



GEI
WORKS

EMPLOYEE HANDBOOK

Updated June 26, 2025

Welcome to GEI Works, LLC!

Hi there,

We are glad you are joining us in our daily efforts to service the opportunities presented to us in our industry. It is important to note in the beginning - that we are a high-performing team. We look for individuals that have high personal standards for their work product and aren't afraid to jump in with a 'can do' teaming focus. We are hardest on ourselves and expect our team members to hold themselves and each other accountable for their work product. As you are a solutions-oriented hire, you should find that there are many opportunities to add value to our organization and to our customers, and we will be looking for the ways you will translate your experience and skill set here on the GEI Works Team! Whether you're a new hire or tenured employee, I'm so thrilled to have you on the team. We're working to build something extraordinary here, and I'm glad you've chosen to be a part of it. Your contribution is critical to the continued success of the company.

At this company, we treat everyone with respect. We cooperate and support one another. We take a teamwork approach to solving problems. We are committed to responding to our customers' needs. We seek and give feedback openly. We admit when we're wrong. We work hard to improve ourselves and the business. We grow together. We win together.

Together, we shape the culture of the company. You will be able to determine your own success while we provide you the tools you need and challenge you to be the best version of yourself while at GEI.

We have lots of ideas and we aren't afraid to try something new. We always strive to provide a better experience for our customers and employees and will need the support of everyone to be successful. We hope you enjoy the ride.

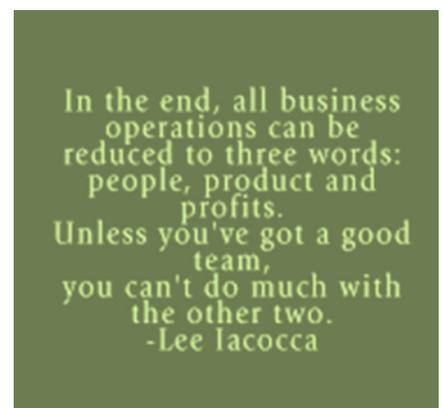
About this handbook... it's important for you to know what the company expects from you, and what you can expect from the company. We recognize that people are individuals, and people are more important than any policy or procedure, but we firmly believe it requires both quality people and quality policies to make a company thrive. We will always focus on doing what is right for each unique situation, and we hope you share that philosophy.

If you have ideas or questions, don't hesitate to reach out.

All the best,



Karen Allan
General
Manager



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INTRODUCTION

Our History

GEI Works (GEI) is a Florida-based manufacturer established in 2021, when our founder identified and purchased the assets of a closing business. By establishing a strong, experienced team, listening to our customers' ideas, needs, and developing good feedback, GEI has expanded its capabilities. We now stock and ship a variety of American-made products across the world for diverse end-market use in complying with Environmental Protection Standards. We are Planet Protectors!

Our Vision

A protected planet where all water, land and air are free from pollutants and waste.

Our Mission

Build outstanding products with care, that reduce human impact on our ecosystem.

Our Core Values

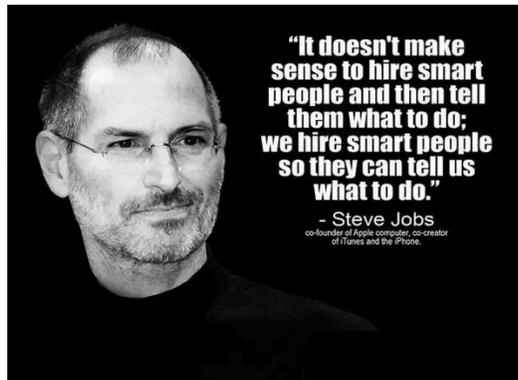
- **Get it Done:** We listen to our customers' needs and create products that solve real problems. Our customers trust us to build products that work to protect our planet and we take that seriously. Our team will overcome obstacles, act with a sense of urgency to find and build solutions and deliver the right product at the right price, on time.
- **Make a Difference Every Day:** We constantly push ourselves to be our best, we focus on solutions, and we arrive every day to build this company together. We work to understand, analyze, and learn from our customers so that we can continue to build product solutions that WORK through our talents, passion and hard work.
- **Adapt and Evolve:** We strive for continuous improvement by looking beyond the status quo, speaking up when we see an area for improvement and truly believe mistakes are ok as long as we learn something. We are reliable to each other and our customers, speak honestly and put ourselves out there for others to learn from and lean on. We accept full responsibility for our decisions, actions, and results.
- **Best people:** We make sure our team feels appreciated and valued. We look to develop and retain the best talent for our business, challenge each other, demonstrate a "can-do" attitude and foster a collaborative environment. We're serious about our no-jerk policy. We seek out personal and professional growth. We believe your time at GEI should make you better.
- **Enjoy the Journey:** We Laugh. We are grateful, positive and teachable. We rely on, support, and challenge each other and don't take ourselves too seriously. We collaborate, support each other's learning, and have fun, because happiness and a solutions-focused attitude are contagious. The present and future is what WE make it!

Core Values will be utilized in all aspects of work at GEI Works. They are incorporated into reviews, department structure, language, team meetings, and performance improvement plans and in the way we interact with one another - we expect our best from ourselves and therefore - each other.

Culture: You and GEI

Our goal is one of quality, care and a passionate drive to making things better, more efficient and more profitable. Our leadership reminds us: **“We need to accomplish two things: Make Money. Have Fun. If we are only doing one of those...we are doing something wrong.”** We intend and expect excellence and a focus on solutions as an employer, in our service to each other and our customers. Every employee is an important part of our team, and we rely on each individual to bring their best thinking and best work each day.

This Guidebook has been written to serve as the guide for the employer/employee relationship, and to provide our Team Members with information regarding GEI Works’ procedures, practices, policies, and benefits. It is our hope that each of our Team Members will grow and prosper collectively along with the company!



We don't hire people to care. We hire caring people.

The philosophy which guides our relationship with our Team Members is based upon confidence in and respect for the dignity, skillset and individuality of each Team Member. We recognize that the success of our business is directly related to our collective results and that individual inputs and outputs as related to our business goals are the key to success. What you do (or don't do) matters! It is for this reason that we strive to provide a working environment based on fair employment practices, a professional yet casual, respectful and fun work environment, open-door access to all managers, competitive pay, benefits, career opportunities, and programs designed to help you achieve personal and professional growth. In return, we seek the very best you have to give, ownership for mistakes, and a drive to improve every day.

