

De-Cal, Inc. Employee Handbook



DE-CAL
Service Group

The logo for DE-CAL Service Group features a circular emblem with a stylized blue and white design. Below the main logo are four union affiliation logos: a circular logo for Steamfitters, Local Union of Detroit, Air Conditioning Service; a circular logo for Detroit Electrical Workers, Local 58 IBEW, dated April 13, 1914; a circular logo for Sheet Metal Workers, International Association, dated Jan. 25, 1888; and a circular logo for UA Detroit Local 98, featuring a city skyline and a truck.

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WELCOME

Welcome to the team at De-Cal, Inc.! We're glad to have you on board and we look forward to the skills and experience you bring to the job.

At De-Cal, Inc. we take pride in doing high-quality work, working safely, and supporting each other as a team. Whether you're on a job site or in the shop, your contributions are key to our success.

This handbook outlines important information about our company policies, safety procedures, job expectations, benefits, and the values we operate by every day.

We ask that you take time to read through the handbook carefully. Our purpose is to familiarize you with our way of doing business. You will become more acquainted with us and learn more about the Company, as well as the opportunities and responsibilities of being an employee at the Company.

If you have any questions or need clarification, please don't hesitate to ask your supervisor.

At De-Cal, Inc. your safety is number one. DE-CAL is constantly working to ensure that you have safe working conditions and equipment. You will find several programs designed to promote safety awareness so that you will always have safe, efficient, and accident-free working conditions.

However, being safe involves more than a written safety program -- it involves ALL of us working together as a team to prevent accidents and unsafe conditions from arising. We must all constantly be on the alert for unsafe conditions or any situation that may lead to an accident/injury to you or your fellow workers. This means that you are always on the lookout for potential problems before they arise and working to prevent any accidents from happening.

Lastly, we promote the theory that **you** can enable the final step in providing a personal protection barrier to ensure that you don't get hurt through a last-minute evaluation process we call "**STEPBACK**". Please visit our company website where the full version of the safety manual is located for your review.

"Engage Your Mind Before Your Hands"

A handwritten signature in black ink, appearing to read "Andrew Calcaterra". The signature is fluid and cursive, with a long horizontal stroke at the end.

Andrew Calcaterra, President

Company Statements & Values

Company Mission Statement:

DE-CAL is committed to providing competitive top-quality services by:

- Exceeding customer expectations
- Continuous improvement through teamwork & innovation
- Exhibiting honesty and integrity
- Providing a safe and challenging work environment

Core Values:

- Customer Satisfaction
- Safety
- Teamwork
- Innovation
- Personal Development
- Integrity

Service Mission Statement:

To provide innovative and cost-effective mechanical solutions, ensuring comfort, health, and energy efficiency for our customers while prioritizing integrity, safety and environmental responsibility.

Employee Status Definitions

Only full-time, direct hire employees are eligible for benefits explained throughout this handbook.

Union contract, part-time and temporary employees that are hired on a less than regular basis and do not receive benefits explained in the handbook, must abide by the Company's personnel policies. They may be granted some benefits on occasion at the discretion of the Company.

A Union contract employee is a one who is contracted to De-Cal through a union affiliated association, such as the various Locals we employ our technicians of different specialties from.

A full-time employee is one who is hired as such and works (30) or more hours each week.

A part-time employee is one who works less than thirty (30) hours per week over a twelve-month period as defined by federal regulations.

A temporary employee is one who is hired for a specific project or length of time only.

Exempt employees are not eligible for overtime pay under the Fair Labor Standards Act (FLSA). They are paid on a salary basis and must meet specific job-duty requirements defined by federal and state law. Exempt employees are expected to fulfill the responsibilities of their role regardless of the number of hours required.

Non-exempt employees are eligible for overtime pay for all hours worked over 40 hours in a workweek (or the applicable state threshold). They are generally paid on an hourly basis, and their time worked must be accurately recorded. Non-exempt employees must receive at least the minimum wage and overtime pay at 1.5 times their regular rate of pay, as required by law.

All provisions of this handbook are subject to change without notice at the discretion of the Company.

Policy applies to employees with a "Non-Union" employment status.

Equal Employment Opportunity

It is the Company's policy to provide equal employment opportunities to all applicants and employees, and individual growth opportunities to all employees in accordance with all applicable federal and state regulations.

The Company will maintain and conduct all practices relating to recruitment, hiring, discipline, assignment of work, promotion, and other terms and conditions of employment without regard to race, color, age, religion, national origin, sex, genetic information, disability, height, weight, citizenship, misdemeanor arrest record, marital or veteran status and any other statuses protected under federal, state or local law.

Americans with Disabilities Act (1990)

The federal Americans with Disabilities Act and the Michigan Persons with Disabilities Civil Rights Act are anti-discrimination laws which prohibit employers from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment.

Under Michigan law only, a disabled employee who feels accommodation is needed to perform a job must notify his/her supervisor, in writing, of the need for accommodation within 182 calendar days after the date the employee knew, or reasonably should have known, that an accommodation was needed. Federal law also provides that any employee needing accommodation for their disability should request it of their employer.

Upon receipt of an accommodation request, his/her supervisor and the appropriate member of management will meet with you to discuss the request and the potential accommodation. The Company may also ask you to obtain certain information from your physician to assist it with decisions concerning its obligations.

Genetic Information Nondiscrimination Act (2008)

Under the Genetic Information Nondiscrimination Act of 2008 (GINA), employers are prohibited from requesting genetic information from applicants, employees or their family members and cannot use genetic information in making employment decisions. In order to comply with this law, the Company is asking employees not to provide any genetic information to the Company or its representatives. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assisted reproductive services.

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Anti-Harassment

The Company is committed to maintaining a work environment that is free from harassment where employees at all levels can devote their full attention and best efforts to the job. Harassment and retaliation have no place in the work environment.

The Company does not authorize and will not tolerate any verbal or physical conduct or communication based on any status or characteristic protected under federal, state, or local law (including those specifically identified in the Company's Equal Employment Opportunity statement, found on Page 7 of this Handbook).

Sexual Harassment

De-Cal, Inc. has created this sexual harassment policy to assure that no employee is discriminated against or harassed in the workplace and that no employee believes that his or her employment depends on, or is affected in any way by his/her submission to, or rejection of, such improper conduct or communication, including where any of the following occurs:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment.
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such an individual's employment.
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

One who commits discrimination or harassment may attempt to be discreet and it may therefore be difficult for the Company to discover and correct these violations on its own. Therefore, any employee who feels that he or she has been subjected to harassment is required to immediately inform his or her manager/supervisor, within 7 days of the incident.

