



Dan Gibson Electric

*Employee Hand Book*



Dan Gibson Electric Co., Inc  
Chula Georgia 13733

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Identity of Manufacturer
Hazardous Ingredients
Physical and Chemical Characteristics
Fire and Explosion Data
Reactivity Data
Health Hazard
Precaution for Safe Handling and Use
Control Measures (i.e. Protective Equipment)

The MSDS provides you with specific information on the chemical you use. The MSDS will be completed properly on OSHA Form 174. Dan Gibson Electric will be the contact for MSDS sheet for hazardous chemicals or products on the job site. The MSDS will be readily available to you at your request during your shift. It is the responsibility of the Supervisor to ensure that each employee has access to these MSDS's at all times.

#### Obtaining MSDS

In the event that you need to receive an MSDS for any hazardous chemical or products you receive, immediately either go to the [www.gibsonelectricinc.com](http://www.gibsonelectricinc.com) click on the MSDS icon type your **ID: *gibsonelectric*** and **Password (see project manager for password)** or call (229-386-8583). The requestor should know the product name or manufacture name to expedite their request. The original will then be placed on file in the MSDS binder at Dan Gibson Electric office. No hazardous chemical or product is to be unsealed or used until you receive a MSDS for your work area.

## Hazardous Communications Policy

### General Company Policy

#### PURPOSE:

The purpose of this program is to ensure that the hazards of all chemicals known to be present in the workplace, in such a manner that employees may be exposed, are evaluated and any and all information concerning the hazard is transmitted to the employee in a manner that fulfills the regulatory requirements of the Hazard Communication (Right to Know) Standard.

#### IMPLEMENTATION:

The Hazard Communication Program will be implemented through the office of Dan Gibson Electric in Chula Georgia, which includes superintendents, foremen and supervisors. They will be charged with the responsibility to ensure that all employees under their direct supervision are aware of an understand the requirements and responsibilities of the Hazard Communication Standard.

### List of Hazardous Chemicals

Dan Gibson Electric main office will be responsible to keep a list of all hazardous chemicals and products used on the job. A list with the MSDS is available at the Chula location. Information on chemicals and product is available on the web site of [www.gibsonelectricinc.com](http://www.gibsonelectricinc.com) or by calling (229-386-8583).

### Material Safety Data Sheet (MSDS)

MSDS are written by the Chemical Manufacture and contains information on the chemical and physical dangers, safety procedures and emergency response techniques. OSHA requires that specific information be included on each MSDS which is a follows:

Welcome to *Dan Gibson Electric Co., Inc.* This handbook was developed to provide you with an information resource for common questions and concerns. If you have questions or concerns about the policies outlined here, you should contact your Project Manager or Sight Supervisor.

The policies stated in this handbook are subject to change at any time at the sole discretion of the Company. From time to time, you may receive updated information regarding any changes in policy.

The contents of this handbook are not intended to create a contract or agreement between the Company and you.

There are specific procedures for many of the general policies stated in the handbook. Please direct any questions to your project manager, or department head.

#### About the Company

Dan Gibson Electric Co., Inc. is a Georgia corporation, incorporated under the laws of the State of Georgia on the twenty ninth day of May of 1979.

#### The officers are as follows:

H. Brian Gibson, Sr., President

Prior to the commencement of Dan Gibson Electric Co., Inc. Dan Gibson and two brothers owned and operated an electrical company with over 200 employees and over 20 million in sales per year. In the early '70s the brothers sold to a Corporation listed on the American Stock Exchange. Dan Gibson from the early '70s until 1979 managed the commercial and industrial electrical division for this Corporation.

Dan Gibson decided in 1978 he no longer wished to travel all over the United States and some foreign countries, He elected to work out six months notice and then started Dan Gibson Electric Co., Inc.

In 2006 H. Brian Gibson purchased the remaining shires of the company from Daniel D. Gibson to become owner of Dan Gibson Electric. Mr. Daniel D. Gibson retired January 1, 2006.

Since 1979 the corporation has been actively involved in the electrical construction industry with more than 400 major projects completed. Our past five-year gross sales range between three and five million annually.

#### The Company's mission is to:

Dan Gibson Electric is dedicated to working with customers and contractors to perform quality electrical installations providing both value and service with the utmost benefit to all.