We believe the best interests of our Team Members will continue to be served by direct and one-on-one personal contact with our management team. Our experience has shown that when Team Members and team leaders are open, respectful and direct with one another, the work environment is positive, communications are open, and we **STAY FOCUSED ON SOLUTIONS NOT PROBLEMS.**

Complaining without a suggestion for action is a waste of everyone's energy.

Handbook Disclaimer

This Employee Handbook is designed to acquaint you with GEI Works and provide you with information about your employment experience. It is not a contract and should not be interpreted as modifying your employment at-will status. Nor is it an exhaustive list of every workplace rule and policy. Rather, this Handbook serves to provide guidelines and expectations in order to assist you to better perform your job duties. Familiarize yourself with the contents of this Handbook, as it will generally answer questions about your employment.

GEI reserves the right to modify, suspend, or change any of the policies, practices, or other provisions of this Handbook, in whole or in part, at any time with or without notice. If you have questions regarding the benefits or policies described in this Handbook, ask your supervisor. The final decision on any question regarding interpretation of this Handbook rests with the management of GEI. This Handbook supersedes all previous verbal and written policies pertaining to the matters contained in this Handbook, the sole exception being an explicit contradiction between the language of this Handbook and the language of an employment contract (if you have one).

Severability

In the event any policy or portion of this Employee Handbook is determined to be invalid or unenforceable for any reason, in whole or in part, the remaining policies and portions of this Employee Handbook shall be unaffected thereby and shall remain in full force and effect to the fullest extent permitted by law.

EMPLOYMENT POLICIES

Equal Employment Opportunity Statement

Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to GEI Works (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, trade show attendance, business meetings and business-related social events.

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through email, chat and other electronic submissions); and other physical, verbal or visual conduct of a sexual nature. Sex-based harassment – harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) – may also constitute discrimination if it is severe or pervasive and directed at employees because of their gender, and will not be tolerated.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender/sex, pregnancy, religion, national origin, ancestry, ethnicity, age,

marital status, disability, sexual orientation, genetic information or any other characteristic protected by federal, state or local law(s) or that of his or her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of GEI Works prohibit disparate treatment on the basis of sexual orientation, gender designation or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Complaint Procedure

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, GEI Works requires the prompt reporting of complaints or concerns to the General Manager so that rapid and corrective action can be taken. GEI Works will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its team members.

Team Members who believe they are experiencing harassment should promptly inform their team leader or ANY manager at GEI Works. In appropriate circumstances, a full investigation will be completed. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Appropriate action will be taken based on the results of the investigation.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Retaliation Prohibited

GEI Works prohibits retaliation against any individual who in good faith reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Ethical Standards and Corporate Compliance

We expect all of our Team Members to support and adhere to the high standards of business ethics which we have developed and maintain. GEI Works does not intend to arbitrarily restrict any Team Member's personal activities, however, we want to be certain no conflict of interest exists that could influence a Team Member's handling of company business or that might present an unfair advantage to vendors or clients. Team Members may not enter into dealings or have personal financial interests in any contracts or services

performed by GEI Works. This includes any arrangement or situation whereby a Team Member derives any direct or indirect profit resulting from the sale, service, contracting, or purchases made on behalf of GEI Works that is not secured through GEI Works. Team Members may not accept financial benefits that would reasonably tend to influence decisions or encourage Team Members to disclose confidential company business. Any offers of money, services, benefits, favors, or other possible conflicts should be discussed with your manager.

Confidentiality/Non-Compete

To protect the best interest of GEI Works and our Team Members, certain information you may come in contact with or have access to may be considered confidential and will be prohibited from being disclosed to any third parties. Such information may include, but is not limited to: financial data, business plans and strategies, health records, team member lists, marketing plans, customer contacts, contracts and databases. Confidential information must not be divulged during employment or thereafter.

Team Members should be careful not to disclose any confidential information, purposefully or inadvertently (as through casual conversation), during the course of employment with GEI Works. Team Members will be subject to appropriate disciplinary action, up to and including termination, for knowingly revealing information of a confidential nature. If you should have any questions about what is considered confidential, please speak with your manager. Some GEI Works employees may be required to sign a confidentiality agreement and non-compete.

Code of Conduct

GEI WORKS team members maintain the highest ethical, moral and legal standards in our operations and actions. GEI Works expects everyone to act in accordance with these ethical, moral and legal standards within the organization, with our team members, vendors and clients.

The following procedures are utilized with respect to discipline: it is the established policy of the company that any conduct which in its view interferes with or adversely affects employment is sufficient grounds for disciplinary action ranging from oral warnings to immediate discharge. Depending on the severity of the conduct, and at the supervisor's discretion, disciplinary steps may be enforced by the following methods in the listed order: verbal warnings, written warnings, suspensions, or termination.

COMPENSATION

Employment Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help you understand these employment categories, employment status, and benefit eligibility.

Non-exempt - Employees who are not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and state law.

Exempt - Employees who are exempt from the minimum wage and overtime provisions of the FLSA and state law. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor and applicable state law and are paid, with a few discrete exceptions, on a salary basis.

In addition to the above categories, GEI has established the following categories for employees:

- **Full-time**: Employees who are regularly scheduled to work 30 hours per week or more. Generally,

these employees are eligible for benefits offered by GEI, subject to the terms, conditions, and limitations of each benefits program.

- **Part-time:** Employees who are regularly scheduled to work less than 30 hours per week. Part-time employees may be eligible for some of the benefits offered by GEI, subject to the terms, conditions, and limitations of each benefits program.

Work Hours, Timekeeping, and Breaks

Work schedules vary throughout the Company. Your supervisor will advise you of your individual work schedule. Staffing needs and operational demands may necessitate variations in shift times, as well as variations in the total hours that may be scheduled each day and week. You are expected to report to work on time and continue working through the end of each shift.

GEI maintains time records electronically. It is the employee's responsibility to ensure that they are clocking in at the beginning of their shift, out for their breaks and out at the end of their shift. If there are any issues with your time records you will need to resolve these with your manager within 3 days of the issue.

Any changes or modifications to your schedule must be approved ahead of time by your supervisor. If corrections or modifications to your completed timecard need to be made, these must be verified and approved by your supervisor.

Altering, falsifying, tampering with time records, or recording time for another employee may result in disciplinary action, up to and including discharge.

GEI supports breastfeeding mothers by accommodating mothers who wish to express breast milk during their workday. For up to one (1) year after the child's birth, any employee who is breastfeeding will be provided reasonable break times and a designated location to express breast milk. Breaks of more than 30 minutes in length will be unpaid, and you should indicate this break period on your time record.