Untimely complaints will be investigated to the extent it is still possible. The Company can only act when it receives a complaint or knows of policy violations and can only protect an employee from further harassment if it becomes aware of the employee's concerns.

All complaints will be treated seriously and investigated. Further, anyone in a management or supervisory position who becomes aware of any potential harassment or discrimination, even if told in confidence, is required to initiate the investigation process and make the President aware of such investigation.

Such reports will be investigated thoroughly. Employees are required to cooperate in an investigation, and in certain circumstances, written statements may be required.

Violation of this policy, including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.

The Company not only prohibits harassment but also strictly prohibits any retaliation against an employee who, in good faith, has registered a complaint under this policy or participated in the investigation. Employees are required to report any retaliatory conduct within 3 days to his/her manager/supervisor. In the event that any complaint is about your manager/supervisor, Employees are required to report the suspected conduct to the President. Any employee of the Company who, after investigation, has been determined to have retaliated against an employee for utilizing the complaint procedure in this policy or participating in an investigation will be subject to appropriate discipline up to and including immediate termination.

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Whistleblower

A whistleblower as defined by this policy is an employee of the Company who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge or a concern of illegal or dishonest fraudulent activity, the employee is to immediately contact his or her manager/supervisor, or the President

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas — confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals with their legal rights of defense. The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threat of physical harm. Any whistleblower who believes he/she is being retaliated against must immediately contact the President (who is not the subject of concern). The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged, investigated and determined to be true.

Policy applies to all employees, regardless of their “Union” or “Non-Union” employment status

Immigration Law Compliance

The Company is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Company within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Legal or Payroll Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Employee Honesty and Integrity

The Company expects that each of its employees will exhibit honesty and integrity to the highest degree.

No Company property, equipment or supplies are to be removed from the premises by any employee without express permission from the employee's manager/supervisor. An employee who observes another employee removing any Company property without authorization, or misusing it, is obligated to advise the Company of this fact.

As an employee of the Company, you may have access to sensitive confidential and proprietary information regarding our business. All confidential and proprietary information is to remain strictly confidential. Any disclosure of such information to fellow employees or outsiders will result in discipline, up to and including termination. Further, the Company will exercise all its rights under the law against the offending employee.

Rules of Conduct

The Company has certain rules of conduct that must be followed to get our work done in an efficient and orderly manner. Each employee is expected to become familiar with the prohibited conduct listed below so that everyone knows what is, and is not, acceptable behavior. Based on common sense and good judgement, these rules are designed to protect our work environment and business.

Violations of the following rules, which prohibit the indicated behavior, will, on the discretion of the Company, result in disciplinary action up to and including termination:

- Falsifying Company records or information.
- Unauthorized removal of Company property.
- Unauthorized removal of the property of a fellow employee.
- Leaving job during working hours without permission of supervisor.
- Insubordination or failure to follow instructions.
- Fighting or conduct of intimidation, including harassment of any nature.
- Gambling.
- Possession or use of intoxicating beverages or narcotics or other controlled substances on Company premises/property or working under the influence. This shall also include the abuse of prescription drugs.
- Arrest and conviction of serious criminal offenses.
- Revealing or publicizing the Company's confidential or proprietary information which includes, but is not limited to, financial information, new business and product ideas, marketing strategies and plans, pricing information, cost information, raw material suppliers, Company databases and the information contained therein, customer lists, technical product information, and computer network access codes.
- Carrying weapons on Company property and/or job sites without proper authorization.
- Sleeping on the job.
- Proper care and maintenance of company owned equipment
- Conduct on/off site deemed harmful to operations, morale or production.
- Irregular attendance. Excessive lateness for work.
- Substandard quality and/or quantity of work.
- Failure to report absence, or falsification of reporting absence.
- Failure to cooperate in the investigation of any offense or in the maintenance of a safe workplace.
- Horseplay in violation of safety rules.
- Unauthorized use of Company property.
- Discriminatory/Improper language.
- Failure to report injury or accident immediately to the safety department.
- Failure to follow protocols highlighted within the Company Safety Manual.

The above rules are not intended to be all inclusive of the proper standards of conduct or other obligations of employees. The Company reserves the right to take disciplinary action when necessary for other offenses not specifically listed here.

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Electronic Communication Policy

This policy applies to all employees of the Company who have access to electronic devices and the Internet/Network to be used in the performance of their work. Use of the Internet/Network by employees of the Company is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet/Network through the Company is a privilege and all employees must adhere to the policies concerning Computer, Mobile phone, iPad, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

All electronic data that is composed, transmitted and/or received by Company devices is considered to belong to the Company and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet/Network are considered property of the Company and the Company reserves the right to monitor Internet/Network traffic and monitor and access data that is composed, sent or received through its online connections.

In the event your employment ends, all company-owned property, including but not limited to, mobile phone, computer, laptop, iPad, tablet, remarkable think pad, email, electronic files, hard drives, flash drives, etc., must be returned. Do not erase or remove any information from any device.

Emails sent via the Company email system should not contain content that is deemed to be offensive and/or in violation of the Company's prohibitions against discrimination and harassment. Material that would be considered inappropriate, offensive or disrespectful to others cannot be sent, accessed or stored. This includes, but is not limited to, offensive or derogatory comments based on or regarding any status or characteristic protected under federal, state, or local law (including those specifically identified in the Company's Equal Employment Opportunity statement, found in this Handbook).

All sites and downloads may be monitored and/or blocked by the Company if they are deemed to be harmful and/or not productive to business. Employees shall have no expectation of privacy regarding any action or communication affected on or by the Company's electronic devices and the Internet/Network used by the Company.

Unacceptable use of the Internet/Network by employees includes, but is not limited to:

- The installation of unauthorized software.
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via email.
- Visiting Internet sites that contain obscene, pornographic, hateful or otherwise objectionable materials.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Downloading, copying, or transferring company files/property to unauthorized devices, hard drives, flash drives, repositories, data clouds, etc.
- Using the Internet or email for gambling or any illegal activities.
- Sharing confidential material, trade secrets or proprietary information outside of the organization including, but is not limited to: financial information, new business and product ideas, marketing strategies and plans, pricing information, cost information, raw material suppliers, Company databases and the information contained therein, customer lists, project plans, project specifications, project files technical product information, computer software source codes, computer network access codes and details of business partnerships.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the Company, its products/services, colleagues and/or customers.
- Introducing malicious software onto the Company network and/or jeopardizing the security of the organization's electronic communications systems.
- Intentionally interfering with normal operation of the network, including the propagation of computer viruses, or sustained high volume network traffic that substantially hinders others in their use of the network.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the organization.

