



AUTOMATIC FIRE SPRINKLER, LLC

A GETZ COMPANY

EMPLOYEE HANDBOOK

JANUARY 1, 2013

Introduction

Welcome to Automatic Fire Sprinkler LLC

It is our pleasure to welcome you to Automatic Fire Sprinkler LLC. You have joined a company that believes in its people and in the concept that carefully selected, well-trained and motivated people are the backbone of a sound organization.

With your contribution, we are confident that Automatic Fire Sprinkler will grow and prosper in the years to come and continue to provide you with challenging goals, unique opportunities, and satisfying rewards.

You may have many questions about the Company and its workings, its procedures, its functions, and your role here. This Associate handbook has been prepared to help answer these questions. Keep this booklet as a reference for when you have questions or problems. This handbook replaces and supersedes all handbooks previously distributed by the Company. Where applicable, union agreements supercede this handbook. This handbook is very important; we will discuss each item in detail.

Please read this handbook thoroughly and use it for future reference. You are responsible for reading, understanding and complying with the provisions of this handbook. Our open door policy encourages you to discuss any questions which are not answered within this handbook with your supervisor/manager.

About This Handbook of Company Policies

Since our business is constantly changing, we expressly reserve the right to change any of our policies, including those covered here, at any time. We will notify you of these changes in writing and by posting them on the bulletin board and/or by other appropriate means. Changes will be effective on dates determined by the Company and you may not rely on policies that have been superseded. No one has authority to alter the foregoing except the Manager of the Company.

If you are uncertain about any policy or procedure, please check with your supervisor. This handbook summarizes various guidelines and procedures relating to your employment with Automatic Fire Sprinkler LLC and is provided only for informational purposes. It pertains to all Associates of each Division of the Company. Automatic Fire Sprinkler LLC may, in its sole discretion, revoke, amend, or modify any of its guidelines, practices, or procedures, in whole or in part, at any time, that are summarized in this handbook. Automatic Fire Sprinkler LLC reserves the right in its sole discretion to depart from the guidelines, practices, and procedures summarized in light of the circumstances of a particular case either past or present.

The guidelines and procedures do not constitute an employment contract between Automatic Fire Sprinkler LLC and its Associates. Automatic Fire Sprinkler LLC and its Associates have an employment relationship which is known as employment –at-will. This term means that you are not required to work for the Company for any set period of time. The Company is also not required to employ you for any set period of time. The Company may lay you off, retire you, or terminate you without cause, as long as the reason does not violate any antidiscrimination law. This document does not modify or limit the employment-at-will relationship between Automatic Fire Sprinkler LLC and its Associates. Your employment status cannot be changed in this respect unless that change is written in an agreement between you and the Company and signed by its President.

Philosophy

Automatic Fire Sprinkler LLC is a family of Associates working together to do an excellent job for our customers. Our success is due to hiring bright, talented people who work well together toward a common goal.

Everything we do is a team effort. We expect everyone to do his/her job well. With the support we give each other and the excitement and enthusiasm we generate together, excellence never seems far from our collective reach. Please join us in this team philosophy. It has worked well for all these years. Each person who works at Automatic Fire Sprinkler LLC should know his/her importance to the Company. Our objectives are to expand, grow, and move on to new and different challenges. We cannot do it without you.

The Company has made the right decision in hiring you and hopes that you have made the right choice in joining us. Enjoy this challenge and find great satisfaction in working with your fellow Associates. We wish you great success in your future with Automatic Fire Sprinkler LLC.

Vision Statement

Automatic Fire Sprinkler LLC is a nationally recognized leader in the consultation, sales, installation, and service of fire sprinkler systems. Our primary market area is commercial and industrial customers throughout the Midwest region of the United States.

With integrity and consistency we will provide an ever expanding range of products and services that meet or exceed the expectations of our customers, suppliers, and Associates. Our family of Associates will be the highest quality and most technically competent professionals in the industry producing continued growth and profitability for all stakeholders.