Overtime

When operating requirements or other business needs cannot be met during regular working hours, you may be asked and expected to work overtime. All overtime work must be pre- approved by your supervisor. Non-exempt employees who exceed 40 hours of work in a seven-day workweek will be paid one and one-half (1½) the regular rate of pay for all time worked in excess of 40 hours. Only actual hours worked count toward computing weekly overtime.

Pay Procedure

You are paid biweekly on Thursdays. Each paycheck will include earnings for all work performed through the end of the previous payroll period, minus deductions as required by law. In the event a regularly scheduled payday falls on a holiday, you will be paid on the day following the holiday.

You may have your pay directly deposited into your bank account with written authorization to GEI, in which event you will receive an itemized statement of each such direct deposit to the email address you provided with your hire paperwork. In the unlikely event that there is an error on your paycheck, bring the error to the attention of management immediately so that a correction can be made.

Performance Evaluations

You, along with your supervisor, are strongly encouraged to discuss job performance and goals on a regular basis. A formal performance evaluation will be conducted upon completion of 90 calendar days of service and either monthly or quarterly thereafter. The evaluations are designed to provide both you and your supervisor with the opportunity to discuss specific projects and tasks, identify opportunities for improvement, recognize strengths, and discuss positive, purposeful approaches to meeting goals. Not all reviews equate to pay raises, merit increases are offered where applicable based on performance.

Personnel Files

In order to receive your pay and benefits correctly, it is important that we have correct information about you. You should be sure that your records are always kept current, and therefore you must report changes in address, phone number, direct deposit bank account, number of dependents, and marital status as they occur.

You may also request to receive a copy of one or more documents in your personnel file. Requests for copies must be made in writing to GEI.

BENEFITS

Introductory Period

The first 90 days of your employment is an introductory, probationary period. This period gives both you and GEI Works an opportunity to get to know one another and to ensure that the skillsets determined from your experience can be translated to GEI Works. You will have a chance to see how you like your new job while you demonstrate your abilities. Your team leaders will have the opportunity to evaluate your work performance and your outlook toward your job, co-workers, our customers and GEI Works itself. At the end of your probationary period, your supervisor will conduct a performance evaluation with you. If your performance is satisfactory, you will have successfully completed your probationary period. If your performance is not satisfactory, your employment may be terminated, or your probationary period extended for a period of time at your supervisor's discretion. You may be terminated at any time during your introductory period without any type of progressive discipline or prior warning.

At any time during employment, you may be placed back on a probationary period as a disciplinary measure or for any other appropriate reason for a period of time to be determined by your team leader for a re-evaluation of your performance and review thereafter.

Following successful completion of the probationary period, you will become eligible to enjoy an excellent benefit package. Successful completion of the introductory period does not alter the "at-will" status of your employment.

Paid Time Off

PTO combines vacation, personal time, and sick time into one plan to be used for any time off that is requested and approved. Full-time employees are eligible for PTO according to the following schedule.

Length of Service	Annual Accrual
Year 1	5 days
Year 2	10 days
Years 3-10	15 days
10+ years	20 days

PTO begins to accrue from the first day of your employment and may be used upon completion of 90 calendar days of service. Years of service are calculated from the most recent hire date. Pay-in-lieu of PTO is not permitted.

PTO may be taken throughout the year, subject to management approval and depending upon staffing needs during the time requested. PTO requests are considered on a first-submitted, first-approved basis. The minimum increment of PTO that can be taken is two (2) hours. PTO is paid at your regular base pay/salary. PTO time does not count as time worked when calculating overtime pay for non-exempt employees.

You are not permitted to borrow on future accrual of PTO unless approved by management. If you terminate your employment, you will forfeit unused PTO. If you leave with a negative PTO balance, you may be required to reimburse the company for any used but unearned PTO. Employees who have submitted their resignation will not be allowed to use PTO during the following "notice" period.

NOTE: Should you call in sick without notice and you have PTO available, your sick time will be deducted from your PTO accrual.

Time not utilized will not be paid out at the end of the year, but you can roll over one week of PTO into a new calendar year. Should you resign without providing two weeks' notice, GEI Works will not pay out on earned PTO.

Holidays

The following holidays are observed by GEI:

- New Year's Day
- Memorial Day
- Good Friday
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Employee's Birthday

Full-time employees are paid for observed holidays. To receive this pay, non-exempt employees must work the day before the holiday and the day after the holiday, unless you are on approved PTO those days. When any of the above holidays falls on a Saturday or Sunday, the holiday will be observed on the preceding Friday or the following Monday, as established by GEI.

If you are required to work on a holiday, you will be paid your regular rate plus up to eight (8) hours of

holiday pay, based upon your employment classification. All work on holidays must be pre-approved by your supervisor.

Sick Leave

If you are sick and determine that you cannot come to work, you must notify your team leader by text or phone to let him or her know you will be out of work. You must get a response from a manager in order to count as contact, and you must continue to keep him or her updated daily for extended time out - or provide a doctor's note with a return-to-work date. A medical slip from your healthcare provider may be necessary if sick leave extends beyond three days. PTO will be used for sick days. If you have no PTO available, sick days will be unpaid.

Leave of Absence

At some time during the course of employment it may become necessary, due to personal circumstances, for an individual to apply for an unpaid leave of absence. GEI will consider all written requests for leave, taking into consideration the circumstances of each individual situation and the needs of the Company. GEI retains sole discretion over such decisions, and all PTO must be exhausted prior to unpaid leave.

When possible, requests (setting forth the circumstances which apply) should be submitted at least 30 days before the anticipated start of the leave. The period of leave of absence will not count toward credited employment with GEI, nor will you receive PTO, holiday pay, pay for jury duty, or bereavement leave during the period of your unpaid leave of absence.

Return from a leave of absence must be requested in writing and, if reinstatement is granted, GEI will attempt to return you to the same job (or a similar one) held at the time the leave began. However, this cannot be guaranteed.

Bereavement Leave

Paid time off may be granted for a period of up to three (3) days to eligible full-time employees who need to be absent from regularly scheduled work due to the death of an immediate family member. Immediate family is defined as your spouse, mother, father, grandmother, grandfather, child, sibling, stepmother, stepfather, stepchild, stepsibling, mother-in-law, and father-in law. Additional leave may be taken and deducted from your accumulated PTO upon management approval.

Military Leave

Employees whose service in the armed forces requires their absence from work will be granted military leave as required by law.

Jury Duty

GEI encourages you to fulfill your civic responsibilities by reporting for jury duty when called. You will be granted an unpaid leave of absence to serve. Show the jury duty summons to your supervisor as soon as possible, so that the supervisor may make arrangements to accommodate your absence or request that you ask to be rescheduled for jury duty at a date more convenient to GEI. You are expected to report for work whenever the court schedule permits.