If an employee is unsure about what constitutes acceptable Internet/Network usage, then they should ask their manager/supervisor or the IT Department for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of the Company Network and Internet connection. Any user violating these policies is subject to disciplinary actions deemed appropriate by the Company.

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Vehicle Use and Safety Policy

This policy applies to all employees, regardless of their designated employment status. This policy covers the use, compliance, safe operation and maintenance of all Company-owned, leased or personal passenger vehicles used for Company business.

The Company believes in and supports compliance with all laws and regulations related to its business, including those laws and ordinances related to the operation of motor vehicles. In that regard, the Company will not be responsible for any fines, legal fees, or any other costs incurred by an employee because of a violation of any law, regulation or ordinance.

Many employees operate Company-owned, Company-leased, or personal vehicles used for Company business as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents. The Company is committed to promoting a high level of safety and responsible driving behavior. To that end, all employees using Company-provided vehicles or their own vehicles on Company business must adhere to the following:

- Company-provided vehicles can only be operated by employees who have filled out the required driving background report documentation located within your New Hire Packet and have been granted approval.
- The interior and exterior of Company-provided vehicles should be maintained by the employee in a neat and clean condition and free from any damage.
- Employees operating Company-provided vehicles must follow the manufacturer's guidelines for vehicle maintenance including oil changes, brake wear, belt and hose replacement, etc. Only commercial service facilities are authorized to perform maintenance on Company-provided vehicles. Maintenance records must be obtainable by, or available from, employees operating Company-provided vehicles.
- Company-provided vehicles and personal vehicles used for Company business will be operated and insured in accordance with applicable local and state laws. Insurance policies must be maintained in force on all personal vehicles used for Company business.
- Any employee authorized to operate any Company-provided vehicle or personal vehicle on Company business will be subject to a motor vehicle background check.
- Any employee operating a Company-provided vehicle or personal vehicle used for Company business must possess a valid state driver's license and an acceptable driving record.
- The driver and all occupants are required to wear safety belts when the vehicle is in operation.
- The driver shall not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by the following non-exhaustive list: alcohol; drugs (whether legal or illegal); prescribed or over-the-counter medication; illness; fatigue; or injury.

- Drivers must abide by all federal, state and local motor vehicle regulations, laws and ordinances.
- Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee. Drivers are encouraged to rent vehicles equipped with air bags and ABS brakes, where available.
- Drivers are to refrain from placing or receiving cellular calls while the vehicle is in motion unless they use a hands-free device.
- Texting and emailing while driving is prohibited in all circumstances.
- Employees are responsible for Company property including, but not limited to, computers, work papers, tools, and equipment while it is in their vehicle. In the event that any of such property is left unattended and is stolen, damaged or destroyed, employees may be responsible for sharing the cost of the replacement, depending on the circumstances of the loss. The Company will not reimburse the employee for any personal property which is stolen or otherwise lost or destroyed in any Company-provided vehicle and personal vehicle used for Company business.
- Employees that receive more than three (3) moving traffic violations in a six (6) month period will lose their privilege of driving a Company-owned/leased vehicle. Before the privilege of driving a company-owned/leased vehicle will be reinstated, an employee's driving record will have to be free of any violations for at least six months following the loss of privileges.
- If any of the following violations are discovered, an employee will immediately and permanently lose the privilege of driving a Company-owned/leased vehicle, and may be subject to other disciplinary action, up to and including termination:
 - A conviction of driving under the influence of alcohol and/or drugs.
 - Leaving the scene of an accident (hit and run) without notifying the appropriate authorities.
 - Gross negligence in driving, which caused damage to property and other drivers/pedestrians.
 - Failure to report a revoked or suspended driver's license.
 - Withholding information about an accident or misrepresentation of facts.

Accidents

- Do not claim responsibility and do not discuss the accident, except with law enforcement officers.
- Notify your immediate manager/supervisor and law enforcement as soon as possible.
- Cooperate with any law enforcement officers
- Move the vehicle only in the direction of a law enforcement officer
- Get an accident report.
- Do not sign any forms unless required by a law enforcement officer
- At the accident scene, get the following information:
 - Name, address, and phone number of driver(s) involved in accident

- Make, Model & License Plate number of driver(s) involved in accident
- Investigating officer name and law enforcement agency
- Names, addresses, and phone numbers of all witnesses
- Make, Model & License Plate number(s) of all witnesses

Operating Company Vehicles While Impaired – Zero Tolerance Policy

The Company maintains a strict zero-tolerance policy regarding the operation of company-owned, leased, or rented vehicles while impaired. Employees are prohibited from operating a company vehicle while under the influence of alcohol, illegal drugs, cannabis, misused prescription or over-the-counter medications, or any substance that may impair judgment, alertness, reaction time, or motor skills.

Employees are encouraged to report any reasonable suspicion that an individual is operating, or attempting to operate, a company vehicle while impaired. Reports should be made promptly to a supervisor or manager. The Company will handle all reports discreetly and in good faith. No employee will be subject to retaliation for reporting concerns or participating in an investigation related to suspected impairment. Reports made maliciously or in bad faith may result in disciplinary action.

This policy applies at all times when an employee is operating a company vehicle, including during working hours, after hours, and while on or off Company premises.

Any violation of this policy, including refusal to submit to required testing when permitted by law, will result in immediate disciplinary action, up to and including termination of employment. Violations may also result in loss of driving privileges and potential legal consequences.

Policy applies to all employees, regardless of their “Union” or “Non-Union” employment status

Mobile Phone and Use Policy

Company Owned and Supported Mobile Phones

Employees are expected to treat Company provided mobile phones with the utmost care to prolong their usable life and to safeguard the sensitive information that may be stored on them. The Company is not responsible for broken, lost, stolen, or otherwise damaged Company-provided mobile phones that occur due to negligence.

Per internal policy, all Company-provided or supported mobile phones must be password protected.

If a Company provided or supported mobile phone is lost, the employee must contact their manager/supervisor as soon as possible.

If an employee leaves the Company for any reason or moves to another position that no longer requires a mobile phone, the employee is expected to turn in the Company provided mobile phone either during the exit process or before the new position is started.

For mobile phone rules related to electronic usage and limitations, see the "Electronic Communication Policy."

Safety and Housekeeping

Efficiency is one of the key products of a neat, clean and SAFE work area. As an employee, you are required to always keep your work area in good order. If anything in your area requires repair or replacement, report it to your manager/supervisor.

