

2017

Employee Handbook

E.E. Hill & Son, Inc. Employee Guidelines

This handbook is a compilation of policies and procedures that will be applied at the discretion of EE Hill & Son, Inc.



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About This Handbook

The following pages contain information regarding many of the policies and procedures of E.E. Hill & Son, Inc., (hereafter referred to as "EE Hill"). This is not an employment contract and is not intended to create contractual obligations of any kind.

The policies and procedures outlined in this handbook will be applied at the discretion of EE Hill. EE Hill reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. Employees will be notified when official changes in policies and/or procedures have been made.

EE Hill values the talent and ability of each employee and seeks to foster an open, cooperative, and dynamic environment where employees and the company may thrive. If you want further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of your manager.

Please sign the Employee Acknowledgement of Handbook form and return to your supervisor.

At Will Employment

EE Hill does not offer tenured or guaranteed employment. Unless EE Hill has otherwise expressly agreed in writing, your employment is at will and may be terminated by you or by EE Hill at any time, including after the evaluation period.

Equal Employment Opportunity

EE Hill is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law. The Company follows Federal Equal Opportunity Laws, including the Americans with Disabilities Act, the Equal Pay Act, and the Age Discrimination in Employment Act.

EE Hill does not discriminate on the basis of gender in compensation or benefits for women and men who work in the same establishment and perform jobs that require equal skill, effort, and responsibility and which are performed under similar conditions.

EE Hill will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or safety risk. An employee with a disability for which reasonable accommodation is needed should contact a Direct Supervisor to discuss possible solutions.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise legitimate concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

Sexual and Other Unlawful Harassment

EE Hill will endeavor to maintain a work environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of EE Hill for an employee to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status, or other characteristic protected by law. Actions, words, jokes, or comments based on such characteristics will not be tolerated.

Consequently, it is against the policies of EE Hill for an employee to sexually harass another person. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2)

submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or environment.

Any employee who believes that he or she is being unlawfully harassed should immediately contact his or her supervisor or executive management.

All complaints of harassment will be promptly, thoroughly and confidentially investigated and, where necessary, appropriate corrective action will be taken. Any person found to have unlawfully harassed another employee will be subject to appropriate disciplinary action, up to and including termination.

Immigration Law Compliance

EE Hill does not hire anyone that is not a citizen of the United States, or is not a non-citizen that is authorized to work in the U.S. under the Immigration Reform and Control Act of 1986. As a condition of employment, all new and past employees must show valid proof that they are eligible to work in the United States.

Criminal Convictions

EE Hill reserves the right not to hire or retain anyone that has been convicted of a criminal offense. Conviction of a crime that involves dishonesty may result in an automatic termination of employment. Before any decision is made, the nature of the crime and circumstances surrounding the conviction will be considered.

Evaluation Period

During the first three months of your employment with EE Hill you will be in an "evaluation period." During this time, your supervisor will continually evaluate your performance and compatibility with EE Hill. Should your performance not meet the standards set forth by EE Hill or your supervisor, your employment will be terminated. Upon completion of the evaluation period, you may be eligible for additional benefits, as set forth in the benefits information you received upon employment.

Standards of Conduct

EE Hill expects that all employees conduct themselves in a professional and ethical manner. An employee should not conduct business that is unethical in any way, nor should an employee influence other employees to act unethically. Furthermore, an employee should report any dishonest activities or damaging conduct to an appropriate supervisor.

In the event that you become aware of another employee's behavior or actions, which you believe are inappropriate, illegal, problematic, or in any way inhibit or affect your job performance or the EE Hill work environment, you should discuss such behavior or actions with your supervisor or executive management.

All reasonable concerns will be promptly, thoroughly and confidentially investigated by EE Hill and, where necessary, appropriate corrective action will be taken. You should not discuss such actions or behavior with other EE Hill employees. Discussion of confidential matters with other

employees may create an unacceptable work environment for which you will be held responsible and may result in disciplinary action in accordance with EE Hill's disciplinary policy.

Personnel File

EE Hill keeps personnel files on each of its employees. These files are confidential in nature and are kept in a secured file at EE Hill's bookkeeping office. They will not be copied or be removed from the premises unless there is a legitimate business or legal requirement to do so.

General Policies and Procedures

Orientation

In accordance with federal law, both new employees and re-hires will be required to provide documentation of identity and eligibility to work in the United States. New employees will also receive a copy of the Employee Handbook and will be given the time to read it and ask any clarifying questions of a supervisor. The signed copy of the "Acknowledgement & Receipt of Understanding" must be received and will be placed in the employee's personnel file.