Dan Gibson Electric has a vital interest in maintaining a safe, healthy and efficient workplace for the benefit of its employees, clients and the public. The use of performance impairing drugs can cause avoidable injuries to employees, damage to property and productivity losses.

**Statement of Policy:**

To ensure a safe and productive work environment, employees are prohibited from:

- A. Unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances or misusing or abusing prescribed or over the counter drugs.
- B. Having present in their bodies detectable levels of illegal drugs during working hours.
- C. Violating any Federal or State law relating to drugs.
- D. The consumption or possession of alcoholic beverages on Company premises or job site is prohibited.
- E. The exception to this policy is the authorized possession, use and transportation of drugs prescribed by a Physician and used according to prescription instructions, unless such use would pose a safety risk to the employee, other employees or the public.
- F. The company offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located in the main office of Dan Gibson Electric Chula, Georgia. In addition, we will distribute this information to employees for their confidential use.
- G. Employees or job applicants who have a positive confirmed test result may explain or contest the results to Dan Gibson Electric within (5) working days after Dan Gibson Electric contacts the employee or job applicant and shows him/her the questionable test results at it was administered at the time of testing or results received form from the laboratory in writing.

**GENERAL STATEMENT OF JOB**

This is manual work, with both inside and outside requirements and assignments, under the direct supervision, with a variety of work tasks in areas involving ground maintenance and electrical work; assisting electrician supervisor and or electrician "1" or "2" in various jobs; heavy lifting in most of the job assignments (must be able to lift and move at least fifty (75) pounds); There exists a wide variety of general labor job tasks involved depending on the supervisor requesting services and their immediate needs.

**Examples of Work Performed:** (Note-The examples listed below are not necessarily descriptive of anyone position. The omission of specific statements does not preclude management from assigning specific duties not listed herein, if such duties are a logical assignment/task to the position). This in no way is intended to limit job sights in needing assistance in this temporary, general labor, laborer job classification.

Examples are provided for assistance only and may include, but are not limited to:

- Storing and moving related equipment, (cleanup type work, planting and digging ditches).
- Assistance in electrical work (pulling wire, claiming ladders, running small hand tampers, and tools general electrical work).
- Job Sight Duties (helps receive material, lifting, loading and unloading deliveries, etc)
- Performs related work as required

Knowledge and Skills: Not applicable for this class

**SPECIAL REQUIREMENT**

Possession of a valid driver's license by the state of Georgia and must maintain a safe driving record. All employees are governed by Dan Gibson Electric Policy, and "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense

**GENERAL STATEMENT OF JOB**

Under direct supervision, performs semi-skilled work in the, installation and repair of electrical systems, fire alarm systems, CATV systems, electrical controls, clocks, knowledge of three phase & single phase electrical systems and generator systems. Work includes the independent performance of less technical tasks of the electrical trade for which detailed instructions are available. As experience is gained, more technical tasks are performed under supervision. Simple problems are resolved by the employee with more complex problems referred to superiors. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy with contractors various trades. Reports to an Electrician "2" and Electrical site supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS**

Performs repairs and installs electrical systems and equipment.

Assists in the installation of fixtures, outlets, and switches, and in making wire connections.

Assists in the cutting, threading, and bending of conduit and pulling of wire through conduit.

Assists in the replacement of defective wiring.

Assists in troubleshooting and replacing faulty electrical components.

Performs repair tasks on a variety of electrical system including fuses, breakers, panels, branch circuits, light switches, receptacles, exhaust hood fans, motors and all other electrical system equipment.

Performs semi-skilled electrical work.

Helps install, maintain, and repair, clocks, electrical controls, CATV systems, controls, and generator systems

**KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of electrical systems, equipment, and fixtures.

General knowledge of approved electrical methods, practices, code requirements and safety standards.

General knowledge of the tools and equipment used in the installation and repair of electrical wiring systems and controls in school system buildings and facilities.

General knowledge of the occupational hazards and safety precautions of electrical work.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

The Drug-Free Workplace Act of 1988 requires some Federal contractors and all Federal grantees to agree that they will provide Drug-Free Workplaces as a condition of receiving a contract or grant from a Federal agency.

Although, all covered contractors and grantees must maintain a Drug-Free Workplace, the specific components necessary to meet the requirements of the Act vary based on whether the contractor or grantee is an individual or an organization. The requirements for organizations are more extensive, because organizations have to take comprehensive, programmatic steps to achieve a Workplace free of drugs.