Because safety is of the utmost concern to all of us, we require that extreme care be used in the use of all tools and equipment. Normal safety precautions are to be used when operating large or small power tools and heavy or light equipment. The large, motorized equipment is to be operated with safety in mind. Under no circumstances may any unlicensed or untrained personnel operate the equipment. Anyone misusing, mishandling or abusing the tools or equipment will be subject to discipline, up to and including termination.

Pay Period

The workweek of the Company shall begin on Monday and end on the following Sunday. All employees will be paid weekly ending on the Sunday of the appropriate week, with checks being issued on the following Thursday. Employees are paid on a one-week deferred basis.

The Company strongly encourages employees to use direct deposit. Authorization forms are available in the Payroll Department. The Company will also utilize Miter Payroll Service as a dashboard for check stubs, personal information, direct deposit, etc. A log in for your personal dashboard will be provided prior to your first pay period.

In the case of a payday Thursday falling on a holiday, the payday will be the day preceding the holiday.

Payroll stubs itemize deductions made from gross earnings. By law, the Company is required to make deductions for Social Security, Medicare, Federal and State Income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs will differentiate between regular and overtime pay received.

If there is an error in an employee's pay, bring the matter to the attention of the immediately so the Company can resolve the matter promptly and amicably.

Time Reporting and Tracking

Employees are responsible for reporting any personal time off consistent with the Frontloaded PTO Policy Dated March 22, 2025.

The Company reserves the right to check each employee's attendance.

In case of inclement weather, employees are urged to use their best judgment about reporting to work. If you are unable to get to work or if you are late, please notify your manager/supervisor. If you can safely get to your assigned location, you are expected to do so. If you need to delay your commute for safety reasons, you should do so. Your manager/supervisor may need to adjust your schedule to make up lost hours or you may have to use paid time off days at the reasonable discretion of your manager/supervisor.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including termination.

Time Cards

All employees are required to submit time cards by their last working shift of the week. Time cards must be submitted no later than Sunday evening in a form identified by your manager/supervisor.

Overtime

Overtime work must be authorized or approved in advance by the manager/supervisor.

Overtime, at the rate of time and one-half, is paid for all hours worked (non-exempt employees only) in excess of forty (40) hours in any workweek. Exempt employees are not eligible for overtime pay. New employees will be informed of their exempt status in the offer of employment.

Paid-time off and holiday hours are to be documented and reimbursed at eight (8) hours of straight time.

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Employee Relations Policy

The Company's policy has been and will continue to be an open-door policy under which all employees will have the right to deal directly with their managers/supervisors and other members of management with reference to all working conditions.

No employee is required to obtain any other person or organization to represent him or her in the presentation of complaints, problems or questions of application of working policies in discussion with management.

Two-Way Communications Plan

- If something is troubling you, or you feel you have an employment problem, you need to express your feelings to your manager/supervisor.
- When groups of people are working together closely, some misunderstandings are bound to occur. If something is bothering you, if you are discouraged, worried or upset, either about your work or some outside problem, you are not at your peak of efficiency. Please feel free to discuss any troublesome matters with your manager/supervisor or executive management team. The Company is sincerely interested in your welfare and will do all we can to help you. At no time will there be a fear of retaliation or retribution from the Company.

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Employee Retirement Plan

Full-time employees may voluntarily choose to participate in the Company's 401(k) plan on the first day of employment via payroll deductions. Employees may elect to make pre-tax contributions to the 401(k) plan and/or post-tax contributions to the ROTH 401(k) plan.

Employee contributions must be in increments of one percent (1%). Employee contributions have no percentage limit but may not exceed the annual dollar amount dictated by IRS and/or relevant statute. Employee contributions are deposited in individual accounts following issuance of employee pay checks.

Company Match

The company will match the first 3% contributed dollar for dollar, and \$.50 on the dollar up to 4%. In order to receive the full 4% employer match, employees must contribute a minimum of 5% to the 401K plan. This match will be funded each week along with payroll.

Vesting

All employee contributions and any respective valuation changes are one hundred percent (100%) vested in the program.

Policy applies to all employees with "Non-Union" employment status

Health and Life Insurance

Medical/Dental

The Company offers medical and dental insurance to eligible employees, spouses and dependents. Eligible dependents are those as defined by the Company's medical and dental insurance carriers. The insurance carrier(s) and/or policy may be changed at any time subject to at least 30 days' notice.

The employee's contribution for medical and/or dental insurance is the difference between the cost of the plan less the Company's contribution. The employee's contribution will be deducted pretax, from regularly scheduled payroll. Please refer to the Medical/Dental Summary Plan Description for details.

Employees who waive their full medical benefits will be eligible for a reimbursement of \$250/month. Employees who elect to take a portion of the health benefits provided by the Company will not be eligible for the reimbursement.

Life Insurance

Full-time employees will receive Company-sponsored life and accidental death and dismemberment insurance of \$25,000. Employees can also elect voluntary supplemental life and accidental death and dismemberment insurance for themselves, spouses and dependents. If the employee elects this benefit, the contribution will be made through payroll deductions each pay period on a post-tax basis. The amount of death benefit coverage is determined by the employee according to the guidelines established by the insurer. The life insurance program may be changed at the sole discretion of the Company at any time.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives covered workers and certain beneficiaries who lose their health benefits under specific qualifying events the option to choose to continue group health benefits provided by their group health plan for limited periods of time at a cost of 102% of group premium rates.

In the case of a qualifying event, the Company's third-party COBRA administrator will give covered workers and/or qualified beneficiaries an election notice, which describes their rights to continuation of coverage. Please contact his/her supervisor for specific COBRA-related questions.

Policy applies to all employees with "Non-Union" employment status

Paid Time Off

Full-time non-union employees are eligible for paid time off (“PTO”) consistent with the Frontloaded PTO Policy (previously distributed with employee new hire packet) based on the following schedule:

Standard PTO Allowance

Calendar Years	Days of PTO
1 st calendar year	10
5 th calendar year	15
15 th calendar year	20

Policy applies to all employees with “Non-Union” employment status

Holidays

The Company observes the following holidays:

New Year's Day
Memorial Day
Fourth of July
Labor Day

Thanksgiving Day
Christmas Day

Holiday pay is paid to full-time employees at the same straight time hourly rate as you are paid for the hours in the week in which the holiday falls.

When a holiday falls on a Saturday, the holiday will be celebrated on the preceding Friday. When a holiday falls on a Sunday, the holiday will be celebrated on the following Monday.