Mission Statement

By the year 2015 Automatic Fire Sprinkler LLC will be a ten million dollar Company while maintaining annual profit objectives through the sales and service of fire sprinkler equipment to commercial and industrial customers within Illinois, Iowa, and Missouri. Our growth will occur by expansion in our current customer base, development of new customers, and related business acquisitions. The focus will be on recognizing our Associates' value through sharing in the Company's success.

Company Core Values

- *Honesty:* We will treat all stakeholders with honesty and integrity.
- *Professional:* We will practice the highest standards of professional conduct with Associates, Customers and Suppliers.
- *Customer Focused:* We will exceed our customers' expectations in all aspects of our business relationships.
- *Quality:* We will offer only the highest quality products and services available in our industry.
- *Fair:* We will be impartial, consistent, objective, and fair in all business relationships.
- *Dependable:* We will be recognized by all stakeholders as reliable, responsible, trustworthy, and dependable.

Confidentiality

Many aspects of Automatic Fire Sprinkler LLC's day to day business operations are confidential. All companies have information which is not generally known to other persons called *trade secrets* or *proprietary* or *confidential* information.

All companies must conduct their business through their employees, and consequentially, employees must have access to trade secrets or proprietary or confidential information to carry out their duties and responsibilities. However, unauthorized use or disclosure of such information is against company policy.

All technical or nontechnical data, formulas, patterns, compilations, programs, devices, methods, techniques, processes, financial data, pricing data, lists of actual or potential customers or suppliers, business plans, marketing or sales plans, and similar information, whether patentable or not, is treated by Automatic Fire Sprinkler LLC as trade secrets or proprietary and confidential business information. You should never disclose such proprietary and confidential business information to outsiders without express written authorization. Nor should you use such information for your own personal benefit or the benefit of other persons. This requirement is not limited in time to the duration of your employment but extends after your employment notwithstanding the reason for the termination of your employment.

Also, Automatic Fire Sprinkler LLC requires that you *not* remove or otherwise take such information from the company premises or copy or otherwise duplicate such information without the company's express written consent. Each Associate must read and understand this confidentiality policy. By working and accepting salary or wages, you must fully abide by Automatic Fire Sprinkler LLC policies and requirements.

Employment Policies and Procedures

Equal Opportunity Statement

It is the policy of Automatic Fire Sprinkler LLC to extend equal opportunities to all present and prospective Associates regardless of race, religion, color, age, sex or national origin. Employment and promotion opportunities are offered to all applicants and Associates solely on the basis of individual merit and qualification. The Company will provide opportunities of advancement to men and women possessing the ability and ambition to perpetuate the excellence of the Company. The Company is expressly opposed to harassment due to race, religion, color, age, sex, or national origin in the work place. This policy applies to all phases of employment including recruiting, hiring, upgrading, promotion or demotion, transfer, termination, rates of pay, benefits and selection for training, travel or Company social events.

In furtherance of this policy, any Associate who believes that he or she has been harassed should report immediately, in writing, the times, dates, and nature of the alleged harassment to the Manager, Rod Getz. You will not be penalized for making this report as long as you do not cause unnecessary disruption of the Company's operations until a full investigation and hearing can be held concerning your allegations.

Employment Qualifications

Automatic Fire Sprinkler LLC has strict and simple guidelines to judge a candidate's qualifications for employment. We insist on the following qualifications for each Associate hired:

- You must have education or experience commensurate with the job
- You must be interested in a career with us – rather than just a job

Once we are assured that a candidate has these two qualifications, we determine if his/her interests, aptitudes, skills, and experience fit the position to be filled. Whenever possible, considerations for promotions are made within the company.

Hiring Procedure

In order to be considered for employment at Automatic Fire Sprinkler LLC, each prospective applicant must:

- Receive and fill out an employment application. This application can be obtained by calling the office.
- Once the interviewer feels the candidate's qualifications match the needs for the position, an appointment will be set up for the candidate to meet the general manager. At this point, the office manager will request and may check business and personal references, and a motor vehicle report may be requested from the State of Illinois or the state in which you reside.
- Once a conditional offer of employment is conveyed, the prospective Associate will undergo a physical with our Company designated physician. The physician will also test for illegal use of drugs. If the job requires lifting, a back evaluation including x-rays may be required by our Company-designated doctor. All testing is at the Company's expense. Failure to pass physical and drug testing may result in withdrawal of offer of employment.