Organizations, with contracts from any U.S. Federal agency, must comply with the provisions

**Employee Responsibilities:**

As a condition of employment, each employee must:

- A. Abide by this Substance Abuse Policy and
- B. Notify the Company of any criminal drugs statute conviction for a violation of Federal or State law relating to drug use, possession or dealing no later than five (5) days after such conviction.
- C. Employees who are required to submit to reasonable suspicion or post accident testing agree to accept, at the Company's discretion, transportation to a location where the test will be conducted and to their residence.

**Penalties:**

Any employee who violates this Substance Abuse Policy shall be subject to discipline up to and including termination. Nothing in this policy changes the at-will employment relationship and employees may be terminated at any time with or without cause or notice.

**Definitions:**

**DRUG:** Any substance that has known mind or function altering effects on a person, including psychoactive substances prohibited or controlled by Federal or State controlled substance laws.

**PRESCRIBED DRUGS:** Any substance prescribed for use by the employee by a licensed medical practitioner.

**ALCOHOLIC BEVERAGES.** Any beverage that is controlled by the Department of Revenue Alcohol And Tobacco Division.

**SAMPLE:** Means oral fluid, urine, hair or blood.

**GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled electrical work and provides leadership in the installation, maintenance, and repair of electrical systems, public address systems, fire alarm systems, CATV systems, electrical controls, and generator systems. Work involves repairing, installing, inspecting and maintaining electrical systems and related systems. Work also involves reviewing the work of semi-skilled electricians to maintain system adherence to all related codes and regulations. Work assignments are performed in accordance with accepted practices, and employee is expected to resolve most problems independently. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in contacts with school officials, contractors and various department heads. Reports to the Project Supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of electrical and electronic systems, equipment, and fixtures. Considerable knowledge of approved electrical methods, practices, code requirements and safety standards.

Considerable knowledge of the tools and equipment used in the installation and repair of electrical wiring systems and controls in school system buildings and facilities. Considerable knowledge of the occupational hazards and safety precautions of electrical work.

General knowledge of the principles of supervision, organization and administration. Skill in the use and care of hand and power tools and equipment necessary to perform electrical installation and repair tasks. Skill in identifying origin of electrical problems. Ability to install, maintain and repair electrical systems, public address systems, CATV systems, generator systems, water and sewer control systems. Ability to estimate manpower and material requirements for individual projects. Ability to follow oral and written instructions. Ability to read and interpret blueprints and schematic drawings. Ability to establish and maintain effective working relationships as necessitated by work as-signments.

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

**GENERAL STATEMENT OF JOB**

Under occasional supervision, performs skilled and supervisory work to ensure the effectiveness and efficiency of the electrical work required to maintain a safe and efficient manner. Work involves repairing, installing, inspecting and maintaining the electrical systems, security systems, surveillance systems, telephone, fire alarm systems, CATV systems, elevator systems, electrical controls, and company equipment. Knowledge of three phase & single phase electrical systems, National Electrical Code, and generator systems. Work also involves scheduling and overseeing both skilled and semi-skilled electricians, subcontractors and related codes and regulations. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in contacts with General Contractor and various Trades. Reports to the Project Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS**

- Ability to supervise up to 25 employees.
- Installs, inspects and maintains the electrical systems.
- Performs a variety of repair tasks concerning the electrical system within each job: fuses, breakers, panels, branch circuits, light switches, receptacles, exhaust hood fans, motors and all other electrical system equipment.
- Inspects services to determine cause of electrical problems and needed work.
- Prepares a list of materials, tools and equipment, including amount, quality and type needed, and presents for approval.
- Schedules work for each day and for the week; reports daily accomplished results.
- Maintains responsibility for all materials, tools and equipment.

Ensures the safe and efficient operation of fixtures, apparatus, and other elements of an electrical nature.

Performs skilled work in addition to assigning, directing, supervising, training, and inspecting the work of both skilled and semi-skilled workers. Provides assistance in the electrical design phase of planning new construction and renovation projects. Installs repairs and maintains electrical systems, security systems, surveillance systems, telephone systems, fire alarm systems, CATV systems, elevator systems, and electrical controls. Meets with contractors and oversees the quality and scheduling of contracted electrical work.