Policy applies to employees with "Non-Union" employment status

Family & Medical Leave Policy

The Family Medical Leave Act (FMLA) allows for eligible employees who work for covered employers to take unpaid, job-protected leave for specified family and medical reasons.

Eligibility

An “eligible employee” is one who:

- Has been employed by the employer for at least 12 months.
- Has worked at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave (unless absent due to military service as permitted by the Uniformed Services Employment & Re-Employment Rights Act); and
- Works at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

Reasons for Taking Leave

Eligible employees may take up to 12 weeks of unpaid leave in a rolling 12-month period for one or more of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care (leave time for this type of event must be used consecutively and expires at the end of the 12-month period beginning on the date of birth or placement).
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform any one of the essential functions of the employee’s job.
- For a qualifying exigency (a pressing or urgent situation) arising out of an employee’s spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed forces in support of a contingency operation up to 12 weeks – Family Leave Due to Call to Active Duty.
- For a spouse, son, daughter, parent or next of kin caring for a recovering service member up to 26 weeks – Caregiver Leave for an Injured Service member.

While there are specific requirements under FMLA, in general, a “serious health condition” means an illness, injury or impairment that requires in-patient care at a medical facility or a period of “incapacity” of more than 3 consecutive, full calendar days (which may include days off) and continuing treatment by a healthcare provider. “Treatment” includes examinations and testing to determine if a serious health condition exists; it does not include routine examinations or physicals. Also, absences caused by the common cold, flu, routine dental problems and the like, generally will not qualify for FMLA leave unless there are serious complications.

In the event that both the employee and spouse are employed by the Company, the employee and spouse are entitled to a combined total of 12 weeks during the 12-month period, if the leave is for one of the reasons above (other than the employee's own serious health condition) or a combined total of 26 weeks if Military Caregiver Leave is taken. Specific rules apply depending on the reason giving rise to the need for FMLA leave.

Advance Notice and Medical Certification:

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to his/her supervisor.

- The employee must provide 30 days advance notice when the leave is "foreseeable." If the employee fails to give 30 days' notice, the Company may deny the employee FMLA leave until at least 30 days after the employee made the leave request.
- When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances, which will generally mean at least a verbal notification within 2 business days of when the need for leave becomes known to the employee.
- The employer will require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the Company's expense).
- The employer will request certification to support a request for leave to care for the employee's child after birth, or placement for adoption or foster care.
- The employer will also request certification that a family member is either on active duty or has been called to active duty when it receives a request for Service Leave.

Military Caregiver Leave

Eligible employees with a spouse, son, daughter or parent on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement which permits eligible employees who are a covered service member's spouse, child, parent or next of kin to take up to twenty-six (26) weeks of leave to care for a covered service member with a serious injury or illness during a single twelve 12-month period (one time basis only). A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing

medical treatment, recuperation or therapy, is otherwise in outpatient status, or is on the temporary retired list for a serious injury or illness. These individuals are referred to in this policy as “current members of the Armed Forces.” Such leave may not be taken to care for former members of the Armed Forces, Reserves or National Guard, or members on the permanent disability retirement list.

Military Caregiver Leave shall only be available on a per injury basis during a single 12-month period measured forward from the day the leave begins. Additional leave may be granted during a subsequent 12-month period for a different injury to the same covered service member or for an injury to a different covered service member.

Once FMLA Leave has been Requested

Once an employee makes a request for family medical leave, the Company will provide specific notice including the following:

- That the leave will be counted against his or her annual family medical leave entitlement.
- Any requirements for the employee to furnish medical certification of a serious health condition and the consequence of failing to do so.
- Any requirements of the employee to utilize paid leave will be outlined in the Notice of Eligibility and Rights.
- Any requirements for the employee to make any premium payments to maintain health benefits, the arrangements for making such payments and the liability for premium payments if employee fails to return to work.
- Any requirement for the employee to present a fitness for duty certificate to be restored to employment.
- The status as a key employee and potential consequence that restoration may be denied following family medical leave.
- The employee’s right to restoration to the same or an equivalent job on the return from leave; and
- The notice may include other information such as whether the Company will require periodic reports of the employee’s status of intent to return to work.

Use of Paid Leave Time & Group Health Benefits

When FMLA leave is granted, the employee will be required to use the following available paid time in the order outlined below which will run concurrently with FMLA leave.

Unused paid time off

Any remaining FMLA leave will be unpaid.

While an employee is on FMLA leave, the Company will continue to maintain existing group health plan coverage. In the event that the health plan or benefits change, the Company will notify the employee of the new or changed benefits.

An employee may elect, however, not to continue group health benefits for the time that he or she is on unpaid FMLA leave.

Any share of health plan premiums, which have been paid by the employee prior to FMLA leave, must be paid by the employee during the leave period. Thus, payment would be due on the first day of each month. Please make arrangements with the Payroll Department.

The employee's failure to pay his or her portion of any health insurance premium will result in loss of coverage while on FMLA leave. If coverage lapses due to non-payment, restoration of all coverage and benefits will begin upon returning to work without any additional waiting periods or other limitations. This restoration will be equivalent to the coverage that the employee would have had if leave had not been taken and the premium payment had not been missed.

The Company also reserves the right to recover its share of health plan premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work after the employee's FMLA leave entitlement has been exhausted or expires.

Restoration of Employment

Upon return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The employer will require a fitness-for-duty certification or Return to Work note from the employee's health care provider before resuming work duties for employees who take leave for their own serious health conditions.

Other Information:

While on a FMLA leave of absence, as with other leaves of absences, the employee is prohibited from performing any work for another employer (or another entity or person as an independent contractor or self-employed worker). Doing so is a dischargeable offense.

The Company provides FMLA leave benefits under its policy only to the extent required by federal law (or state law, where applicable). Again, should the need for FMLA leave arise, please reach out to the Payroll Department.

Personal Leave of Absence Policy (Non-FMLA and Non-Military)

De-Cal, Inc. recognizes that an employee may have a need to be absent from work in order to attend to personal situations beyond those covered by company-provided paid time off (PTO).

Such approved periods of leave will be unpaid except where an employee elects to use accrued PTO to offset a loss in pay. The leave provided for in this policy is different from leave that may be required under applicable laws such as the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Absences that are covered by the FMLA or USERRA are not covered by this policy. Employees should discuss leave rights under such laws with the Payroll department before resorting to the leave provided for in this policy.

Requesting Personal Leave

A request for critical personal leave must be made in writing, must be for a specified period and must be directed to the department manager. All leave requests should be accompanied by documentation supporting the necessity for the leave except where this would cause an undue hardship on the employee, in which case documentation must be provided within a reasonable time period.