Reporting Changes

You are responsible for promptly notifying the EEHill bookkeeper of any change in your name, address, telephone number, marital status, citizenship, tax withholding allowances, emergency contact information, insurance beneficiary, or dependent insurance coverage. Accurate and correct information is vital for benefits and insurance records and other Company files.

Job Classifications

Employees are classified by two major categories: "Exempt" and "Non-exempt." This handbook applies to both Exempt and Non-Exempt employees.

1. Exempt employees are generally salaried and fall into one or more of the following classifications: executive, management or other classification. These employees are exempt from the applicable provisions of state and federal wage and hour laws (FLSA).
2. Non-exempt employees are eligible to receive overtime pay in accordance with state and federal wage and hour laws (FLSA). These employees are required to submit a time record for each pay period, approved by the appropriate supervisor for the purpose of tracking hours worked and calculating compensation. Please note EE Hill does not allow overtime unless approved my management.

Employees are also classified within one of the following three statuses:

1. Full-time: any employee that is regularly scheduled to work 40 hours a week, each week, or more. Full-time employees are eligible for standard company benefits.
2. Part-time: any employee that is regularly scheduled to work less than 35 hours per week.

Part-time employees are not eligible for standard company benefits.

3. Temporary: any temporary work that has a predetermined start and end date of employment. Temporary employees are not eligible for standard company benefits.

Pay Periods

All employees are paid bi-weekly, per calendar year. When pay day falls on a holiday, employees will be paid the day before the holiday.

Hours of Work

EE Hill's standard work week for full-time employees is five days. Schedules may vary based on the company's needs. Employees may not deviate from the company's hours of work, unless a manager or supervisor specifically approves a request.

EE Hill open office hours are from 8:00 a.m. to 5:00 p.m., Mondays through Fridays. EE Hill's preference is for employees to work within this schedule. One hour is standard for a lunch break. However, it is understood that exempt and non-exempt employees may be required to work extra hours to accommodate certain deadlines, upon approval of upper management. Overtime is not acceptable or paid unless it is approved by upper management.

Breaks

EE Hill managers determine appropriate times for lunch breaks per their needs. Typically, employees working for more than four consecutive hours are provided with a meal break of 60 minutes. Breaks are scheduled throughout the workday, so as not to disrupt the business processes of EE Hill.

Time Keeping

All employees are required to record their time on a paper calendar daily, then sign it, and give it to EE Hill's bookkeeper at payroll processing time. All employees are required to sign in and out with destination and time recorded on the appropriate message center. It is strictly forbidden for an employee to sign another employee in or out.

Tardiness and Absenteeism

To maintain a safe and productive work environment, EE Hill expects employees to be reliable and to be punctual in reporting for scheduled work. Dependability and diligent attendance are required for employment. Employees are expected to punctually follow the hours posted for them on the official schedule. They should arrive in time to be at their stations ready for work. Absenteeism and tardiness places a burden on other employees and breeds resentment and ill will. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated

tardiness or absence. Habitual tardiness is a cause for disciplinary action up to and including termination.

When an employee is unable to report to work, they should immediately notify their supervisor. An employee is to report to a supervisor for each work day they are absent and advise when they will report back to work. Failure to communicate with the supervisor for three consecutive days during an absence may be considered job abandonment. The position may then be considered vacant and action can be initiated to recruit a replacement.

Unexcused absences and excessive excused absences are cause for disciplinary action and may result in termination. An unexcused absence is any absence not covered by an appropriate leave policy (e.g. sick/personal days, vacation leave, inclement weather), and employees will not be allowed to apply paid leave benefits to unexcused absences. An excused absence is any absence covered by EE Hill various leave policies. An employee is considered absent if he or she is not present for work as scheduled, regardless of the cause. The following absence patterns will be monitored and may be considered abuse of leave policies:

1. Absence the day before and/or the day after a scheduled holiday or day off
2. Calling in sick as rapidly as time is accrued, especially if used one day at a time
3. Coincidence of absence with desirable days off

Employees are considered tardy after 8:08 am. Any employee that arrives between 8:08-8:15 will be considered ready for work at 8:15 am. Any employee that arrives between 8:15-8:30 will be considered ready for work at 8:30 am.

Salary Increases

Salary increases are based on performance or promotion. All salary increases are at the discretion of the EE Hill management.

Payroll

Both exempt and nonexempt employees will have federal and state taxes withheld from their wages. Payroll checks will not be released prior to the set pay schedule for any reason, nor will they be released to anyone other than the employee. EE Hill will distribute paychecks twice a month.