**Pre-placement testing**

1. Each applicant for a position in the Company will be subject to the Company's Substance Abuse Policy.
2. All offers of employment to applicants will be contingent upon the applicant passing a drug test in accordance with the Company's policy.
3. An applicant who refuses to submit to pre-employment testing when requested, or refuses to sign the Company's Substance Abuse Policy consent form, will not be employed by the Company.
4. If an applicant's test is positive for any prohibited substance, the applicant will not be employed by the Company.

**Random/Periodic testing**

1. The Company, at its discretion, may institute a program of random testing of current employees. This program may include testing of all personnel at a job site or a random selection program of individuals throughout the year.
2. If selected for a random test, the employee must go immediately to the collection area and submit a sample for drug testing.
3. Refusal to submit a sample or to properly complete documentation for a random test will be considered a refusal to test, which will require discipline up to and including termination.

**Post accident testing**

1. Employees involved in a work related injury, regardless of severity, that requires professional medical treatment, will be subject to a drug test.
2. Employees involved in an accident or safety related incident of any kind while in a Company vehicle or while on Company time or on Company property, will be subject to a drug test.
3. The Company may require an employee who contributed to an accident be tested, if there is reasonable cause to believe that the accident may have resulted from the use of drugs.

**Reasonable suspicion testing**

1. When the Company has a reasonable belief that an employee may be under the influence of a substance a drug test may be conducted immediately.
2. Employees suspected of being unfit for duty will be escorted by a supervisor or designated Company representative to the authorized testing location. The employee's cooperation with the escort and the collection procedures will be required.
3. Refusal to cooperate in the collection procedure or refusal to take the test will require discipline up to and including termination.

Alcohol suspicion testing

1. When the Company has a reasonable belief that an employee may be under the influence of Alcohol a drug test may be conducted immediately.
2. Employees suspected of being unfit for duty will be escorted by a supervisor or designated Company representative to the authorized testing location. The employee's cooperation with the escort and the collection procedures will be required.
3. Refusal to cooperate in the collection procedure or refusal to take the test will require discipline up to and including termination.

**Confidentiality:**

Only those persons authorized to receive results from the laboratory will be allowed to discuss these results with the supervisor or the employee. Individuals within the Company will be notified of the results on a limited need-to-know basis.

No test results shall appear in a personnel folder. Information of this nature will be included in a medical file.

Drug test results will be released to a decision maker in a lawsuit, grievance or other proceeding (such as for a Worker's Compensation or Unemployment Insurance Claim) initiated by or on behalf of the donor.

**Use of prescription drugs:**

In the event an employee is under the care of a physician and is taking prescribed medication that might impair the ability to perform a job safely, the employee must notify management in advance of starting work. It is at management's discretion as to whether the employee may continue to perform the normal assigned duties or be designated non-safety sensitive duties (if available) until the employee provides a physician release to perform normal duties.

**Credit card Expense**

Each person issued a Credit Card will maintain control of its own cards. Only Company employees may use credit cards for legitimate purchases only. There are two types of credit cards authorized for use: fuel/gas cards and American Express Cards.

Typically, use of the American Express Card is for securing and paying for travel expenses, acquiring supplies/services from occasional vendors with whom the Company does not maintain an open account, and for telephone/Internet purchases. Fuel purchases should be made with one of the several fuel/gas credit cards if possible.

The use of credits cards is restricted for purchases on behalf of the Company. Users are personally liable, and subject to disciplinary action, for unauthorized purchases. Personal use of Company credit cards is not permitted unless approved.

Purchases made with the American Express Card over \$500 require the approval of the applicable Project Manager or the Company Administrator.

American Express Card(s) will be assigned on an individual basis. Project Managers are responsible for all charges.

Employees must submit receipts for all expenses (see Expense Report).

**No-Show / No-Call**

Should an employee for any reason need to be off of work and did not schedule this time off with someone from Dan Gibson Electric. They will need to call-in with in one hour of their report time. After one hour this will be listed as a No-Call / No- Show. Should you get 3 No-Call / No- Show within one work year, it could lead to dismissal.

1 No-Call / No- Show dispensary action placed in employees file.

2 No-Call / No- Show One day off without pay and dispensary action placed in employee file.

3 No-Call / No- Show lay off without pay and or termination.



Travel Time Mileage

There are times employees are asked to work out of town that does not require overnight stay. Below are some examples for how travel time will be paid. NOTE this does not cover all cases. These examples are using a 60mile radius from the Chula office.



Left Blank

An employee is asked to report to Perry Florida **Total Est. Distance:** 94.00 miles.