Training Period for New Associates

All new Associates are considered to be in training for a minimum of the first three months of employment. Your supervisor will evaluate your work at the end of the three-month period. The evaluation will be discussed with you. If your work is unsatisfactory, your supervisor may terminate you at any time within the first three months.

I-9 Immigration Reform Policy

Federal law requires that every applicant for employment show the Company documentation regarding his or her identity and establish that he or she is eligible to work. Each applicant must be a United States citizen, a naturalized citizen, or a registered alien. The Company is prohibited by Federal Law for employing illegal aliens.

Personnel Records

Important events in each Associate's history with the Company will be recorded and kept in the Associate's personnel file, such as, regular performance reviews, change of status records, commendations, corrective action warnings, and educational attainment records.

Your personnel file is available for your inspection but is the personal property of the Company. A written request must be provided to your supervisor if you wish to review your file. Copies of the file may be obtained at the Associate's expense. Copy cost per current market rate (ie Office Max, Kinkos, etc) plus administrative rate of employee copying plus benefits.

Keeping Our Records Current

All personnel records are filed in the human resource office. It is important that your employment records are up-to-date.

Notify the human resource office if there are changes in any of the following:

- Name
- Home address
- Home telephone number
- Marital status
- Number of dependents
- Beneficiary of your group life insurance or other benefit plan
- Military status
- Social security number
- Additional training, courses, or experience
- Driver's license status

Medical Records

The Company will maintain confidentiality on all medical records of Associates. These medical records will be kept in a separate file. Supervisors and managers will be informed on a need-to-know basis only regarding necessary work restrictions and making reasonable accommodations. First aid and safety personnel may be informed to allow required emergency treatment.

Wage and Salary Policies

Payroll

Payroll checks are disbursed every week by direct deposit or a manual check. Every effort is made to get the paychecks to you on time each pay day. On rare occasions, however, there may be a delay. We apologize for any inconvenience this may cause.

Payroll Deductions

Federal, state and local income taxes and social security payments, all required by law, are deducted from your weekly earnings. Often, these deductions may change as they are affected by changes in the amount you earn, by legislation, and by the number of dependents you declare.

Garnishments, tax levies, child support, bankruptcy or other credit garnishment of wages are court orders issued to the Automatic Fire Sprinkler LLC to withhold these funds from your wages to satisfy a court settlement. The amount of the deduction is governed by the court order and cannot be changed or deleted until officially released by the court. The company may also deduct from the associate a handling fee for processing garnishments and/or levy of wages as allowed by law.

Voluntary deductions may be authorized for any of the following:

- Section 125 (Cafeteria Plan) currently includes health, dental/vision, and short-term disability.

- 401 (k) Plan
- A minimum of \$25.00 for payroll deduction (if under \$25.00, pay by check or cash) for items such as uniforms, cell phones, purchases, donations, etc.)
- Uniform fees
- Apparel purchases
- Cellular plans on company cell phones

Time Cards

Hourly Associates will be provided with a time card to complete and must be turned into payroll by 10:00 AM each Monday. Hourly Associates must indicate all hours worked, lunch, personal, and sick time taken. Be certain to indicate on your card each time you enter or leave the Company premises. If you cannot locate your time card, or if you forget to write your times in or out, contact your supervisor immediately for updating. The information recorded on your time card determines your pay. Anyone intentionally indicating a time card for another Associate will be subject to immediate dismissal. If a time card or activity report is not turned in on time, the payroll department cannot issue a check.

Your time card cannot be punched earlier than 7 minutes prior to scheduled starting time. Failure to use the time clock will lead to disciplinary action, which may include suspension and/or termination.

Exempt Associates – Associates whose time is not figured by the hour and who are not eligible for overtime must call personally to indicate any sick leave or days taken including vacation. Changes in your regular schedule are to be reported to the human resource office each Monday.