Examples of appropriate documentation include court documentation for any criminal proceeding in which the employee (or household family member) was a victim; insurance company documentation of major sustained loss or damage to a residence or other property of the employee; physician documentation of necessity for medical care or disability; and local social welfare, victims assistance group or church certification in cases of domestic violence.

Leave Duration

Personal leave may be taken in a continuous block of time or sporadically as dictated by the period specified in the documented leave request.

Benefit Plan Continuation

When critical personal leaves require sustained periods of absence, the company will permit health care continuation during such periods of leave to a maximum of one month on the same basis as active employees. Employees should establish in advance a contribution payment schedule with Payroll prior to the commencement of leave. Other insurance coverage and 401(k) contributions will be suspended during periods of unpaid leave and reinstated upon an employee's return to work.

Making Arrangements Prior to Leave

Employees will need to meet with Management prior to the commencement of leave, or in the event of emergency leave as soon as practicable, to:

- Confirm approved leave dates.
- Ensure that required verification is on file.
- Acknowledge the health care payment schedule and reconcile advance payment requirements for insurance continuation during unpaid leave.

Employees must also meet with their manager to review outstanding work assignments prior to taking leave, or as soon as practicable if leave is unforeseeable.

Employees who fail to meet with management as required may have leave denied under this policy and may be subject to disciplinary action.

Confidentiality

A request for leave by an employee will be kept confidential, and information related to the reason for the leave will be restricted to those with a need to know, such as department managers and executive management.

Parental Leave

Paternity leave is available to male employees who are the biological or legally recognized fathers of a newly born child.

In order to assist and support new parents with balancing work and family matters, the Company is providing paid Parental Leave. Parental Leave offers eligible employees with one (1) week of paid time off (40 hours) at base wage for activities related to the care of their newborn or adopted child.

PTO can be used if additional time is needed.

Eligibility

An eligible employee is one who:

- Is a full-time non-union employee of the Company
- Has been a full-time employee of the Company for at least one (1) year
- Is welcoming a new child to the home either through birth or adoption

How to Request Parental Leave

To request Parental Leave, the employee must provide thirty (30) days' advance notice in writing to your supervisor. The employee must also discuss their expected time off work with their manager/supervisor. The Company will require certification of the relationship of the child to the employee.

Paid Maternity Leave Policy

De-Cal, Inc. will provide six (6) weeks of paid maternity leave to employees following the natural birth of an employee's child, or the placement of a child with an employee in connection with adoption or foster care, and eight (8) weeks of paid maternal leave following a cesarean section. The purpose of paid maternity leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children.

Eligible employees must meet the following criteria:

- Has been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, non-union regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.
- Each week of paid maternity leave is compensated at 100 percent of the employee's regular, straight-time weekly pay.
- Employees must take paid maternity leave in one continuous period of leave and must use all paid maternity leave during the 6–8-week time frame indicated above. Any unused paid maternal leave will be forfeited at the end of the 6–8-week time frame.
- Upon termination of the individual's employment at the company, employee will not be paid for any unused paid maternity leave for which employee was eligible.

Coordination with Other Policies

- Paid maternity leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid maternity leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees paid-time off (PTO). Upon exhaustion of accrued paid-time off, any remaining leave will be

unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

- The company will maintain all benefits for employees during the paid maternity leave period just as if they were taking any other company paid leave such as paid-time off.
- If a company holiday occurs while the employee is on paid maternity leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid maternity leave entitlement.
- An employee who takes paid maternity leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid maternal leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Maternity Leave

- The employee will provide his or her supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required by the Company to substantiate the request.

Policy applies to employees with “Non-Union” employment status

Return to Work Policy

The purpose of this policy is to provide guidelines for employees returning to work following an approved leave of absence due to Family and Medical Leave Act (FMLA), non-FMLA medical leave, or injury/illness (work-related or non-work-related). The Company is committed to supporting employees' safe and timely return to work while maintaining operational needs.

This policy applies to all employees who have been absent from work due to:

- FMLA leave
- Non-FMLA medical or personal leave
- Work-related injuries or illnesses
- Non-work-related injuries or illnesses

Before returning to work, employees must:

1. **Notify Supervisors** of their anticipated return date.
2. **Provide medical clearance** from a licensed healthcare provider when required, confirming the employee's ability to return to work and outlining any work restrictions.
3. **Comply with all safety and job-related requirements** applicable to their position.

The Company reserves the right to require a fitness-for-duty certification when permitted by law.

FMLA Leave

- Employees returning from FMLA leave will be reinstated to the same or an equivalent position, in accordance with FMLA regulations.
- A fitness-for-duty certification may be required if the leave was due to the employee's own serious health condition.
- If an employee is unable to return to work at the conclusion of FMLA leave, additional leave may be considered under Company policy or applicable laws (e.g., ADA) but is not guaranteed.

Non-FMLA Medical or Personal Leave

- Employees returning from non-FMLA leave must provide medical documentation confirming their ability to return to work, with or without restrictions.
- Reinstatement is not guaranteed and will depend on business needs, job availability, and the employee's ability to perform essential job functions.
- Requests for additional leave or accommodation will be evaluated on a case-by-case basis.

Work-Related Injuries or Illnesses

- Employees who experience a work-related injury or illness must comply with all workers' compensation reporting and treatment requirements.
- The Company may offer temporary modified or light-duty assignments when available and medically appropriate.

- Medical clearance is required before returning to full duty.
- Failure to comply with treatment or return-to-work requirements may impact workers' compensation benefits and continued employment.

Non-Work-Related Injuries or Illnesses

- Employees must provide medical documentation outlining any restrictions or limitations.
- The Company will assess whether reasonable accommodation can be provided consistent with applicable laws.
- If the employee is unable to perform essential job functions with or without accommodation, continued employment may be impacted.

Reasonable Accommodations

The Company will engage in an interactive process, as required by law, to determine whether reasonable accommodation can be provided for employees returning to work with restrictions. Accommodation is not guaranteed and must not impose undue hardship on business operations.

Failure to Return to Work

Failure to return to work as scheduled, provide required documentation, or communicate with your supervisor may result in disciplinary action, up to and including termination of employment.

Policy Administration

The Company reserves the right to modify this policy at any time.

Access to Medical and Personnel Records Policy

The Company makes every effort to protect employees' privacy rights and interests and prevent inappropriate or unnecessary disclosure of information from any employee's file or record.

