



EMPLOYEE PACKET

Welcome to Native American Electric team! Here is your Employee Manual. Please take the time to read it thoroughly and familiarize yourself with the company policies.

Please confirm you have provided the office with your driver's license, social security card, tribal ID, completed job application form, banking information for direct deposit, W4, I9, pertinent licenses, and training certificates.

The office email is nae@naelectric.net and phone number is (909) 908-7570.

Daniel Silvas

Daniel Silvas
President



EMPLOYEE MANUAL

A. **Energy Lockout Policy**

Native American Electric has established energy lock-out procedures for any and all equipment. It is mandatory that each employee learn and follow all energy lock-out procedures. Failure to lock-out, or the unauthorized removal of a lock-out device, or the unauthorized attempt to re-energize locked out equipment or area is considered a terminable offense.

B. **Dress Code**

1. **Clothing:**

- a. A full-length shirt of some type shall always be worn; shirt must be long enough to reach the belt-line.
- b. Bib overalls are acceptable.
- c. Loose fitting or torn clothing is prohibited.
- d. Clothing depicting competitors is prohibited.

2. **Footwear:**

- a. Leather work-boots extending above the ankle are required.
- b. Rubber boots may be worn during bad weather months; however, all boots must be above the ankles.
- c. No tennis shoes are allowed unless the job allows it.

C. **Safety Apparel**

1. **Hard Hat:**

Must be worn at all times on a hard hat job. Hard hats are supplied by the employee.

2. **Hearing Protection:**

Hearing protection will be supplied if your job requires a protective device. Failure to wear hearing protection when required will result in disciplinary action.

3. **Eye Protection:**

Safety glasses must be worn at necessary times.

If you have questions concerning the requirement to wear eye protection, or you have prescription lenses, please let the shop know.

D. **On the Job Injuries**

Employees who have an on-the-job injury MUST report that injury right after it happens. The injury must be reported either to Travis Smith, on-site supervisor or to the office. Any employee who must have non-emergency medical treatment for an on-the-job injury

shall obtain the medical treatment from North Idaho Immediate Care Center as a first option. Accident report forms must be filled out by supervisor and submitted to the office immediately. Near-miss accidents also require an accident form.

E. **Fire Prevention**

As with personal safety, fire prevention is the responsibility of each and every employee. Know the location of fire extinguishers near your work area and that they are properly charged, and know how to use that equipment in case of emergency. Keep the floors, walkways, and stairs near your work area clear of debris or equipment which might obstruct passage under normal or emergency conditions. Report any questionable fire equipment immediately.

F. **Safety Manager**

The safety manager has an important responsibility to assist management in safety and health programs. We ask that you cooperate fully with the safety manager in its' activities. If asked, your cooperation in serving as the safety manager would be appreciated, and would help make it a success.

G. **Returning to Work**

When returning to work after an injury or illness lasting longer than three days, whether industrial or not, you will be expected to present certification from a physician that you were medically cleared to perform your regular job.

H. **Smoking Policy**

Smoking and/or vaping is prohibited on all jobs and vehicles.

I. **Tools**

It is the policy of Native American Electric that all employees are required to supply their own hand tools. The company requires that each employee provide tools of approved quality. In addition, it is the responsibility of the employee to keep his tools in a safe place.

An employee purchasing tools which are required for his or her job may arrange to have the company purchase the tools and to have payment for the tools made through payroll deductions. Such deductions cannot be less than \$25.00 per pay period, or for a time period extending longer than six months.

All company purchases, and/or payroll deductions must be approved by an employee's supervisor.

J. **Alcohol and Drug Abuse Policy**

Native American Electric considers its employees to be its most valuable asset and is concerned about their safety, health and well-being. The company recognizes that misuse of alcohol and other drugs is a pervasive problem in our society in general and that problems with substance abuse exist both within our community and in the company.

This policy on alcohol and other drug use applies to all employees. The purpose of the policy is twofold:

To prevent drug or alcohol use that adversely affects job performance and/or the working environment.

To promote use of treatment facilities and professional help available for problems related to alcohol and other drugs through the company's insurance.

Native American Electric reserves the right to pre-employment drug testing and drug testing of any employees, at any time it is suspected 1) Observable phenomena such as direct observation of drug or alcohol use, possession, or physical symptoms of being under the influence. (2) A pattern of abnormal conduct or erratic behavior.

Reasonable grounds or suspicion exist and justify a drug test if there is a clear and present physical danger to the employee, other employees or members of the general public.

Objectives

Native American Electric intends to establish a safe and healthy workplace for all employees.

- a. By identifying job performance problems at the earliest possible time.
- b. By increasing employee awareness of the dangers of drug use and abuse, especially on the job.

Policy

1. Medication:

The use of medically prescribed drugs during working hours is approved, as long as they do not affect the employee's work performance or ability to work safely.

2. Prohibited Use of Alcohol and/or Drugs:

No employee whose physical abilities or mental judgment are reasonably believed to have been altered by the use of alcohol and/or drugs shall be permitted to report to work or continue to perform work while in that condition. Any employee reporting to work so affected or engaging in the use of alcoholic beverages and/or drugs on company premises is subject to corrective action, including immediate discharge.