Overtime – Hourly Associates

Overtime is sometime necessary in the fire protection business, and Associates are expected to be able to work overtime when the need arises: i.e., divisional meetings or emergency calls. Hourly Associates may work overtime *only* with approval of their supervisor. Overtime begins after you have worked 40 hours in a regular work week. Overtime is paid at the rate of one and one half times your basic, straight-time hourly wage.

When a company-designated holiday is observed in a work week, all hours *worked* in excess of 40 hours will be considered overtime. Hours worked on a Company-designated holiday will be at the rate of double the Associate's hourly rate. Overtime must be assigned or authorized in advance by Management.

Performance Reviews

Each Associate's performance at Automatic Fire Sprinkler LLC may be appraised during the initial probationary period and on an annual basis thereafter. Your immediate supervisor will be responsible for conducting the review. The review will consist of two parts: a written appraisal according to standard forms and a discussion of the evaluation with you.

The appraisal's purpose is to help the supervisor evaluate your performance in an objective, consistent, and uniform manner. It will be based on job performance and Associate qualifications. The appraisal will be used to encourage better communication between you and your supervisor. Supervisors will be as objective as possible in judging performance according to the appropriate standards and will use the appraisal interview to discuss career development potential and possible advancement opportunities. Each supervisor will try to be as positive as circumstances allow.

The appraisal should give the Associate a clear picture of where he or she stands in terms of Company performance standards and provide an opportunity for the individual to express disagreement with any points made. Each Associate also will be encouraged to seek and receive guidance in improving performance.

Merit Increases

This Company abides by the Equal Pay Act of 1963 prohibiting discrimination in wages, salaries, or benefits based on sex. Wage and salary increases are based on merit alone, not length of service or the cost of living. Wage and salary reviews are generally conducted on an annual basis.

Keys and Building Security Codes

No duplication of any Company key is allowed. Security codes are confidential and are not to be given to anyone. If a key or security card is lost, notify the manager immediately. Lost keys will be replaced at the associate's expense of \$15.00 per key.

Normal Working Hours

- Management – 7:00 A.M. to 4:30 P.M. – Monday through Friday unless prior approval by the Manager.
- Shop/Garage – As directed by supervisor
- Office – As directed by supervisor
- Business Hours: 7:00 AM to 4:30 PM

Meal Periods

The actual regulation states, “*Every Illinois employer must permit its employees who are to work for seven and one-half continuous hours or longer at least twenty minutes for a meal period beginning no later than five hours after the start of the work period.*” Company policy states a 30-minute period must be taken. In the case of an emergency recharge or exhaust cleaning where the customer has had to stop cooking, the break must be taken as soon as it is feasible for the work involved. Each hourly Associate must indicate in and out for his/her lunch period when working at the home base.

Associates’ Benefits and Services

Holidays

After 90 days of full-time employment, non-union Associates will be eligible for the following benefits and services unless stated otherwise. Full-time is defined as Associates who are scheduled for more than 32 hours per week the entire year.

- If they work the scheduled workday before and after the holiday, unless day off authorized by supervisor (**must be pre-approved absence**).
- If a holiday falls during time of vacation, Associate will be paid for that day or receive an extra day off.
- The Company designated holidays are as follows:

New Year’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

Holidays falling on Sunday shall be observed on the following Monday. Holidays falling on Saturday shall be observed on the preceding Friday.

How to Report Absences

If you know you will be absent in advance, please let your supervisor know. Telephone your supervisor at least one-half hour prior to your assigned starting time. Call your supervisor daily until you are able to work again. If you call before the office is open, please leave a message with the answering service for the Company.

Absenteeism

Absence is the failure to report for work or failure to remain at work as scheduled. It includes late arrivals and early departures as well as absence for the entire day. It does not include authorized absences for holidays, vacations, approved leaves of absences, or other absences for which approval has been given.

If an Associate is off for three or more consecutive days because of an illness, a doctor's excuse must be submitted to personnel before the Associate is allowed to return to work.

An Associate who fails to call in for two or more successive days to report an absence will be considered to have voluntarily terminated employment with the Company. Repeated occurrences also will subject an Associate to discipline, including suspension and/or termination.