While complying with governmental reporting and record-keeping requirements, the Company strives to ensure that it handles all personal and job-related information about employees in a secure, confidential and appropriate fashion in accordance with the principles outlined below.

Employees have reasonable access to personnel, medical and immigration records. Copies may be requested by providing a request in writing and allowing at least five (5) business days for the request to be completed.

Medical and immigration records are maintained separately from personnel records.

Requests for copies of the above records by an employee need to be addressed in writing and include the employee's signature. Requests for copies of the above records, other than from the employee, must be addressed in writing and have employee's signature authorizing the release of such information. In the event that a subpoena is served for medical records, the employee will receive a notice of the request. Exceptions to this policy, such as for providing information to state unemployment agencies, may be made by the Company using its reasonable discretion.

Personnel records may be accessed by the manager/supervisor of an employee only in the course of performing job functions.

All paper-based documents related to the Company's personnel record system are kept in secure, locked files.

If an employee believes that the access to medical and personnel records policy has been violated, he or she needs to contact a member of executive management.

Employee Purchases/Expenses Policy

De-Cal, Inc. reimburses employees for all necessary work-related expenses that are incurred and approved by the Board of Directors.

For the purposes of this policy, the Board of Directors includes:

- Andy Calcaterra
- Randy DeBeul
- Frank Gambino
- Brian Martin
- Dominic DeBeul
- Gerald Calcaterra

This policy applies to all employees.

Eligible Work-Related Expenses

Necessary work-related expenses may include, but are not limited to:

- Business travel expenses, such as mileage, flights, meals and lodging
- Tools, equipment and/or materials required to perform the employee's job
- Customer meals over \$100 (insert specific dollar threshold)
- Customer outings and appreciation events
- Customer donations, apparel, gifts, etc.

Reimbursement Procedures

To be eligible for reimbursement, employees must follow the procedure below:

1. Pre-Approval Required
 - Prior to incurring any expense, employees must submit a request for approval via email to the Board of Directors.
 - The request must include:
 - A brief explanation of the reason for the expense
 - The total estimated dollar amount
 - Job number expense is associated with
 - Any supporting documentation (quotes, invoices, travel plans, etc.)
2. Timely Submission
 - Requests for approval must be submitted as soon as practicable.
 - Expenses incurred without prior approval may not be eligible for reimbursement.

3. Once Approval is Granted

- Employees must scan and submit an itemized receipt to Payroll regardless of purchase type.
- On the receipt, clearly indicate the job number and cost code so work related expense can be allocated correctly.
- Reimbursement will show up on the next applicable pay period.

Policy applies to all employees, regardless of their “Union” or “Non-Union” employment status

Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, De-Cal, Inc. has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of De-Cal, Inc. employees and to the security of the company's equipment and facilities. For these reasons, De-Cal, Inc. is committed to the elimination of drug and alcohol use and misuse in the workplace.

Work Rules

Whenever employees are working, and operating any De-Cal, Inc. vehicle, are present on De-Cal, Inc. premises or are conducting company-related work offsite, they are prohibited from:

- a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug or controlled substance (to include possession of drug paraphernalia).
- b. Being under the influence of alcohol, an illegal drug or controlled substance as defined in this policy.
- c. Possessing or consuming alcohol.

The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is strictly prohibited.

De-Cal, Inc. will also not allow employees to perform their duties while taking prescribed or legal drugs that adversely affect their ability to perform their job duties safely and effectively. Employees taking prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

Reasonable suspicion

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment. Executive management, corporate safety, or employee management should be consulted before sending an employee for testing. Management must use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).

- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is *warranted*, *management* will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test as soon as possible.

Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

Post-accident

Employees are subject to testing when they cause or contribute to accidents that seriously damage any company vehicle, machinery, equipment or property, or that result in an injury to themselves or another employee requiring offsite medical attention. This is any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a company owned forklift, pickup truck, overhead crane or aerial/man-lift) is found to be responsible for causing the accident. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment

Please reference the safety manual for additional and more detailed information regarding this policy, as this statement does not entirely encompass the details and information

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Military Service

The employer will comply with its obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA) which was signed by the President on October 13, 1994. The Act applies to persons who perform duty, voluntarily or involuntarily, in the “uniformed services.” These services include the Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service Commissioned Corps, including their reserve components. Federal training or service in the Army National Guard and Air National Guard also provides rights under USERRA.

“Uniformed services” include active duty, active duty for training, inactive duty training (such as drills), and initial active-duty training, as well as absence from an employment position for an examination to determine fitness to perform any such duty. USERRA covers all employees except those serving in positions where there is “no reasonable expectation that employment will continue indefinitely or for a significant period.”

The following five eligibility criteria must be met for an employee to be entitled to the rights provided under this law:

- The employee must have held a civilian job.
- The employee must have given notice to the employer that he or she was leaving the job for service in the uniformed services.
- The period of service must not have exceeded five years.
- The employee must have been released from service under honorable conditions; and
- The employee must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment.

USERRA establishes a five-year cumulative total on military service with a single employer, with certain exceptions allowed for call-ups during emergencies, for reserve drills and annually scheduled active duty for training, etc. USERRA also allows an employee to complete an initial period of active duty that exceeds five years.

Pursuant to this law the following are employee time limits for returning to work, except for fitness for service examinations:

- Less than 31 days service: By the beginning of the first regularly scheduled work period after the end of the last calendar day of duty plus time required to return home safely. If this is impossible or unreasonable, then as soon as possible.
- 31 to 180 days: Application for reemployment must be submitted no later than 14 days after completion of a person’s service. If this is impossible or unreasonable through no fault of the person, then as soon as possible.
- 181 days or more: Application for reemployment must be submitted no later than 90 days after completion of a person’s military service.

- Service-connected injury or illness: Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

Pursuant to USERRA the employer provides health benefits continuation for service members and their families during military service for up to 24 months. USERRA guarantees reemployed persons pension plan benefits that accrued during military service, regardless of whether the plan is a defined benefit plan or a defined contribution plan.

Policy applies to employees with “Non-Union” employment status

Bereavement Leave

Full-time employees are eligible for bereavement leave, pursuant to the following:

- Full-time employees are allowed up to three (3) days of paid leave (on consecutive regularly scheduled workdays) in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, grandparent or grandchild.
- Full-time employees are allowed up to one (1) day of paid leave in the event of death of the employee's stepchild, stepfather, stepmother, stepbrother, brother-in-law, stepsister, sister-in-law, step-grandparent, grandparent-in-law or step-grandchild.

Bereavement pay is calculated based on the employee's base rate of pay at the time of the absence and does not include any special form of compensation, such as bonuses or overtime.

