenses covered include mileage, meals, gas, snacks, parking, and toll fees. Mileage will be reimbursed at the current IRS rate. Other expenses relevant to the business or workplace will be reviewed on a case by case basis and require pre-approval. Reimbursements will be processed the first week of the following month via direct deposit. In order to receive reimbursement, employees must record expenses in the Harvest system and note the project number, if applicable. Receipts must be attached for expense review and approval.

EMPLOYEE RECORDS

Employee personnel records are the property of Altura Engineering & Design. Employees can view certain documents in their basic personnel files in the presence of Human Resources or a supervisor. Requests to view files must be in writing and allow at least 24 hours to schedule a time for the employee to view the file. The basic employee personnel file includes records related to performance, training, hiring, promotion, and disciplinary

documentation. The file will not include any reference checks, medical records, or investigation documents. Employees are not allowed to remove any documents but may provide a written response to be attached to any original document in the file. No copies of documents in the file may be made with the exception of documents that the employee has signed.

In order to maintain accurate information, employees are expected to inform Human Resources of any change in or corrections to personnel information such as home address, phone numbers, emergency contacts, or other pertinent information. Employees can complete the Employee Data form or contact Human Resources directly to provide updated information.

SECTION 10

TERMINATION

Altura employs at an at-will basis and therefore either the employee or company may initiate termination at any time. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or Altura. Nothing in this handbook or written offer letter constitutes a contract of employment, nor limits the right to terminate at-will employment.

Employees who voluntarily resign are asked to provide at least two (2) week's advance notice of their resignation. This notice should be in writing and should briefly state the reason for leaving and the anticipated last day of work. An Exit Interview will be scheduled with Human Resources on or around the last day of employment. The employee is responsible for returning all company property in their possession on the last day of employment.

Employees who leave in good standing and provide a written resignation with at least two weeks' notice will be paid for unused vacation time. Unused vacation will not be paid out when resigning without a two weeks' notice. Upon resignation notice, no additional vacation will be accrued.

Final Paycheck

Employees will receive final paychecks based on applicable state and federal laws. Voluntary resignations will receive final pay on the next regularly scheduled pay day. Involuntary terminations will receive final pay no later than the sixth day after the last day of employment. Final paychecks will include compensation earned but not yet paid through the last day of employment and any unused vacation balance if a two week's advance notice was provided. Employees should ensure their mailing address on file is current so that they can receive income tax statements and COBRA information.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents who lose health benefits the right to continue coverage provided by their company for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals pay the entire premium for coverage.

Employees will receive information about continuation of coverage within thirty (30) days of termination of employment. If an employee elects to continue coverage, notification must be provided to Altura in writing no later than the sixty (60) days after the coverage was terminated. If you believe an employer has not properly notified you of your continuation rights, you should contact the Texas Department of Insurance (TDI).

Qualifying Events & Duration of Coverage

COBRA requires that continuation coverage extend from the date of the qualifying event for a limited period of time of 18 or 36 months. The length of time for which continuation coverage must be made available (the "maximum period" of continuation coverage) depends on the type of qualifying event that gave rise to the COBRA rights.

Qualifying Event	Qualified Beneficiaries	Maximum Period of Coverage
Termination (for reasons other than gross misconduct) or reduction in hours of employment	Employee, Spouse & Dependent Child	18 months
Employee enrollment in Medicare	Spouse & Dependent Child	36 months
Divorce or legal separation	Spouse & Dependent Child	36 months
Death of employee	Spouse & Dependent Child	36 months
Loss of "dependent child" status under the plan	Dependent Child	36 months

Coverage under COBRA may terminate if:

- The individual becomes covered by another group plan (including Medicare)
- The individual fails to pay the required premium within the established grace period
- The employer no longer offers the plan(s) to its active employees

For further information on COBRA, contact Human Resources.

EMPLOYEE ACKNOWLEDGEMENT

The Employee Handbook contains important information about Altura Engineering & Design, LLC ("the Company"), and I understand that I should consult my immediate supervisor regarding any questions not answered in the policies. I have entered into my employment relationship with the Company voluntarily and understand that there is no specified length of employment. Accordingly, either the Company or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than an Executive of Altura Engineering & Design, LLC may enter into an employment agreement for any specified period of time; or make any agreement contrary to the Company's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the policies may occur, except to the Company's policy of employment-at-will. Such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. However, a notice is not required for changes to be effective. Only an Executive has the ability to adopt any revisions to the information in these policies.

Furthermore, I understand that these policies are neither a contract of employment nor a legally-binding agreement. I understand that I may ask my supervisor any questions I might have concerning the policies. I accept the terms of the policies. I also understand that it is my responsibility to comply with the policies contained in the handbook, and any revisions made to it. I further agree that if I remain with the Company following any modifications to the policies, I thereby accept and agree to such changes.

I have received a copy of the Employee Handbook on the date listed below. I understand that I am responsible for reading and following all of the policies. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee Name – Printed