Performance Reviews

Every EE Hill employee will be subject to a performance appraisal at least once a year. The employee's Direct Supervisor will give these reviews. The reviews will focus on job-related strengths and weaknesses, as well as overall fit with the company. Goals and improvement plans may be mapped out each review period and progress measured at the next review.

Performance reviews will determine salary increases and promotions. Employees will have the opportunity to thoroughly review all performance appraisals and provide a written opinion. All performance reviews and responses will become part of an employee's personnel file.

Bonus Structure

EE Hill may institute a bonus structure or incentive plan at any time. EE Hill guarantees no bonus plans. Any bonus structure will be determined by management and will likely include some level of performance achievement. Employees will receive notice of any additions, subtractions, or changes to any new or existing bonus structure.

Attendance & Punctuality

Punctuality and regular attendance are crucial to efficient operation of EE Hill. If you are consistently late or excessively absent, EE Hill's ability to perform work is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused under EE Hill's holiday, vacation, sick or other policies, you are responsible for being at work and arriving on time. If you are going to be absent or late, it is your responsibility to call your supervisor as soon as possible, preferably in advance of lateness and no later than one hour after the start of the workday. If you are absent for several days, you must notify your supervisor each day. An employee who is absent for reasons other than those permitted or excused by EE Hill's holiday, vacation, or leave policies, or who repeatedly fail to provide notice as required, will be subject to appropriate disciplinary action, up to and including termination from employment.

Availability for Work

Full-time employees must be available for work during normal business hours. If, for any reason, there is a change in your work availability status, you must notify your supervisor at least one week prior to the change. Due to the nature of EE Hill's work schedules, employees may occasionally be required to work on specific projects in addition to normal work hours. Employees will be compensated for specific projects according to the project needs.

Mandatory Meetings

Employees are required to attend mandatory staff meetings during the regular work schedule unless on EE Hill approved leave.

Holidays

The following are paid holidays for eligible employees:

1. New Year's Eve after 2:00 pm
2. New Year'
3. Memorial Day
4. July 4th
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Eve after 2:00 pm
9. Christmas Day

Note: EE Hill will make reasonable efforts to accommodate holidays pertaining to an employee's established beliefs that are not included in the above list. Employees should speak with their supervisors to obtain approval for taking time off to observe such holidays.

Drugs and Alcohol

EE Hill will not tolerate the use or possession of alcohol or illegal drugs on the job or on company property. EE Hill will not tolerate employees under the influence of alcohol or illegal drugs while on the job or on company property. We are active participants in Drug Free Tennessee to ensure a safe, drug free work place for all EE Hill employees.

Employees using or possessing alcohol or illegal drugs on company property or while at work or who report to work under the influence of alcohol or illegal drugs will be subject to disciplinary action, up to and including termination.

Violence & Weapons

EE Hill takes threats of violence extremely seriously. Any act or threat of violence by any employee against any other employee, customer, supplier, partner or visitor is strictly prohibited. This policy applies to all company employees, whether on or off company property.

Employees are permitted to possess a weapon (Legally owned Firearm) on company property if the employee is permitted to carry a concealed firearm in their home state. An employee has the right to store legally owned firearms in their private vehicle.

Smoking

There is no smoking permitted in the EE Hill office. Smoking is permitted only in the designated smoking areas.

Food and Beverages

EE Hill office surroundings should always reflect a professional appearance. Eating at your desk is acceptable, but should be done unobtrusively and in a manner so as to prevent damage to valuable company equipment and other property. All employees are personally responsible for keeping the area around their workstation clean and presentable. Employees are also responsible for returning meeting areas to a clean and presentable condition after use.

Recycling

EE Hill supports environmental awareness by mandating recycling in the workplace. Employees should dispose of bottles, cans and paper in the appropriate recycling bins. Employees are also encouraged to conserve energy by shutting down their computers, monitors and printers at night and by turning off the lights in all buildings when not needed.

Visitors

Only customers and authorized visitors are permitted at EE Hill offices. This includes unauthorized sales persons, or those collecting for charitable causes. This is to protect the company from theft or frivolous lawsuits.

Visits from friends and family should be kept to a minimum and should not exceed fifteen (15) minutes unless they have been invited for a specific purpose. Employees are responsible for the conduct of their guests.

Workplace Attire

EE Hill has a casual dress environment. However, employees are expected to use good judgment and discretion to show courtesy to their co-workers and associates, by dressing in a fashion that is presentable and appropriate. Attire with offensive graphics and/or language are prohibited.

Employees are to dress in business casual attire for meetings with clients or vendors at EE Hill's offices or at other meeting locations.