K. General Procedures

What to do if you have a problem or complaint:

It is not easy to pay close attention to your job if something is bothering you about your work. If this should happen, talk it over with Keith Mitchell. It is part of our responsibility to help you solve any problems or complaints you may have concerning your work. Do not delay or else it may appear to others that the problem is less important than you personally feel. There may be times when your problem or complaint cannot be handled immediately. Other times it may be necessary to find some compromise solutions. If the matter is something which you cannot discuss with Keith Mitchell, or if you still are not satisfied after it has been discussed, feel free to arrange a conference with another member of the management team. We will do our best to work out any legitimate problem or complaint you may have in your work. WE WANT YOU TO BE SATISFIED IN YOUR WORK TO THE GREATEST EXTENT POSSIBLE.

L. Personal Information

When you are employed, we ask certain basic information for our records. Some of this information may become outdated over a period of time. Please keep us informed of any change of address, phone number, number or dependents, and similar information.

M. Sexual Harassment

Native American Electric strictly forbids sexual harassment. No employee, male or female, shall solicit sexual favors or promote, induce, or inspire sexual misconduct by any means or method, including dress, speech or behavior. If you believe a coworker has engaged in discrimination or sexual harassment, you are to notify your supervisor immediately.

N. Discrimination

If any employee feels that he or she is the object of sexual discrimination, sexual harassment or any other discrimination because of their race, sex, religion, disability or ethnic origin, he or she should immediately contact his or her immediate supervisor. A full investigation will result and if the facts appear to support such a complaint, immediate action will be taken.

O. Company Rules

Violation of company rules will form the basis for immediate disciplinary action, which may include suspension or discharge depending on the severity and/or frequency of the offense. The following are not intended to be exclusive.

- 1) Smoking outside designated areas.
- 2) Unauthorized absence.
- 3) Failure to report for work without supervisor approval.
- 4) Tardiness.
- 5) Leaving work before quitting time without notifying and getting permission from your supervisor.
- 6) Bringing intoxicants or narcotics into or consuming intoxicants or narcotics on the job site.
- 7) Reporting for duty while under the influence of intoxicants or narcotics.
- 8) Failure to follow the company's fire protection program.
- 9) Removal of company property from the premises without written permission.
- 10) Sleeping on duty.

- 11) Violation of good safety practice rules as established by the company, State, and Federal laws.
- 12) Intimidation and/or sexual harassment of any individual or group of employees.
- 13) Neglect of duty or loafing on the job.
- 14) Gross misconduct including fighting.
- 15) Destruction or defacing company property due to a willful act.
- 16) Theft or destruction of property belonging to or in charge of another employee or the company.
- 17) Failure to conform to prescribed procedures.
- 18) Failure to obey posted regulations.
- 19) Willful falsification of company records.
- 20) The possession or display of firearms (except hunting rifles locked in an employee's vehicle) on company property; the firing of any firearm on company property.
- 21) "Side-work" or "Moonlighting" without expressed permission
- 22) No show, no call, or late to work
- 23) Violations listed above will result in either a verbal warning, written warning, or immediate discharge.

P. Employment Policy

It is the policy of Native American Electric to provide equal employment opportunity to all qualified persons without regard to race, color, religion, disability, sex, national origin, or age as defined in Federal and State laws. This policy covers all facets of employment including, but not limited to: recruiting, selection, placement, promotions, transfers, demotions, terminations, training, employee facilities, and all other conditions of employment.

Native American Electric by disseminating this policy manual does not in any way intend to indicate to any employee that the employee's position with the company is other than "AT WILL". This means that this document is not intended to be construed as a contract between the company and the employee, and that the employee's employment with the company may be terminated at any time and without reason. Likewise, the employee may terminate his or her employment at any time without obtaining any approval whatsoever from the company.

This policy manual is intended as a guideline for the smooth operation of the company. Native American Electric reserves the right, at all times, to amend and modify this document with all amendments to be effective as of the date of dissemination to the employee. The company further reserves the right to amend or terminate any benefits provided by the company upon notice to the employees.

Q. Employee Benefits/Insurance

Native American Electric recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the company Summary Plan Descriptions (SPDs), which are found in the attached Benefits Guide.

Medical, Dental, Vision, and Life Insurance: Full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following 60 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

ADP 401(k) Plan: NAE recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan. Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be found in the Benefits Guide.

Educational Assistance Policy: NAE will reimburse an employee for successful completion of each apprenticeship course. An employee must pass to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received.

R. Holidays & Vacations*/Time Off

Paid Holidays include: Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Labor Day, and 4th of July. If the holidays fall on a non-work day, then holiday pay is not provided. You must be employed for 60 days to received paid holidays.

**The employee forfeits any/all holiday, sick and/or vacation wage hours accrued upon separation.*

Paid Sick Leave: 40 hours of paid sick leave will be accrued at a rate of 1 hour of sick time per 30 hours worked (up to a maximum of 40 hours per calendar year). Sick leave will not be paid out upon termination of employment.

Unpaid Leave: must be requested at least 48 hours in advance by submitting time off request form to supervisor on duty. A maximum of 40 hours of unpaid leave is available per year.

S. Performance Reviews

Performance appraisals are conducted annually. Each foreman along with the HR Supervisor is responsible for the timely and equitable assessment of the performance and contribution of subordinate employees. The performance appraisal process provides a means for discussing, planning and reviewing the performance of each employee.

In Conclusion

We are proud of all those who work at Native American Electric, and hope that you will enjoy working with us. We have found that close cooperation, mutual respect and courtesy are key items that make our Company a good place to work. We invite your best efforts to help us achieve our goals and we will sincerely appreciate your cooperation and loyalty.

If you have any questions about any of the items we have outlined in this handbook or about any other aspect of your work with Native American Electric, please let us help you with them.

Daniel Silvas
President



Keith Mitchell
Vice President