Unavoidable Lateness

If you must be late for work, or need extra time for lunch, it must be approved by your supervisor in advance. We realize, of course, that lateness sometimes cannot be avoided. Please report directly to your supervisor the reason you arrived late. If your supervisor is not available, report to the human resource office.

Leave of Absence

Bereavement Leave – The Company will give any Associate one week off with pay in case of a death of a spouse or legal child or legal stepchild. The Company will give any Associate up to three days off with pay in the case of a death of a parent or parent-in-law, two days off with pay in the case of a brother or a sister, or one day off with pay for a grandparent.

One day's pay is based on the hourly rate times normal work day. For commissioned Associates, an average compensation will be used based on preceding vacation compensation. In an overriding personal emergency involving an Associate or a member of the immediate family and you cannot let your supervisor know in advance that you need such a leave, please contact him/her at the earliest possible opportunity.

The Family and Medical Leave Act provides that an eligible Associate shall be entitled to a total of twelve work weeks of leave during any twelve-month period due to one or more of the following:

- The birth or adoption of a child.
- The care of a spouse, child, or parent with a serious health condition.
- The Associate's inability to work because of the Associate's own serious health condition.

An *eligible Associate* is an Associate who has worked at least 1,250 hours for the employer in the previous year and has been employed for at least twelve months with the employer. A *serious health condition* is defined as illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health provider.

The Act guarantees reinstatement of the Associate to the same or an equivalent position at the end of leave. The Company will continue to pay its portion of the premium due for your insurance, and you will be assessed your share on the accumulated premium due at the time you return from one of the following leaves of absence:

Maternity Leave – Granted to a pregnant Associate. It is necessary to submit a doctor's letter stating the last day you are permitted to work before delivery. This leave usually ends not later than six weeks after delivery unless there are medical complications. As with other leaves for sickness and temporary disability, these leaves will not be extended unless supported by a doctor's certificate, and every effort will be made to place the returning Associate in his/her former position or equivalent position, depending on the availability of such positions.

Disability Leave – Disability leaves require a doctor's letter explaining the reasons for disability and the dates. Associates on a leave due to illness or injury are required to file the necessary insurance forms with the human resource office. A claim

will be filed with our insurance carrier. Any weekly indemnity due will be paid directly to them. Amount varies based on the Associate's weekly earnings.

An Associate who has taken disability leave must bring a doctor's note to the human resource office stating he/she is now able to return to work without risk.

Family and Medical leave – This Company follows all regulations under the Family and Medical Leave Act. Associates returning from FMLA leaves for their own serious health conditions will be required to submit to fitness-for-duty certification from a health care provider. Associates will not be allowed to return to their former position or an equivalent position until they are able to furnish such certification.

Military Leave – Military leave will be granted without pay to an employee who is a member of the U.S. Armed Service Active reserve or National Guard for temporary field training or emergency training.

The Company will *attempt* to return an Associate to his/her former job or equivalent, if available, but there is no guarantee, since the Company may need to fill the position either temporarily or permanently.

Family Military Leave Act

The Company follows all regulations under the Illinois Family Military Leave Act. Associates who have been employed at Automatic Fire Sprinkler LLC for at least twelve (12) months and at least 1250 hours for the last year are entitled to take unpaid job-protected leave to visit with a spouse or child who has been called into military service that will last longer than thirty (30) days. The company will allow up to 30 days of unpaid leave.

Victims Economic Security & Safety Act

The Company follows all regulations under the Victim's Economic Security and Safety Act. An associate who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence may take up to a total of 12 workweeks of unpaid leave during any 12-month period to address the domestic or sexual violence. The associate must provide at least 48 hours advance notice of taking this leave if possible. Associates are required to provide certification to the Company.

Seniority

Your seniority is the length of continuous full-time employment since the first day you started work. Seniority is a factor in deciding layoffs, recall, and length of your vacation and may affect promotions. If an Associate is employed by Getz, leaves for a period of time, and then comes back to work, they will retain their previous seniority date minus the time they were gone if they:

- Were employed initially for at least one year
- Were gone no longer than six months

If the Associate does not meet the above criteria, his/her seniority date would be when he/she started for the second time. He/she would not get credit for previous time worked.