Telephone Use

Telephones are provided to enable employees to carry out work assignments in an efficient manner. Personal telephone calls should be kept to a minimum and personal toll calls should not be made at EE Hill's expense.

Electronic Mail –Communications Systems

All electronic and telephone communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of EE Hill and as such are intended for job-related purposes. Personal use should be kept to a minimum. Electronic or telephone communication systems may not be used to transmit messages that may be considered inappropriate under EE Hill's policies, including those prohibiting harassment. Employees are not permitted to use login credentials, access files, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized company representative. All usernames and passwords are the property of EE Hill and may be used by EE Hill to access electronic and telephone communications at any time. EE Hill reserves the right to monitor any desktop electronics, mobile devices, telephones, or other communications made with the use of EE Hill systems or property.

Internet and Company-Owned Computer Usage Policy

Purpose

1. To remain competitive, better serve our customers and provide our employees with the best tools to do their jobs, EE Hill makes available to our workforce access to one or

more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

2. EE Hill encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the company are company property and their purpose is to facilitate and support company business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.
3. To ensure that all employees are responsible, the following guidelines have been established for using email and the Internet. No policy can implement rules to cover every possible situation. Instead, it is designed to express EE Hill's philosophy and set forth general principles when using electronic media and services.

Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to EE Hill's policy or business interests.

Personal Use

The computers, electronic media and services provided by EE Hill are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, nonbusiness purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

Access to Employee Communications

A. Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the company. However, the following conditions should be noted:

EE Hill does routinely gather logs for most electronic activities or monitor employee communications directly, e.g. recording telephone calls, telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating company policies or engaging in illegal activity.
5. Other training purposes

B. EE Hill reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies.

C. Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

Software

To prevent computer viruses from being transmitted through the company's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Including, but not limited to instant message and remote control programs. Only software registered and/or approved through EE Hill may be downloaded. Employees should contact the system IT administrator if they have any questions.

Security/Appropriate Use

A. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by company management, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications should be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner. This is subject but not limited to retrieval of data from company server via the use of jump drives or cd burners.

Encryption

A. Employees can use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. A supervisor will be responsible for maintaining a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

Participation in Online Forums

- A. Employees should remember that any messages or information sent on company-provided equipment to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to EE Hill.
- B. EE Hill recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

Violations

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

Use of Personal Vehicles for EE Hill Business Purpose

The employee is responsible for carrying their own insurance. EE Hill will reimburse the individual for their expenses at \$.35 a mile.

Use of Company Property

All company workspace, including file cabinets and lockers are the property of EE Hill and must be available to management at all times. The use of personal locks on any company property is strictly forbidden unless otherwise approved by management. No company property may be used to house personal files or items. No company equipment, including computers, photocopiers or printers may be used for personal business, other than incidental use as described in these policies.

Postage, Shipping and Office Supplies

Postage, shipping and office supplies paid for by the company are for business purposes and are not to be used for an employee's personal purposes.

Personal Property

EE Hill does not assume responsibility for any personal property located on its premises. Employees are to use their own discretion when choosing to bring personal property into the office and do so at their own risk. Additionally, employees may not bring or display in the office any property that may be viewed as inappropriate or offensive to others.

Personal Safety

The safety of each employee's health and security is very important to EE Hill. EE Hill is willing to make reasonable efforts to address an employee's safety concerns. Employees should remember to use caution and good judgment in all activities and should notify their supervisor or a Direct Supervisor if they believe there is a safety issue that should be addressed.

Office Security

After the 90 day evaluation period for a new hired employee, he/she may be given a key to gain access to the offices. The employee must sign the EE Hill Office Key form and get the approval of the supervisor. The last employee to leave the office at night is responsible for making certain that all doors and windows are locked.

Monitoring & Searches

All company property is subject to monitoring and review at all times. This includes, but is not limited to, desks, lockers, company vehicles, computers and email files. Reasons for searches and reviews include, but are not limited to, personal abuse of company property, theft investigation and improper disclosure of confidential information.

EE Hill retains the right to conduct searches at any time. This includes the right to search individual computers or files, even if protected by a password. Any employee that attempts to obtain or alter a password for the purpose of accessing restricted files will be subject to disciplinary action, up to and including termination.

Confidential Information

EE Hill requires that employees do not disclose information held to be confidential by EE Hill and also requires new employees to sign a non-disclosure agreement. All agents must comply with federal HIPAA guidelines. The communication of confidential health information is expressly prohibited. Any questions about this policy should be addressed to management.