Voting Leave

You are allowed three (3) consecutive hours of leave during polling hours in order to vote in federal, state or local elections, both primary and general elections. We ask that you request time off for voting in writing at least five (5) business days in advance. Deductions may be made from wages or salaries for hours of missed work. You will not be disciplined for taking voting leave or, conversely, for failing to vote at all.

Expense Reimbursement

Authorized expenses will be reimbursed on your paycheck following submission of a report outlining the details and accompanied by supporting documentation. Reports are to be submitted to your supervisor within one (1) month of incurring the expenses. Mileage allowances will be based on the current standard mileage rate for automobiles, as defined by the IRS, for use of personal vehicles while on Company business. You must receive prior approval from your supervisor in order for expenses to be reimbursed.

Company Credit Card

Certain employees may be issued a Company credit card. The credit card may not be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers. The card may not be used for expenses other than those incurred by the assigned employee named on the card and use of the credit card for personal expenses is prohibited. Contact management if you are unsure whether a potential use of the card is an acceptable business purpose.

A monthly credit card statement will be sent to you for review and approval. If there is a discrepancy in the statement, you must take immediate steps to rectify the situation with the credit card company. Statements should be returned to the Finance Department within one

(1) week of receipt in order to process a timely payment. You are responsible for any late fees assessed due to delay.

Retirement Benefits

GEI offers a 401(k) plan. All employees (18 years or older) are automatically enrolled on the 1st of the quarter following three (3) months of contiguous employment. If you would like to opt out, you must notify the General Manager at least 30 days before your automatic enrollment date.

Employee contributions are matched by GEI, which are automatically deducted from your paycheck on a pre-tax basis. The company provides a 100% safe harbor match on the first 1% of your contribution and 50% of the next 5%, for a total possible match of 3.5%. You will be automatically enrolled at 6% contribution, unless you choose otherwise.

Group Health Benefits

Full time employees that work more than 30 hours per week are eligible to participate in the Group Health Plan. This plan includes medical, dental and vision insurance. The plan does support an HSA option that the employee can elect into. GEI also sponsors a \$25,000 life insurance benefit for each full-time employee. Employees are eligible to participate in the plan on the 1st of the month following a 1 month waiting period. GEI also offers extended cafeteria plans for extended insurance (A&D,

Cancer, etc.) through Globe Life.

Worker's Compensation

GEI provides Workers' Compensation Insurance for workplace injuries, including benefits to cover medical bills and your absence from work. If you are injured at work, seek medical attention and contact your supervisor or anyone else in management immediately (and in no event later than the end of the day of injury). By doing so, GEI can process your Workers' Compensation claim and file the necessary documents with the state and insurance carrier. Failure to notify GEI of any work-related injuries in a timely fashion may jeopardize and/or delay your receipt of Workers' Compensation benefits. Filing a false or fraudulent Worker's Compensation claim may result in immediate termination of employment.

EMPLOYEE RELATIONS

Progressive Discipline

GEI strives to administer equitable and consistent discipline in the event of violation of workplace rules. The purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare you for satisfactory conduct in the future.

It is not possible to list all the behavior that is unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in immediate termination of employment:

- Theft or inappropriate removal or possession of property.
- Falsification of timekeeping records, expense reports, or other employment-related records.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
- Violation of safety or health rules.
- Smoking in prohibited areas.
- Sexual or other unlawful or unwelcome harassment or discrimination.
- Excessive absenteeism or any unauthorized absence.
- Insubordination or non-cooperation relative to any work-related directive, including disrespect.
- Unauthorized disclosure of proprietary or confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

For other infractions, disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or discharge—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Attendance and Punctuality

You are expected to report to work as scheduled, on time and prepared to start work. You also are expected to remain at work for the entire workday. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. If you cannot report to work as scheduled, you must notify your supervisor by phone no later than 30 minutes before your regular scheduled start time. This notification does not excuse your tardiness but simply informs your supervisor that a schedule change may be necessary.

If you fail to report to work without notifying your supervisor for a period of three (3) days or more, you will be considered to have voluntarily terminated your employment with GEI. In this case you will forfeit any rights to unemployment benefits.

Attendance Timeclock Point System

Employees at GEI Works are expected to hold excellent attendance as a standard. Punctuality is the responsibility of all staff members. Being on time, following the schedule and working full shift hours are necessary to our business's success. Being unavailable for work at scheduled shift hours, leaving shifts early, late arrivals are detrimental to our productivity and workflow. Unwarranted absence is penalized. Necessary changes in the schedule must be arranged in advance with supervisors. GEI is a small business and any missing individual causes impacts to our ability to meet obligations to our customers.

Absence

A staff member is deemed absent when they are unavailable to work as scheduled and the time off was not pre-scheduled or approved by the supervisor in advance.

- Employees must notify a supervisor at least 5 days in advance for a 1-day absence
- Employees must notify a supervisor at least 10 days in advance for a 1-week absence
- Employees are penalized after any unscheduled absences

Tardiness A time clock employee is deemed to be tardy when they:

- Arrive at work any time after their shift starts without approval
- Leave their shift before the end of scheduled work time (any amount of time) without approval
- Extend their break period by 3 minutes or more without given approval

Employees are penalized after any unapproved instances of tardiness.

No-shows A time clock employee is deemed to be a no-show when they:

- Do not come to their shift without providing notice to the supervisor or Operations/GM

After 1 no-show, employees are penalized. After 3 no shows, the employee is terminated.

Attendance Infractions (in points)

Tardy – 1 pt.

Leave early – 1 pt.

Call out – 2 pts.

Overview of Disciplinary Action

3 points: verbal warning

6 points: written warning

9 points: 3-day suspension without pay

12 points: termination

Attendance Rewards

30 days without points: gain 1 point back

90 days without points: leave early 2 hours 1 day of choice

6 months no points: 1 day PTO

It is each employee's responsibility to watch their points via paystub. Warnings may be provided for infractions according to the handbook guidelines, but warnings, suspension, and termination are still at the discretion of GEI where infractions have repeatedly occurred and points are beyond acceptable limits. A waiver slip can be utilized for excused points due to special or extenuating circumstances and as agreed upon by your manager.

Points earned eligibility will be updated at the first pay period monthly.

Outside Employment

You are expected to meet the job performance standards established by the Company and are subject to GEI's work and scheduling demands, regardless of any other outside work requirements.

If GEI determines that your outside work interferes with your job performance or the ability to meet the requirements of GEI at any time, you may be asked to terminate the outside employment if you wish to remain employed with GEI. A refusal to comply with GEI's reasonable request to terminate outside employment may result in immediate termination of employment.