Layoffs

Layoffs may occur should the Company deem it necessary in its business judgment to reduce the number of its Associates. When layoffs are deemed necessary, consideration will be given to seniority, qualifications, and performance. In making job assignment modifications, preference shall be given to seniority, qualifications, and performance unless the Company considers it necessary to assign otherwise to protect the efficiency and/or productivity of the Company. In the event of the consolidation or elimination of a job, the Company shall reassign the affected Associate to a position for which he/she is qualified as long as positions are available. If positions are not available, the Associate will be laid off. For union employees, layoffs will be conducted as per union contract.

Jury Duty

If you are called for Jury Duty, the Company will allow the necessary time off for you to fulfill your civic responsibility. No compensation will be paid by the Company for this duty. Associates are required to give notice within 10 days of the date the summons was issued to their supervisor.

School Visitation Act

This act entitles Associates who have children in primary and secondary schools up to a total of eight hours of school visitation during the course of a normal school year. Time will be given in increments of no less than one hour and no more than four hours. No compensation will be paid. Requests must be made in writing at least seven days in advance. In emergencies, notify your supervisor as soon as possible.

Bad Weather Closings

Due to the nature of our business, it is imperative that we remain open at all times. Therefore, you will not be paid for the day(s) you cannot get to work due to weather conditions.

Paid Time Off – PTO

We encourage all Associates to take the time off they have earned so that they will be rested and more productive.

PTO may now be used for a sick day, personal day, or if an emergency would result in a day off.

- After (1) year of continuous full time service 1 Week PTO
- After (2) years of continuous full time service 2 Weeks PTO
- After (10) years of continuous full time service 3 Weeks PTO
- After (20) years of continuous full time service 4 Weeks PTO

PTO pay will be calculated in the following manner:

- Salaried Associates -Will be paid their regular current salary.
- Hourly Associates -Paid 40 hours for each week earned at their current hourly rate.

Your PTO time will be available to you at the beginning of each anniversary year. Example: if you earn 2 weeks' PTO per year, on your anniversary date, 80 hours will be added to your PTO hour's bank. When you use time off, your bank will be reduced accordingly. Anytime an associate takes PTO days, you must report it to accounting for payroll purposes. Your available balance will print on each payroll check.

Office & Design Associates – Balance will be paid out on your anniversary date, then hours will be reset to amount earned for upcoming year.

Shop Associates – On January 1st, PTO pay is available to be used. At year end, any unused amount will be paid to you.

Owners – PTO pay for owners will be on a use it or lose it basis. On anniversary date, the total available PTO hours will be reset to the number of weeks available to the owner. There is no pay out for any unused hours at the end of the anniversary year.

Associates will not receive their normal pay when on PTO.

Since your PTO hours are added to your bank at the beginning of the year and you leave the company for any reason, the earned portion of your PTO pay will be paid to you on your final check.

The above PTO pay will be figured without annual bonuses. All accrued PTO must be taken in that year and cannot be carried over to another year. Associates are to submit tentative PTO request to his/her Division Manager. Seniority has priority. The PTO time off request must have a *minimum two-week notice*. Associates are responsible for bringing a Company vehicle to the office when taking five or more consecutive PTO days

Outside Employment

Associates may hold outside jobs so long as they meet the performance standards of their job with the Company. All employees will be judged by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

If it is determined that an employee's outside work conflicts or interferes with performance, safety, or the ability to meet requirements of the Company as they are modified from time to time, the associate may be asked to terminate the outside employment if he/she desires to remain with the Company.

Outside employment that constitutes a conflict of interest is prohibited. Associates may not receive any income or material gain from individuals outside the Company for materials produced or services rendered while performing their jobs with the Company.