Non-Solicitation

During the period of employment and for a period of thirty-six (36) months after the termination of employment with EE Hill, employee shall not, directly or indirectly, (i) solicit for employment or employ any person who was employed by EE Hill during your employment with EE Hill; or (ii) call on, solicit, or take away for themselves or for any other person or entity any person or entity who

or which was a customer of EE Hill during their employment with EE Hill.

Competing Employment

Due to the highly competitive nature of the industry in which EE Hill is involved, employees are restricted from certain associations or working arrangements with competing or conflicting organizations. Subject to EE Hill's prior written approval, you may work for other businesses during the course of your employment with EE Hill; provided, however, you may not (i) accept or perform work of a nature that conflicts or competes in any way with the business or services of EE Hill; (ii) use any EE Hill's resources including, but not limited to, computer hardware and software, telephones, cell phones, facsimile machines, and copiers, for or in connection with any non-EE Hill work; (iii) perform any non-EE Hill work on EE Hill's premises; or (iv) perform any non-EE Hill work during normal business hours.

Employment of Relatives

Employment of relatives is not prohibited by EE Hill, provided that the following conditions are met: (i) the applicant is qualified for the position, (ii) the employee and relative will not be in a direct reporting relationship with one another and (iii) the personal relationship will not adversely affect the workflow or processes of the company.

Leave Policies

General Policies

EE Hill provides Eligible Employees with leaves for a variety of reasons. The following discussion summarizes EE Hill's leave policies in a way that EE Hill hopes will be generally helpful. EE Hill abides by the provisions of the Family and Medical Leave Act, as appropriate.

As with all policies, EE Hill reserves the right to revise or rescind these policies at its discretion, subject to legal requirements. This statement of leave policies is not intended to create a contract between EE Hill and its employees.

To apply for leave, or to inquire into what leave may be available, an employee should contact a supervisor and complete a EE Hill Employee Leave Request Form. An employee applying for leave will be asked to state the purpose of the leave, when he/she wants the leave to begin and when he/she wants the leave to end. The supervisor will inform the employee what type and duration of leave, if any, has been approved and will also tell the employee which requirements, such as certification of a health condition, the employee must fulfill.

All leaves are granted for a specific period of time. An employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which the employee is eligible, including an extension of the current leave. EE Hill reserves the right to terminate the employment of an employee who does not return to work at the end of the approved leave period, for more than three (3) days, unless approved by EE Hill.

Vacation Leave

The following are paid vacation days for eligible employees. After one full year of continuous employment, EE Hill will provide one (1) week of vacation. After three years of continuous employment, EE Hill will provide two (2) weeks of vacation. After eight years of continuous employment, EE Hill will provide three (3) weeks of vacation. The vacation days must be used in the year earned.

The employee must complete an EE Hill Employee Leave Request Form and obtain pre-approval from the supervisor. Vacation leave may be taken with a minimum of one-hour increments. The scheduling of vacation must ensure the work of EE Hill is adequately covered.

Sick Leave

After one full year of continuous employment, Eligible Employees earn one-half day of paid sick leave for each full calendar month worked (up to a maximum of six full days of sick leave per year). If the sick leave is not used, it will be carried over. The EE Hill bookkeeper keeps the records of accrued sick leave. Employees may inquire of their balance of sick leave. Employees may be paid for a portion of unused sick leave when their employment ends at the discretion of executive management.

Sick leave may be used when an employee or family member has an illness or health care appointment. Sick leave may be taken with a minimum of one hour increments. The employee must complete an EE Hill Employee Leave Request Form for approval from the supervisor as soon as possible after the illness, or ahead of time for planned health care appointments.

Personal Leave

After one full year of continuous employment, Eligible Employees earn one-half day of paid personal for each full calendar month worked (up to a maximum of six full days of personal leave per year). Unused Personal leave does not carry over to the next year. Employees will not be paid for unused personal leave when their employment ends.

The employee must complete an EE Hill Employee Leave Request Form for approval from the supervisor. Personal leave may be taken with a minimum of one hour increments. Personal leave may be used for any reason with prior approval of the supervisor or by obtaining approval immediately after an unplanned need for leave.

The following guidelines are designed for the proper use of sick / personal leave:

1. If you do not report to work, you must phone your supervisor or have someone call for you as early as possible after the office opens. This procedure allows your supervisor to rearrange work schedules in your absence.
2. If you must leave the office before closing time because of illness, or personal reason, you must inform your supervisor.
3. If you foresee the need to take personal leave (e.g., for non-emergency surgery or for a

doctor's appointment), tell your supervisor as soon as possible so that plans can be made to cover your absence.