If your outside employment presents a conflict of interest with GEI, or if such outside employment has any potential for negative impact on GEI (e.g., working for a direct competitor of GEI), you will be asked to terminate the outside employment. Please contact your supervisor with any questions. Working elsewhere while on a leave of absence with GEI is not allowed without prior approval from the Company and will be considered a voluntary termination of employment.

Conflict of Interest

A company's reputation is its most valuable asset and is directly related to the conduct of its employees. Therefore, you must never use your position with GEI, or relationship with any of our customers, for private gain, to advance personal interests, or to obtain favors or benefits for yourself, members of your family, or any other individuals or business entities.

GEI adheres to the highest legal and ethical standards, and our business is conducted in strict observance of both the letter and spirit of all applicable laws. GEI expects you to conduct your personal affairs such that your duties and responsibilities to GEI are not jeopardized and/or legal questions do not arise with respect to your association or work with GEI.

Confidentiality

GEI requires that each employee maintain the highest degree of confidentiality when handling customer matters. Protecting GEI's confidential business and proprietary information is the responsibility of every employee. Do not discuss GEI's confidential business or proprietary business matters, or customer information. Do not share confidential, personal employee information with anyone who does not work for GEI. This includes friends, family, social media, members of the media, and other business entities.

All telephone calls regarding a current or former employee's position/compensation with GEI must be forwarded to the General Manager.

Consult your supervisor if you have any questions concerning customers or Company confidentiality. Nothing in this policy is designed to limit your rights under Section 7 of the National Labor Relations Act.

Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and reflect the business image GEI presents to its customers and visitors.

During business hours and when representing GEI, you are expected to present a clean and neat appearance. You should dress and groom yourself according to the requirements of your position. This is particularly true if your job involves in-person interactions with customers or visitors.

If your supervisor feels your personal appearance violates this policy, you may be asked to leave the workplace until you are properly dressed or groomed.

Production Team: You will be issued GEI Green shirts which are to be worn during business hours at work M-F unless otherwise noted.

Smoking, Alcohol and Vaping: Drug-Free Workplace and Drug Testing Policy

GEI Works is committed to providing a safe, healthy, and productive workplace that is free from alcohol and

unlawful drugs as classified under local, state, or federal laws, including marijuana. Manufacture, distribution, dispensing, possession, or use of any illegal drug, alcohol, or controlled substance, including marijuana, while on GEI Works premises or while operating a motor vehicle on behalf of GEI Works is strictly prohibited.

In addition, any Team Member arrested for violating a criminal drug statute must inform GEI Works' General Manager of such an arrest within five (5) days of its occurrence. Team Members in violation of this policy are subject to appropriate disciplinary action, up to and including suspension without pay and/or termination.

Testing Procedure and Confidentiality

Drug and alcohol tests may be administered under any or all of the following conditions:

- Reasonable suspicion (i.e., a Team Member shows signs of impairment on the job, or there is a strong odor of marijuana present on their person);
- After any accident or occurrence that results in an injury on the job;
- After any job-related vehicular accident when it appears that the Team Member might reasonably have avoided the accident or minimized the consequences, but did not do so;
- When any drug or alcohol use is witnessed on property during work hours, or reasonable suspicion of use as outlined above occurs;
- At hiring time, applicants may be required to pass a pre-employment drug-screening test as a condition of employment.

Refusing to take a drug or alcohol test upon request will result in disciplinary action up to and including termination.

All records relating to a Team Member or applicant's drug and alcohol test results will be kept confidential and maintained separately from the individual's personnel file.

All drug and alcohol testing under this policy will be conducted by qualified personnel, which will obtain the individual's written consent prior to testing. GEI Works will pay for the full cost of the test. Team Members will be compensated at their regular rate of pay for time spent submitting to a drug and alcohol test required by GEI Works. Team Members suspected of working while under the influence of illegal drugs or alcohol will be suspended without pay until GEI Works receives the results of a drug and alcohol test from the testing facility and any other information GEI Works may require to make an appropriate determination.

Team Members who take over-the-counter medication or other lawful medication that can be legally prescribed under federal and/or state law to treat a disability should inform GEI Works' General Manager if they or their medical providers believe the medication may impair their job performance, safety, or the safety of others, or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.

GEI Works expressly reserves the right to change, modify, or delete the provisions of this policy without notice.

Employee Assistance Program (EAP) available through GEI's UHC Healthcare allows eligible employees to set up three (3) counseling or therapy appointments per issue, per year, confidentially and without cost.

Rehabilitation Leave

We recognize that substance abuse or chemical dependency may be treatable, and urge affected

employees to seek assistance. A leave of absence may be granted to any employee who voluntarily seeks treatment and rehabilitation for substance abuse. The leave of absence will be consistent with the company's policies on medical and/or personal leaves of absence and may only be offered once during an individual's employment period.

Parking

GEI provides parking for all employees, free of charge. Parking is not assigned and is available on a first-come, first-served basis. Please do not park in the areas reserved by signage, identified for people with disabilities, or in front of the company's mailbox. You may not park your vehicle overnight without prior authorization from your supervisor.

The company assumes no liability for any property lost or damaged or any personal injury incurred in the parking lots. However, any damage or injury that does occur in the lots should be promptly reported to the company. It is advisable that you do not leave any valuables in your car at any time.

Conducting Personal Business/No Solicitation

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any cause during working time. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

Working time includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. Working time includes the time when an employee is to be performing work duties. Violation of this provision may result in disciplinary action, up to and including termination.

Non-employees are likewise prohibited from distributing material or soliciting employees on GEI's premises at any time.

Personal Property

GEI is not responsible for loss or damage to your personal property. Please lock up or otherwise secure your personal property. While GEI provides a parking lot, it is not responsible for the theft of or damage to employees' cars parked there.

Business Property

You are responsible for the equipment used in performing your work. Any damage to or failure of this equipment is to be reported to your supervisor immediately. Company equipment and supplies are to remain on work premises unless otherwise authorized. Phones and business supplies are for business use only, and personal documents and contacts should not be stored on Company equipment. Upon termination of employment, be it voluntary or involuntary, access to Company equipment such as computers and cell phones will immediately be terminated.

Electronic & Other Equipment

All job-issued electronic communication systems are the property of GEI Works and, as such, are to be used solely for job-related purposes. This includes but is not limited to, personal computers, computerized databases, cell phones, landline telephone, voice mail, the Internet and all communications and stored information transmitted, received or contained in GEI Works' information systems. The use of such equipment and software for private purposes is strictly prohibited. Team Members using this equipment for personal purposes do so at their own risk. Further, Team Members may not use a code, access a file, or retrieve any stored data, unless authorized to do so or unless they have received prior clearance, in writing, from their team leader before attempting any software development.