This is 34 miles pass the required reporting distance. Mileage will be paid @ \$0.32 one way or \$10.88 for that day. If employee has a company gas card mileage will not be paid. All travel time will have to be approved by the project manager before the travel has taken place.

Travel Time is not paid to Laborers or Electrician I unless approved by management. Time is based on travel to the job taking longer than 1 hour. If more than one hour on the road an hourly rate of that employee will be paid for travel. If employee is using a company vehicle see your Project Manager for more information.

## Policies

### **Smoking Policy**

The Company maintains a non-smoking policy within the office. Employees should smoke only in those areas of the building which are smoking designated. Employees are expected to abide to policies set forth by our customers. (See Disciplinary Policy)

### **Telephone and Computer Use Policy**

The Company understands that when employees work during the week it is occasionally necessary to conduct personal business during office hours. However, employees should limit their personal use of the telephone and computer during office hours. Talk to your manager if you have any questions as to how much is too much time. Because telephone and e-mail systems are provided by the Company at its expense for business use, all messages sent by or received on those systems are company documents. The Company reserves the right to access and to disclose the messages that you send or receive on the voice mail or e-mail systems. Employees should also be aware that "deleted" messages from the computer screen may not actually be deleted from the e-mail system. Employees who abuse this policy are subject to disciplinary procedures up to and including discharge.

### **Business Expense Reimbursement (Per Diem)**

The company will reimburse employees for expense which are directly business related to include: travel expenses, office supplies, and mileage incurred while traveling on business. Employees must submit receipts for all expenses (see Expense Report). Employees should consult with their manager prior to business trips to confirm eligible expenses.

Example:

Joe goes to a job that requires an overnight stay. He leaves on a Sunday evening and returns on Monday night. He gets one day Per Diem.

Joe goes to a job that requires an overnight stay for 3 working days. He leaves on a Monday morning and returns on Wednesday night. He gets two days Per Diem.

Joe goes to a job that requires an overnight stay for 5 working days. He leaves on a Sunday evening and returns on Friday evening. He gets Five days Per Diem.

Note: per diem is paid on an 8 hour day. If for some reason you can't work but stayed on the job. Your room will be paid but not you're Per Diem. See your Project Manager for more information.

**Termination**

Employees who voluntarily resign from the Company are asked to provide at least two week 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.

If a terminating employee is eligible for any incentive compensation, bonus, and/or awards, they must be actively employed on the date the compensation, bonus or awards are presented or paid, in order to receive the compensation, bonus or award.

**Reduction in Force**

From time to time economic circumstances or slow job market may create the necessity for Dan Gibson Electric to reduce the size of its work force. Dan Gibson Electric is committed to accomplishing this without layoffs if at all possible and, if not possible, to aid the transition of employees into other employment. (See Policy Reduction in Force)

**Drug and Alcohol Policy**

The Company realizes that the misuse of drugs and alcohol impairs employee health, productivity and Safety of employees and other workers. Drug and alcohol problems result in unsafe working conditions for all employees and customers. The Company is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on Company premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

In addition, the Company has developed and maintains a comprehensive Drug and Alcohol Policy. (Disciplinary Policy and/or Drug free Work Place for more information)

**Safety Policy**

Dan Gibson Electric is sincerely interested in the safety and well-being of our employees. The Company will make every effort to keep the company equipment in excellent condition and make sure that all safety devices are working properly. Employees should notify supervision immediately if he/she notes defects in the operation of any equipment.

If, in spite of our efforts to ensure safe working conditions, an employee has an accident or becomes ill on the job, it should be reported to the manager immediately. They will see that prompt medical attention is provided. (See Safety Policy)

**Dress Code Policy**

The Company maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction. (Disciplinary Policy for more information)

**Vacation**

*Vacation is a time to allow employees time to relax and be with their family. Dan Gibson Electric encourages their employees to take vacation when eligible.*

All full-time employees are eligible for vacation pay.

New full-time employees will have to work one year, which is equal to 1575 hours is eligible for 5 days of vacation. (Year is 365 Days with at lease

Years worked	Days worked	Hours worked	Day of vacation
1	One Year	1575	5
2	Two Years	1575	5
3	Three Years	1575	6
4	Four Years	1575	6
5	Five Years	1575	7
6	Six Years	1575	7
8	Seven Years	1575	8
9	Eight Years	1575	8
10	Nine Years	1575	10
15	Fifteen Years	1575	15

1575 hours worked)

Vacation days may not be carried over into the next year. All other unused vacation time will be forfeited if not used in your anniversary year. (Anniversary year is 365 days for hire date)

Employees should notify their manager at least one month in advance of taking vacation time. All vacation requests are subject to manager approval. In addition, employees should directly communicate vacation dates to co-workers to ensure customer needs are met.