4. Disabilities related to pregnancy or birth of a child will be treated as all other disabilities for purposes of EE Hill's leave policies.
5. In case of an extended absence, you should consult other sections of this handbook to see whether you are eligible for short-term or long-term disability leave.

If you are eligible for personal leave, you may use the leave for any reason but must be approved by a supervisor ahead of time.

Short-Term Disability Leave

EE Hill complies with all state laws regarding short-term disability leave, including maternity leave. The employee needs to advise and seek advice from the supervisor as soon as possible.

Family and Medical Leave

Employees may take unpaid leave per the terms of the Family and Medical Leave Act of 1993. Employees should also be aware that pregnancy is considered a disability and may be eligible for disability benefits under mandatory disability benefits laws of certain states.

Personal Leave of Absence

Requests for personal leave without pay are considered individually and granted at the discretion of management. The reason for the request, the employee's length of service, the employee's work record and the demands of the individual's job are examples of the type of factors typically considered in evaluating a request for personal leave of absence. A request for personal leave of absence will be granted only if the employee is not eligible for any other type of leave. An employee may not be on personal leave of absence for more than 2 months in a calendar year.

Jury Duty

Employees summoned for jury duty will be allowed the necessary time off from work to perform this civic responsibility. Employees must give EE Hill the same advanced notice that they receive within one working day of receiving notice to report for jury duty. EE Hill will pay such employees the difference between their regular salary and any jury duty fees received. Employees will be expected to report to work during all regular hours if their presence is not required in a jury room or court. EE Hill may require the employee to supply documentation from the court affirming the employee's jury duty service.

Military Duty

Employees who are absent from work in order to attend an annual encampment in a recognized reserve branch of the armed forces of the United States or National Guard will receive a paid leave of absence of up to a maximum of two weeks per year. Leaves for military service and reinstatement after performing military service will be provided in accordance with the requirements of law.

Funeral Leave

When a death occurs in an employee's immediate family, an employee may take up to three days with pay in order to attend the funeral or make funeral arrangements. In unusual circumstances, additional time off may be granted, with or without pay, at the discretion of EE Hill. For purposes of the *Funeral Leave* policy, "immediate family" is defined as employee's: spouse, mother, father, step-mother, step-father, brother, sister, grandmother, grandfather, son, daughter, son-in-law, daughter-in-law, as well as a parent, grandparent, brother, or sister of the employee's spouse.

Forced Closings and Severe Weather

Unless notified by your supervisor, employees are to report to work on all regularly scheduled days, regardless of weather conditions. If employee is unable to report to work due to weather conditions, the employee must notify their supervisor as soon as possible. The employee will be expected to use a vacation day or leave without pay if they do not report to work.

In the event that the company closes due to severe weather conditions or another reason, the employee will not be required to report to work. Employee will be paid for that day and it will not be counted as a vacation day or personal day.

Employee Benefits

The following is a list of benefits that EE Hill makes available to Eligible Employees. The descriptions in this handbook are a summary only. The separate plan documents explain each benefit in more detail and the language of the plans' documents controls the various plans. Benefits may be modified, added or terminated at any time by the insurance company or benefit provider, per the terms of the plan, or by EE Hill, at its discretion.

Benefits Eligibility

Full-time employees that have successfully completed their probationary period are eligible for the benefits outlined below. Part-time/seasonal employees (less than 35 hours per week, for any week) are not eligible for these benefits. Benefits are eligible after 90 days.

Medical Insurance

EE Hill does not currently offer medical insurance but may in the future. Medical insurance would be available for Eligible Employees and their qualified dependents. If available, refer to the plan

summary for details regarding coverage, eligibility, waiting periods and cost.

COBRA

(Note: COBRA is only applicable if EE Hill provides medical insurance as a benefit.) The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage under the company's health plan, should the employee lose his or her eligibility (e.g., upon termination). Under COBRA, the employee pays the full cost of coverage at the company's group rate, plus an administrative fee. Details of COBRA coverage and how to apply for it will be provided by a Manager at the time eligibility is lost.

Simple IRA

Eligible Employees will be given the option to enroll in the EE Hills' Simple IRA but must be employed at least one year prior to the sign up date.

Worker's Compensation

EE Hill requires that all employees report job-related accidents or injuries to a supervisor immediately, whether the accident occurred on or off company premises. Failure to report an injury, regardless of how minor, could result in difficulty with the employee's claim.

All workers compensation claims will be paid under the guidelines of the policy as approved by the carrier. Employees are expected to return to work immediately upon release by their doctor.

Disciplinary Policies

Problem Resolution

EE Hill seeks to deal openly and directly with its employees and believes that communication between employees and management is critical to solving problems.