Group Insurance

The Company makes available and pays a portion of the cost of a comprehensive health, dental/vision and life insurance program for regular, full-time non-union Associates. Benefits become effective on the first day of the month following 30 continuous days of employment. Insurance is a part of the Cafeteria Plan, and money contributed toward qualified insurance programs is deducted from the Associates' pay before taxes.

Promotions

The Company makes every effort to promote within providing you are the most qualified applicant. Before filling any position from the outside, we look carefully at any current Associates who would be qualified to hold it. Supervisors may recommend Associates for promotion, and Associates are encouraged both to apply for specific openings that may occur from time to time and to let management know, in general, if they are interested in career advancement.

Associates are especially encouraged to enroll in courses or seminars that will broaden their qualifications and to report the successful completion of those courses to management. The supervisor of the affected department has a key role in selecting an Associate for promotion although senior management reserves the right to make the final decision.

Tuition Assistance

The Company offers tuition assistance to any full-time Associate who is interested in improving his/her job performance or bettering his/her potential for advancement with job-related courses. If you wish to receive tuition assistance, you must notify the human resource office before registering for any courses. A personnel form must be filled out and signed. Your supervisor will then be notified for approval.

To be eligible for 50% reimbursement, you must complete the course and obtain a grade of B or better.

In the event an Associate leaves the Company for any reason within two years of receiving a tuition refund, all monies so paid to the Associate for tuition will be deducted from his/her final paycheck.

Retirement

It is Automatic Fire Sprinkler LLC's policy to comply with the Federal Age Discrimination in Employment Act (ADEA). Therefore, Associates will not be forced to retire before they wish to do so as long as they are able to perform their jobs. However, they may retire at age 64 pursuant to the terms of our retirement plan and receive all retirement benefits to which they would be entitled. Early retirement also is available pursuant to the terms of our retirement plan.

Associate Communication

Making Suggestions

Suggestions are truly welcomed and encouraged on ways to improve procedures, atmosphere and productivity. You may keep your input anonymous if desired.

Company Events

We have one main event for Associates: The Annual Picnic. This picnic is for all Associates and their immediate families. You will get a memo explaining this special day at least three weeks beforehand. In addition, we are constantly planning and taking part in other special events which may be of interest to our Associates. You will be notified as to the dates of any functions in which your participation is encouraged.

Bulletin Boards

Bulletin boards provide still another way for the Company to keep you informed. Bulletin boards are found in visible areas within the Company. All notices are official, and you are not to remove them or to post any unauthorized notices or material as it is against Company policy to do so. Check the bulletin board regularly for current notes and announcements.

Handling a Problem or Filing a Complaint

We encourage our Associates to learn to talk things over when they have problems or complaints about job conditions or colleagues. Bring these matters to your supervisor's attention first. Should you feel that your supervisor's response does not solve your problem, you may make an appointment with the human resource office.

Your supervisors are happy to work with you to try to solve problems, hear your complaints, and make suggestions. At your request, they will be willing to set up an appointment for you to meet with the Manager of the Company or the Personnel Manager.

Right of Inspection

It is the right of the Company to inspect desks, lockers, vehicles, and other personal areas at any given time. Please cooperate on this matter as it is done for your protection.

Lunchroom

An Associate lunchroom is provided for your convenience. It is to be used for lunches and breaks. *Please help keep this area clean by placing all trash in the trash container when you are finished.* Remember, other people also use this facility, and they, like you, appreciate a clean place to take their break.

Company Vehicles/Telephones/Tools

Vehicle Guidelines

Anyone who operates a Company vehicle must possess a valid driver's license and maintain a good driving record.

Inside cleaning of vehicles and windows *must be maintained* at least once a week *by the Associate* who is designated to that vehicle. Vehicles are to be kept clean of trash at all times.

All company vehicles are to be fueled at night in lieu of morning when the gauge falls below one-half full in case of an emergency call. All gas receipts must include gallons of fuel purchased, the vehicle number, and the vehicle mileage in order to be reimbursed.

All Associates will maintain a driving speed not to exceed posted signs as required by law. Seat belts are to be worn at all times both while driving or riding in a Company vehicle. Not wearing a seat belt is subject to immediate dismissal.