All employees are expected to notify their manager/supervisor at least two hours before the start of their regularly scheduled shift of the need to use bereavement leave. The Company may require employees to submit documentation of attendance, verification of death and/or relationship to the deceased to be eligible for this benefit.

Workers' Compensation

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, employees are covered by workers' compensation insurance. The amount of benefits payable and the duration of payment depend upon the nature of the injury or illness. In general, however, all medical expenses are paid in full and partial salary payments are provided beginning with the seventh (7th) consecutive day of absence from work.

If an employee is injured or becomes ill on the job, the employee must immediately report such injury or illness to his or her manager/supervisor and the Safety department. This ensures that the Company can assist in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate worker compensation report not being filed in accordance with the law, which may consequently jeopardize the employee's rights to benefits in connection with the injury or illness.

Upon return to work, the employee will be reinstated to his/her position or to a comparable position. Workers' compensation leaves of absence will be classified as Family Medical Leave Act leaves if FMLA eligibility is met. Both leaves of absence will run concurrently.

Neither the Company nor the carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off duty recreational, social or athletic activity sponsored by the Company.

Smoking

The Company has a long-standing interest in employee safety and health.

Please be advised that smoking is prohibited anywhere inside company property. Additionally, smoking outside company property is restricted to areas in which cigarette disposal containers may be found; at least five feet from any building entrance. Additionally, all employees shall comply with all job site specific rules with regards to smoking regardless of location.

As you are aware, Michigan banned smoking in all indoor areas, including private offices quite some time ago, and fines may be applied to establishments not adhering to these requirements. "Smoking" under the law refers to the burning of tobacco products like cigarettes, cigars, and pipes, vaping of any nature, e-cigarettes, but not chewing tobacco. Furthermore, "smoking" shall also encompass the burning of marijuana, THC, cannabinoids, or any other controlled substances regardless of classification.

Employees who violate this policy are subject to appropriate corrective action, up to and including termination. Any questions or comments regarding this policy should be directed to his/her supervisor.

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Notice of Changes

For the employee's protection, convenience and benefit, each employee is requested to notify his/her supervisor and/or Payroll immediately of any change in name, address or phone number. Keeping this information accurate enables the Company to reach an employee in an emergency, forward mail and W-2 forms, maintain insurance and other benefits and compute payroll deductions.

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Child Labor

De-Cal, Inc. is committed to complying with all applicable child labor laws and regulations as outlined by the U.S. Department of Labor and state laws. This policy outlines the company's position and expectations regarding the employment of minors.

De-Cal, Inc. hires employees who are at least 17 years of age for certain positions subject to legal restrictions. Employees must be 18 or older to:

- Operate hazardous equipment or machinery
- Work night shifts or extended hours
- Be employed in roles requiring legal adult status (e.g., positions involving alcohol service, certain certifications, or supervisory responsibilities)
- Employees aged 18 and over may perform the full range of job duties, including those that may be considered hazardous under child labor regulations.
- These employees are not subject to restrictions regarding working hours or types of work based on age.

All employees, regardless of age, are still subject to general labor laws regarding breaks, overtime, and workplace safety.

Minors under 18 are strictly prohibited from performing jobs that the U.S. Department of Labor has deemed hazardous, including but not limited to:

- Operating heavy machinery
- Roofing or excavation work
- Work involving exposure to harmful chemicals

Work Permits and Documentation

All minors employed by De-Cal, Inc. must provide valid proof of age and any required work permits or certificates prior to starting employment. These documents must be on file with his/her supervisor.

Training and Supervision

Minors will receive appropriate job training and will be supervised at all times by a designated adult employee. Supervisors are responsible for ensuring that minor employees are working within legal guidelines.

Failure to comply with child labor laws can result in disciplinary action, including termination of employment, and may expose the company to fines or legal action.

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Diversity and Inclusion

This policy outlines De-Cal's commitment to diversity, equity, and inclusion (DEI) in all areas of our operations, including recruitment, hiring, development, and workplace culture.

We are committed to:

- Promoting a workplace free of discrimination, harassment, and bias.
- Providing equal access to opportunities for professional growth and advancement.
- Fostering an inclusive environment where all voices are heard and respected.

Policy applies to all employees, regardless of their "Union" or "Non-Union" employment status

Anti-Human Trafficking Policy

De-Cal, Inc., the State of Michigan and the United States Government prohibit trafficking of any persons. Specifically, it is a crime to knowingly recruit, harbor, transport, provide, or obtain a person for forced labor, involuntary servitude, debt bondage, or for commercial sexual activity. The U.S. Government's policy prohibiting trafficking in persons is available at 48 CFR § 52.222-50 and Michigan's law can be found at Chapter 67A of the Michigan Penal Code — sections 750.462a through 750.462j.

De-Cal, Inc. is committed to a work environment that is free from human trafficking and slavery, which for purposes of this policy, includes, but is not limited to, forced labor and unlawful child labor. De-Cal, Inc. will not tolerate or condone human trafficking or slavery in any part of our organization. As a result, De-Cal, Inc. has adopted a zero-tolerance approach to any violations under this policy.

De-Cal, Inc. employees (full time, part-time, temporary, contract, interns, union), subsidiaries, divisions, contractors, subcontractors, vendors, suppliers, partners and others through whom De-Cal, Inc. conducts business (hereafter referred to as “employees”) must avoid complicity in any practice that constitutes trafficking in persons, slavery, or engaging in any act identified in this policy.

Every employee is responsible for reading, understanding and complying with this policy. De-Cal, Inc. managers are responsible for ensuring that employees who report to them, directly or indirectly, comply with this policy and complete any certification or training required of them. If you have any questions or concerns relating to this policy, consult the De-Cal, Inc. executive management team. Report any conduct that you believe to be a violation of this policy to De-Cal's executive management so that appropriate action can be taken.

De-Cal, Inc. will not tolerate retaliation against an employee for reporting a concern in good faith or for cooperating with a compliance investigation, even when no evidence is found to substantiate the report.

Any violation of this policy may be grounds for disciplinary action, up to and including termination.

Violation of the U.S. Government's policy against human trafficking may also result in criminal prosecution of responsible individuals.

De-Cal reserves the right to interpret, modify, suspend, or terminate this Anti-Human Trafficking Policy, in whole or in part, at any time and at its sole discretion. Any such changes may be made with or without prior notice, except where otherwise required by applicable law. The company will maintain compliance with all Michigan state and federal laws and will update this policy as legal requirements evolve.

Policy applies to all employees, regardless of their “Union” or “Non-Union” employment status