Co-workers that may have a problem with one another should attempt to resolve the problem themselves. If a resolution cannot be agreed upon, both employees should approach their supervisor(s), who will work with the employees to determine a resolution. In these instances, the decision of the supervisor is final.

Employees that have a problem with a supervisor should first go to the supervisor and state the problem. If a resolution cannot be agreed upon, the employee should present his or her problem, in writing, to the executive manager. The decision of the executive manager will be final.

Discipline

EE Hill's policy is to attempt to deal constructively with employee performance issues, employee

behavioral issues, and employee errors. The disciplinary process will be determined by EE Hill in light of the facts and circumstances of each case. Depending upon the facts and circumstances, the discipline applied may include, among other things, oral or written warnings, probation, suspension without pay, or immediate termination. Each situation will be considered in light of a variety of factors including, but not limited to, the seriousness of the situation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Details of this process are outlined further in the Corrective Action section below.

Corrective Action

Corrective Action is taken against an employee in response to a rule infraction or a violation of company policies. Corrective action will continue until the violation or infraction is corrected.

Corrective Action usually begins with a verbal warning, followed by a written warning that is placed in the employee's personnel folder. If more serious corrective action is required, the employee may be put on probation, or have his or her employment terminated.

EE Hill considers some violations as grounds for immediate dismissal, including, but not limited to: insubordinate behavior, theft, destruction of company property, breach of confidentiality agreement, untruthfulness about personal background, drug or alcohol abuse, or threats of violence.

Employees charged with some infraction are subject to corrective action may appeal that corrective action. An appeal must be submitted in writing to the executive manager. If, after reviewing the corrective action, it is determined that the supervisor followed procedures accordingly, the corrective action will be implemented. If the supervisor has failed to follow company policy, the action may be reversed or amended. The decision of the executive manager is final.

Separation Policies

Job Abandonment

Employees of EE Hill that are absent for more than two (2) consecutive days without notifying a supervisor are considered to have voluntarily abandoned their employment with the company. The effective date of termination will be the last day the employee reported for work. If an employee abandons a job, he or she will not be entitled to be paid for accrued vacation days, unless required by law.

Termination

EE Hill does not have tenure or guaranteed employment unless management decides otherwise. Employee or EE Hill may terminate employment at any time for any reason. An "at will" employee may terminate employment whenever and without reason resulting in no consequence. The same is true for employers. Employees who are not bound by a written employment contract can be terminated for good cause, bad cause, or no cause at all, unless the cause is a form of discrimination or violates federal or state laws.

Termination may result from any of the following: (i) Disciplinary action measures, which include infractions for violation of company policies, (ii) layoffs or restructuring, which include the elimination of an employee's job function or headcount reduction due to redundancy or cost reduction and (iii) involuntary termination, which may include poor performance reviews or failure to demonstrate an acceptable attitude or competency in the workplace.

Termination Process

EE Hill requires that employees return all documents, files, computer equipment, company tools, business credit cards, keys and other company owned property on or before the last day of work. When all company owned property has been collected, the employee will receive his or her final paycheck and any accrued vacation pay, if applicable. Employees leaving the company will have the option of having an exit interview with a supervisor.

Employment References

Due to confidentiality considerations, EE Hill does not provide employment references for former employees. EE Hill will provide dates of employment and positions held only.

EE Hill Travel & Expense Policy

This guide is to help you manage internal and client related expenses. As with everything, we expect you to act responsibly and professionally when incurring and submitting costs.

Please use the following guidelines to learn about reimbursable expenses. If you have any questions, please see your direct supervisor or executive management. Travel and related expenses must be pre-approved by your supervisor.

Travel Related Expenses

Expense Reimbursement

EE Hill will reimburse employees for reasonable, pre-approved business expenses. Reasonable expenses while traveling on company business may include travel fares, accommodations, meals, (clarification on meals) tips, telephone and fax charges, entertainment of clients and purchases on behalf of the company. Local expenses include company purchases, tolls, taxi or public transportation fares when on company business and entertainment of clients. .

All expenses must be submitted on the required Employee Reimbursement form. The expense form must be accompanied by receipts for each expense submitted, and approved by the employee's supervisor prior to submission for reimbursement. Whenever possible and in situations where the employee may question the reasonableness of an expense, the employee should secure approval in advance of incurring the expense. Unreasonable or excessive expenses will not be reimbursed. Any questions should be directed to the employee's supervisor.

Food

When traveling and meals are approved in advance, breakfast should not exceed \$10 per person, lunch \$10 per person and dinner \$15 per person. Room service, drinks and snacks from the mini bar will not be reimbursed.