Telephones, computers, E-mail, fax machines, equipment and other furnishings (including desks, drawers and cabinets) you use at GEI Works are the company's property and are issued for your business use during your employment. Personal software may not be placed on computer systems. You should not expect privacy with regard to these company-owned assets. If you have something personal, confidential or private to say or communicate, please do not use GEI Works' telephones or computers to do so, nor save logins to personal software, email, banking, etc. on work equipment. At any time, GEI Works may monitor or review any communications, including personal computers, computerized databases, telephone, voice and electronic mail and the Internet for a variety of business reasons.

It is strictly against GEI Works' policy for Team Members to use our systems in any manner which disparages or defames colleagues or the company. Similarly, it is strictly against company policy for employees to use our systems in any manner which may be intimidating, hostile, humiliating or sexually offensive. Violation of this policy will result in disciplinary action up to and including termination.

End of Employment

Should you decide to resign your employment with GEI, we request the professional courtesy of ten days' written notice. On your final workday, you will be required to return all Company property, including but not limited to all Company keys and electronic equipment. Company credit cards must be returned, and final accounting of the outstanding card purchases must be made prior to leaving.

Notify the Company if your address changes during the calendar year in which your employment ends so that your tax information can be sent to the proper address.

Bulletin Boards

Bulletin boards are provided to notify you of important information which could affect you, your job, or your employee benefits. These bulletin boards are also used for official notices or announcements approved by management and required governmental postings. It is important for you to check the bulletin boards periodically for changes, notices, and announcements.

Bulletin boards are company property and all notices that are posted are official. Human Resources must review and approve all postings prior to their inclusion. Employees are not permitted to remove any postings from the bulletin boards.

A separate employee bulletin board is available for items of personal interest, such as items for sale or a thank you note. These postings must also be approved by Human Resources.

Food and Beverage

The Company provides a Break and lunch area for the comfort of all employees. It is everyone's responsibility to keep these areas clean and free from trash, dirty dishes, and flatware. You are expected to clean up after yourself and to recycle whenever possible.

TECHNOLOGY

Cell Phones

You may carry and use your personal cell phone while at work. However, your cell phone shall be turned off or set to silent mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow. Personal phone calls should be limited and are expected to be made or received during your breaks. If use of a personal cell phone causes disruptions or loss in productivity, you may be subject to disciplinary action, up to and including discharge. Using a cell phone while driving will not be tolerated. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive calls, text, or converse on a cell phone in any way.

Computer Use

GEI's computer and communications resources (including all hardware and software) are to be used for work-related purposes only and not for employees' personal purposes (including, but not limited to, illegal activities, religious or political purposes, volunteer work, fundraising or soliciting donations, job hunting, non-work-related email, personal shopping, or personal financial gain). GEI reserves the right to remove, replace or reconfigure its computer resources without notice to employees. GEI neither guarantees against, nor shall it be responsible for, the destruction, corruption or disclosure of personal material on or by its computer resources.

You are prohibited from installing, deleting, reconfiguring or altering in any way any software or system configurations present on Company computer equipment (including the installation and use of non-Company owned software) without the prior written consent of the Company. GEI reserves the right to monitor and/or examine all system configurations and files on Company systems including without limitation: responding to a complaint of computer abuse such as harassment, profanity, obscenity, or other wrongful acts; maintaining business continuity in the absence of employees; protecting Company computer resources from misuse; finding lost files or messages; or recovering from system failure.

GEI's email system is to be used for the Company's business purposes only, and **you should have no expectation of privacy while using Company's equipment or email system**. Information passing through or stored on Company equipment is considered Company property and can and will be monitored. GEI also maintains the right to monitor and review Internet use and email communications sent or received by you as necessary. Email messages should comply with related Company policies (e.g., *Anti-Harassment, Anti-Discrimination, and Reporting Procedures*) and be directed to individuals with a bona fide interest or need to know only. Email passwords must be immediately disclosed to GEI.

You have the following responsibilities related to Company technology:

- Honoring use policies of networks accessed through Internet and email services.
- Abiding by existing federal, state, and local telecommunications and networking laws and

regulations.

- Following copyright laws regarding commercial software and intellectual property.
- Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of network resources.
- Not overloading networks with excessive data or wasting other technical resources.

Violations will be reviewed on a case-by-case basis and may result in disciplinary action (e.g., monitored computer use, loss of Internet and/or email privileges), up to and including discharge.

Social Media

Social media, including social networks (e.g., Facebook, Twitter, Instagram, Snapchat, LinkedIn, Glassdoor, etc.), blogs, message boards, and other websites influence the way we communicate and interact—both off hours and in the workplace. While we recognize the benefits of using social media and respect your right to do so, we also recognize there are certain risks involved as well. Because online postings may conflict with the interests of GEI and its customers, we have adopted the following guidelines and policies.

General Principles

- Carefully read these guidelines, and GEI's *Anti-Harassment, Anti-Discrimination, and Reporting Procedures* and *Confidentiality* policies, to ensure your postings are consistent with these policies.
- Employees cannot use the Company's intellectual property or logos without prior permission.
- Employees cannot post any Company advertisements or sell Company products or services without prior permission.
- Employees cannot post photos of the Company workplace or Company-sponsored events without prior permission.
- Employees cannot use work time or Company equipment, including Company computers, Company-licensed software or other electronic equipment, to conduct social networking, personal blogging, etc.

Your Identity Online

- Information that you post should never be attributed to GEI or appear to be endorsed by, or to have originated from, the Company. Because social media and networking activities are public, your Company email address and Company assets should not be used.
- If you choose to disclose your affiliation with GEI in an online communication, understand that readers may view you as speaking on the Company's behalf. Accordingly, you must treat all communications associated with the disclosure as professional communications governed by this and other Company policies. Always include the following disclaimer "the views expressed are mine alone and do not necessarily reflect the views of the Company."

Creating and Managing Content

- Do not use your GEI email addresses to register on social networks, blogs or other online tools utilized for personal use.
- Do not publish any comments regarding GEI or its customers that are (1) defamatory or otherwise false, (2) in violation of the Company's *Anti-Harassment, Anti-Discrimination, and Reporting Procedures* policy or any other policies; or (3) in violation of applicable laws.
- You are personally liable for your online activity, including postings that are considered defamatory, obscene, proprietary or libelous by the Company or any offended party.