Part-time employees who work on a regular schedule and have 1040 hours all year are eligible for vacation benefits on a pro-rata basis based on the schedule above.

**Holidays**

The Company will observe the following holidays:

After One year employment (see new full-time employee) a full-time employee will be eligible to pick (3) days for Holiday pay, after Two years a full-time employee will be eligible to pick (4) days for Holiday pay, after Four years a full-time employee will be eligible to pick (5) days for Holiday pay,

- **New Year's Day**
- **Memorial Day**

- **Independence Day (4th of July)**
- **Labor Day**
- **Thanksgiving Day**
- **Friday after Thanksgiving Day**
- **Christmas Eve**
- **Christmas Day**
- **New Year's Eve**

In the event that one of these holidays falls on a weekend, the Company will observe the holiday on the Friday preceding or Monday following the actual holiday, depending on the circumstances.

**Note:** Holiday pay will be granted if an employee works the day before the holiday and the day after.

#### **Personal Days**

Dan Gibson Electric does not pay for Personal Holidays.

Personal days may be used at the employee's discretion for religious holidays and personal matters. Employees should notify their manager at least two weeks in advance of taking a Personal day. All Personal day requests are subject to manager approval. In addition, employees should directly communicate Personal day's dates to co-workers to ensure customer needs are met.

#### **Sick Days**

Sick days are provided for illness of the employee, their spouse or children.

Employees should use their personal days or vacation day's non-illness related time off. All full-time employees will receive sick days according to the following schedule:

Employees will be eligible for sick days after 12 months of employment. After 12 months of employment, employees will be eligible for one sick day for every two months worked from date of hire, with a maximum of 5 days in their year of employment.

Sick days may not be accumulated or carried over from year to year.

#### **Funeral Leave**

Employees will be paid for up to three days to attend the funeral of a close relative, such as a spouse, children, parents, grandparents, siblings and corresponding in-laws. If additional time off is required, employees should talk to their manager.

**Time off without pay may be provided so that employees can attend the funeral of individuals other than those listed. Employees may take unused vacation or personal time but, sick days can not be used.**

#### **Jury Duty**

Employees will be paid their full salary (8 hours per day) during an absence mandated by jury duty. If an employee receives any compensation for this duty, they should present it to their manager as a temporary payroll adjustment, unless prohibited by law. Employees must present a copy of the Jury Summons to their manager.

#### **Military Reserve Duty**

An employee who serves as a military reservist does not need to use other paid time off for attending the first two weeks of military camp or for performing domestic military duty, such as civil disturbances and disasters. Employee reservists should report the dates involved to their manager.

The Company will pay the difference between an employee's full salary and their gross military compensation for up to two weeks per year. Military compensation earned on weekends is not considered and should not be reported.

#### **Health Benefits**

Full-time employees, their spouses and eligible dependent children are eligible for health benefits on the first day of the month following 180 days of continuous employment. For health benefits, full-time employees are defined as regular employees who work exceeds 30 hours per week. Employees should consult with Management for terms of benefits and the expected contribution by employee.

#### **IRA**

Employees after 12 months of service are eligible for an IRA plan. This plan is matched up to 3% of employee contribution at 1:1 ratio. Employees can either elect; not participate or to contribute 1%, 2%, 3% matched or after 3% unmatched if they elect to do so.

This plan is administered by an outside company. (Edward Jones Investments) We encourage or employees to participate in this plan.

#### **Equal Employment Policy**

It is the policy of Dan Gibson Electric to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, veteran status, disability, or any other protected status.

This policy applies to recruitment and placement, promotion, training, transfer, retention, rate of pay and all other details and conditions of employment.

Employment and promotion decisions will be based on merit and the principle of furthering equal opportunity. The requirements we impose in filling a position will be those that validly relate to the job performance required.

All other personnel actions including compensation, benefits, transfers, layoffs, recalls from lay-offs, training, education, tuition assistance and recreation programs will be administered without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other protected status, in accordance with appropriate law.