Travel Expense General Guidelines

Original receipts are required for reimbursement of all expenses .
Standard tips are reimbursable if recorded on receipt.

All expenses must be submitted on a EE Hill Employee Reimbursement form. Original receipts should be included with the report or taped onto additional pages so they may be easily copied.

Expenses must be submitted within thirty days to be reimbursed by EE Hill.

Expense reports submitted by the 1st of the month will be paid on the 15th; reports submitted by the 15th will be paid on the last day of the month.

Lunch with other employees is not reimbursable unless approved by your supervisor.

When you submit an expense for a meal, you MUST include the following information:

- Printed receipt (including date, place, and time of meal)
- Name, title and company of those present
- Nature of the business discussion

All gifts, tickets to events and other entertainment expenses are reimbursable only if they are necessary to conduct EE Hill business and require pre-approval of your supervisor or another executive.

Business Expense Reimbursement Policy

Employees designated to make business related purchases must complete the Purchase Order / Employee Reimbursement form and attach original receipts and /or the vendor purchase order. Employees are to provide the receipts and fulfillment documentation to EE Hill's bookkeeper. Employees should consult with their supervisor prior to commitment of any purchase if it is non-routine and ask questions if necessary. EE Hill strives to keep operating costs as low as possible by using competitive vendors and also supporting local business. Any expenditure over \$500 requires supervisor or management signature of approval prior to the purchase.

Company Cell Phone Policy

Eligibility of cell phones issued by EE Hill to employees will be determined by management. EE Hill company-issued cell phones are defined as airtime, and data usage paid for by EE Hill and intended to be used for conducting business and maintaining customer relationships pertaining to EE Hill and its subsidiaries. Employees who are issued company cell phones are expected to be accessible as needed via voice call and/or electronic messaging up to and including text

messaging and electronic mail. Employee accessibility includes during breaks and after regular business hours.

Personal Use of Personal Cell Phones at Work

All personal cell phones at work should be left in a purse, pants pocket, or some other place that is completely out of sight. The phone should be left on silent. Employees should be allowed to check their phones occasionally and are free to use them on break or at lunch. EE Hill recommends Employees give their work telephone number to teachers, doctors, family members and care takers in the event there is an emergency. Those people will have easy access to Employees through our regular work telephone numbers.

Company Use of Personal Cell Phones at Work

All personal cell phones at work used for the benefit of the company can still be left in a visible location. They must be kept on silent. Only business use of the personal cell phone should be conducted at any time other than on break and during lunch unless it is a family or medical emergency. It will be very unfair to employees that are required to keep their phones out of sight if an Employee takes advantage of this situation.

Cell Phone use in Vehicle

The use of all cell phones whether personal or company shall be used only in accordance with all USDOT and State regulations.

Company Computers

Company computers should not be used for personal use while you are on company time. Limited, occasional, or incidental use of electronic media for personal, nonbusiness purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the system's use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege. It is absolutely prohibited to use a company computer to send or receive inappropriate messages or access inappropriate websites. Inappropriate use of a company computer will receive no further warning and any employee will be subject to disciplinary action or can result in immediate termination.

Social Media/Internet

No employee shall use a portable electronic device, or company desktop computer to visit social media websites for personal use during work hours. No employee shall use a portable electronic device, or company desktop computer to visit any inappropriate sites at any time.

Conclusion

EE Hill may at any time, make changes to the policies outlined in this handbook. At the time the changes are made, you will receive an update to insert herein along with an acknowledgement to sign. The acknowledgement will be placed in your personnel file.

Employee Acknowledgment of Handbook

Please sign and return to your Supervisor.

I hereby acknowledge receipt of EE Hill's Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with EE Hill that provides otherwise, I have the right to resign from my employment with EE Hill at any time with or without notice and with or without cause, and that EE Hill has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the EE Hill's Employee Handbook.

Employee Signature

Name of Employee (typed or printed)

Date: _____

Confidentiality Policy and Pledge

Any information that an employee learns about EE Hill, or its vendors or customers, as a result of working for EE Hill that is not otherwise publicly available, including health information protected by federal HIPAA laws, constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by EE Hill or to other persons employed by EE Hill who does not have business reason to be informed.

The disclosure, distribution, electronic transmission or copying of EE Hill's confidential information is prohibited. Any employee who discloses EE Hill's confidential information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

I understand the above "Confidentiality Policy and Pledge" and agree not to disclose EE Hill's confidential information.

Employee Signature

Name of Employee (typed or printed)

Date: _____