Online Inquiries

- Direct all requests for references for current or former Company employees to the Human Resources Liaison.
- If contacted about the Company's position on or response to issues concerning GEI's business-related matters, please refer the inquiry to the Human Resources Liaison.

The best advice is to (1) adhere to this and other Company policies and values; and (2) remember that information posted online is readily available to all, and difficult, if not impossible, to retract.

Violation of this policy may be grounds for discipline, up to and including discharge. However, please note that (1) nothing contained herein is intended to interfere with your rights under the National Labor Relations Act, including rights to protected speech and concerted activity; and (2) GEI will not retaliate against anyone for reporting a possible deviation from this policy or cooperating in an investigation.

SAFETY

Workplace Safety

GEI is committed to providing a safe workplace. It is your responsibility to work in a safe manner and take steps to promote safety in the workplace. By remaining safety conscious, you can protect yourself and your coworkers. Employees are expected to promptly report to the Human Resources Liaison all unsafe working conditions, accidents, and injuries, regardless of how minor, so that any potential hazards can be corrected.

Security and Visitors

In order to maintain the safety and security of GEI's employees, customers, and property, only authorized individuals have access to the facility. All visitors to GEI (including employees' friends and family) are required to sign in, wear a visitor lanyard and must be escorted by a Company employee when on the premises. GEI employees are not permitted access to the facility during off-duty hours. Former employees are prohibited from being on GEI's premises unless authorized by management. Employees are encouraged to question unfamiliar individuals in the facility to determine their reason for being there.

Vehicle Safety

You may be required to drive a vehicle during the performance of your duties at GEI. You are required to obey all laws, maintain the speed limit, exercise defensive driving skills, wear your seat belt, and refrain from using your cell phone. Driving under the influence of alcohol, illegal drugs, or substances that will inhibit good driving judgment is prohibited. A valid driver's license is required. Notify your supervisor immediately following any suspension, revocation, or expiration of your driver's license or any accident while driving for GEI involving any property damage or personal injury. An accident report must be completed for any and all accidents and submitted to your supervisor. Failure to comply with these requirements may result in disciplinary action up to and including termination.

Emergency Closings

GEI is open and you should report to work unless an emergency, including severe weather conditions, prohibits you from safely traveling to work. If GEI is closed for any reason, you will be notified by email. We encourage you to use your best judgment in the case of inclement weather. If you are a non-exempt employee and do not report to work, you will not be paid for the day off, but may use PTO.

Security Inspections/Workplace Searches

GEI wishes to maintain a work environment that is free of drugs, alcohol, firearms, explosives, or other improper materials. To this end, GEI prohibits the possession, transfer, sale, or use of such materials on its premises. GEI requires the cooperation of all employees in administering this policy. If you see something, say something.

Desks and other storage devices are provided for the convenience of employees but remain the sole property of GEI. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of GEI at any time, either with or without prior notice.

GEI likewise prohibits theft or unauthorized possession of the property of employees, GEI visitors, and customers. To facilitate enforcement of this policy, GEI or its representative may inspect not only desks, but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto GEI's premises.

Workplace Violence/Weapons

GEI is committed to preventing workplace violence and maintaining a safe work environment. All employees must be treated in a cooperative manner at all times. You are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Weapons are not permitted on GEI property, regardless of whether you are licensed to carry a concealed weapon or not. Conduct that threatens another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment as defined in GEI's *Anti-Harassment, Anti-Discrimination, and Reporting Procedures* policy.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public.

All suspicious individuals or activities must also be reported as soon as possible to your immediate supervisor or any other member of management. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

GEI will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, GEI may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including discharge.

GEI encourages you to bring your disputes or differences with other employees to the attention of your supervisor or the Human Resources Liaison before the situation escalates into potential

violence. GEI is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Emergency Action Plan

GEI's Emergency Action Plan is designed to provide protection to all employees, visitors, and contractors in the event of any type of emergency. Emergencies addressed in the plan are fire, medical, chemical and weather.

Our alarm system is designed to notify all employees of an emergency. Once this system is activated, you must follow instructions. If evacuation is required, you should exit the work area in accordance with the evacuation plan. Management will account for all personnel once they are out of the work area.

In the event of a fire, the alarm will sound. You should exit the building immediately and proceed to the designated meeting location. Only trained employees who have been designated to fight fires should attempt to do so. Other evacuations from the building may occur due to flooding or chemical releases. If these situations arise, the same evacuation procedures should be followed.

The company will consider other weather emergencies (e.g., tornadoes, heavy snowfall or rain) on a case-by-case basis to determine appropriate action.

All emergencies will be reported, and the report should include information such as location, nature and extent of emergency, and nature and extent of any injuries. If outside assistance from an ambulance or fire department is necessary, the Operations Manager will make the appropriate notifications.

Fire Prevention

GEI's Fire Prevention Plan for the purpose of protecting employees and preventing fires. Fire hazards may include an accumulation of ordinary combustible materials (wood, paper, oily rags), improper storage/spills of flammable liquids (gasoline, kerosene, paint, thinners), and electrical fires. Human hazards (e.g., smoking, improper welding, poor housekeeping) may also contribute to the potential for fires.

Fire extinguishers are located throughout the facility. Any fire extinguisher that is damaged or missing from its storage location should be reported immediately to the IT Manager.

Trash and accumulated combustible materials should be disposed of daily and with care. Oily rags and other flammable materials must be properly stored. Each employee is responsible for the proper use and storage of flammable and combustible materials.

All equipment failures or malfunctions should be reported to your supervisor so proper steps can be taken for repairs. Faulty machinery can start a fire or cause injury to employees.

Hurricane & Emergency Plan

GEI Works has experienced several major hurricanes over the years and has developed a well-organized emergency plan for this and other contingencies requiring evacuation, shutdown, and enacting of the GEI Works Emergency Plan.

The Emergency Plan covers such things as: personnel, staffing, emergency contact lists, accounting for team members, helping Team Members secure their homes, securing facilities, equipment, data, preparing messaging for customers, tracking order delays and ensuring power is up and running as soon as possible after an event. The GEI Works Management Team is well-versed and prepared to pre-plan, make decisions for the safety and continuation of work, and handle efforts to return to normal operations as quickly as possible afterward and urges you to take your cues as to severity from us as we will not put our Team Members, or business in jeopardy.

Sensationalism and Fear: It is important to understand that GEI Works views the health, safety and care of all Team Members as our priority. We have experience, planning, and resources ready to prepare for, respond to, and recover from, most storm and emergency events. GEI Works uses government resources to track and monitor emergency and storm events for track, timeline, severity and predicted impact. Our policy is to remain in the vicinity for Category 1 and 2 storms, even if “direct impact.” We will remain in the vicinity for a Category 3 storm that is NOT a “direct impact” to our county. If the storm event escalates to a “direct impact” at a 3, a decision will be made as to closures, and considerations. GEI Works encourages Team Members to take all necessary precautions, including evacuation, for mandatory evacuation areas (regardless of which Category the storm is), and Category 4 or 5 hurricane events.

We will not put our team’s safety in jeopardy, and ask that you consider utilizing the same resources the GEI Works Management Team uses to track, manage, and determine the need for evacuation timelines, paths and safety measures. GEI Works Management Team DOES NOT follow the major news channels and encourages you to realize that all major network storm and event coverage is overly dramatized, worst-case scenario, and intentionally sensationalized to create fear. Fear sells advertising. The whole country hangs on to each horrific description of impending disaster using language like “life-threatening,” and families begin to worry over those here, adding and fanning the state of panic. This is not necessary, and does not help us remain calm and proactive during these events. We recognize that there IS danger in some of these storm tracks, and ask that you use reputable non-sensationalized media sources to inform your decisions, as we do for GEI Works and our families. Team members who choose to evacuate must receive authorization to miss work, and must be able to return to work at the time and date specified by direction of management.

Reputable Resources to utilize include:

- Climate Prediction Center: www.cpc.ncep.noaa.gov
- National Hurricane Center: www.nhc.noaa.gov
- Florida Storm Surge Atlas: <http://www.srh.noaa.gov/mlb/atlas.html>

According to need, mandatory closures of GEI Works may occur, at management discretion when enacting the GEI Works Emergency Plan. As with holiday closures, you may elect to use available hours of your accrued paid time off during this period. If you have not acquired enough hours of paid time off and/or have not fulfilled your 90-day probationary period, this time will be unpaid. Should you experience hardship due to the closure, please speak to your manager about options. Employees are required to check in with their managers within 24 hours of the end of the storm, evacuation, or emergency event. Power, cell phone reception, and connectivity are issues after a storm. Whereas your managers will make every effort to contact you – ultimately, you need to get to a place to get a hold of a member of the management team. All manager’s contact information will be provided to Team Members when the plan is enacted for this purpose. Should Team Members fail to check in, emergency contacts and the authorities will be contacted to ensure your safety.

Employees are required to be ready to RETURN TO WORK within one business day of when the business has been cleared of hazards, safety concerns, and has power restored via FPL or generators. Limited functionality may be present but work plans and tasks will be assigned by the management team to ensure that our Team Members can continue earning and that our customers are serviced again with as little interruption as possible. This will generally be within the shortest amount of time possible following an emergency event, so Team Members should make plans for evacuation in such a way that they can return to work within one business day of the end of the emergency event, or according to the 'back to work' plan and timeline communicated by the management team based on the safety and conditions present.

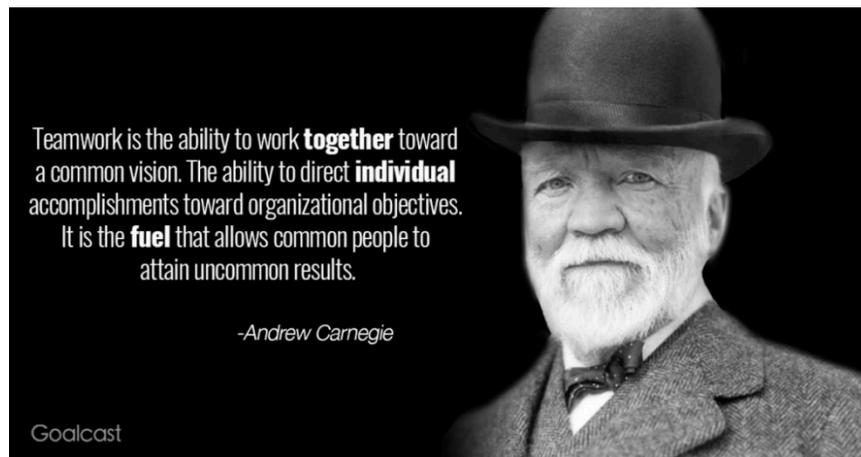
Modified work plans may be possible during this time frame where homes that have power restored earlier can be set up to run office operations, or work-from-home situations may be possible – with management approval. If road conditions are hazardous, or routes to work are cut off for a time period, you must communicate this to a member of the management team, and receive approval or assistance for alternate timelines or work plans. If you do not have power at home, but GEI Works has power, you are required to be at work within the communicated timeframe. If you do not return to work within the communicated, required post-storm timeframe, without prior management approval, you will be deemed a 'no call no show' and may be subject to termination.

Again, GEI Works is concerned foremost for the safety of our employees and their families, the protection of our company assets, and ensuring our customer experience is not interrupted any longer than necessary. We appreciate your understanding and hope that you will consider a calm, measured approach to storm events as they occur in the future.

Conclusion

We are pleased you have joined our respectful and committed GEI Works team! The hallmark of our success in the environmental industry has been commitment to excellence exemplified by the quality of our products and the service provided by our loyal and dedicated Team Members. We encourage your continued creativity, expression of ideas, solutions for continuous improvement and greater efficiencies in all business areas, and the highest levels of servicing to our valued customers.

We look forward to your contributions and partnering with us for successful future growth!





GEI
WORKS

GEI HANDBOOK DELIVERY: ACKNOWLEDGMENT & RECEIPT

I acknowledge that I received a copy of the GEI Handbook on _____(date). This Handbook includes important information about GEI's policies and procedures. I understand that it is my responsibility to read the Handbook completely, and to consult with my supervisor regarding any questions I may have about its contents, or any questions not answered in the Handbook.

I specifically acknowledge that I received and understand the following GEI policies (initial below):

- _____ *Anti-Harassment, Anti-Discrimination, and Reporting Procedures*
- _____ *Social Media*
- _____ *Attendance*
- _____ *Drugs and Alcohol*
- _____ *Workplace Violence/Weapons*

I acknowledge that the information, policies, and benefits described herein are subject to change by GEI management, and that revised policies may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. My employment with GEI is at-will. It can be terminated at any time, with or without cause and with or without notice, by either party.

Employee signature: _____

Employee name (printed): _____

Date: _____

I distributed a copy of the GEI Handbook to the above employee on _____(date) and instructed him/her to read it and ask questions. I also reviewed this Acknowledgement and Receipt with the employee before the employee signed this form.

GEI Works, LLC
representative signature: _____

GEI Works, LLC
representative name (printed): _____

Date: _____