The Illinois Motor Vehicle Code prohibits the use of an electronic communication device to compose, send, or read an electronic message while driving. An “electronic message” includes email, text message, or a command or request to access an Internet site. Illinois law also prohibits the use of a wireless phone while driving in a school speed zone or on a highway construction or maintenance speed zone. All employees operating a company vehicle are required to comply with all applicable motor vehicle laws. Violation of this policy will be subject to disciplinary measure, up to and including termination of employment.

No passengers, with the exception of authorized Automatic Fire Sprinkler Associates, are to accompany technicians to jobs or be in Company vehicles at any time unless authorized by the Manager of the Company.

Any Associate arrested for and convicted of committing an illegal offense while driving a Company vehicle will automatically be suspended and/or terminated (exceptions: moving violations).

Numerous unsafe driving habits, accidents, and/or poor driving records may be subject to disciplinary actions. This could include loss of privilege of driving a Company vehicle which could affect the Associates position within the Company.

A Vehicle Service Request Form must be filled out when a vehicle needs maintenance work or a repair or to report a problem.

Personal use of Company vehicles is not allowed without prior permission from the Company Manager.

If the keys are locked in a Company vehicle, it is the Associate’s responsibility to pay for a locksmith to unlock the vehicle.

Vehicle Expense – All expenses incurred on the road must be documented; receipts must be attached. All vehicle repairs must be approved by management.

Violations – The Company will not pay for parking, speeding, or any other traffic violation ticket. Any ticket not paid to a municipality and arriving in the office will be paid by the Company and deducted from the Associate’s next paycheck.

Company Vehicles/Personal Use

There have been many changes made regarding the taxation of personal use of company vehicles. Generally, these rules require that the value of such personal use (over any amounts paid) be reported as additional income to you. Several elections including the amount of valuation of such personal use are available to the Company.

The valuation method elected by the Company is the commuting method. Since Company vehicles are only to be used by persons on call and are, therefore, only to be driven home, used to respond to customers or service calls, and to be returned to work again on the next work day, the Internal Revenue Service has established a flat \$1.50 value per one-way commute. This amount multiplied by your total number of commutes will be added to your income.

The managers and salesmen will continue to use the General Method for all personal use calculations. The Company will do these calculations on a quarterly basis to avoid such a large amount of withholding at year end.

If an associate is laid off or off work for any reason for a period of one week or more, if they were assigned a company vehicle, the vehicle must be returned to the office/shop.

Vehicle Accidents

The following procedures are to be used if you are involved in an accident with a Company vehicle.

- Call the police.
- Notify the office. If after hours, call your supervisor at home.
- *Write* out the license plate number(s) of the other vehicle(s).
- *Write* out the name of the other party’s insurance Company.
- *Write* out the other driver’s name and license number.

- Write out the police officer's name and badge number.
- Write out the names and addresses of all witnesses.
- Talk to *no one* but the police about the accident.
- Do not make any statements about fault, either yours or the other driver's
- Recite only the facts to the police.

Cellular Telephone Agreement

Cellular devices are issued to associates to support the effective performance of their jobs. Company cellular phones are for business use only, no personal use allowed. Equipment that is lost, stolen, or damaged is the responsibility of the associate. Lost or stolen equipment should be reported to the manager immediately so the service can be suspended or cancelled.

Cellular invoices will be audited on a monthly basis. The company has the right to suspend or alter plans at any time. The company is the owner of the telephone number, it is not transferable.

Associates must follow all laws regarding cellular phone usage when driving, including no cell phone usage in construction areas and emergency areas and no texting while driving.

This phone must be left on at all times during business hours and when you are not reachable at your home telephone number. No cellular phone number is to be given to any customers.

Company Tools and Equipment

The Company will furnish all necessary tools, equipment and personal safety devices (other than safety shoes) to complete job assignments. Each employee is reminded that all items purchased by the Company are the property of the Company and represent a very valuable asset of the Company. It is the responsibility of the employee to whom tools and equipment are assigned, to maintain and safeguard these assets as if they were his own personal property.

An inventory of tools and equipment will be made periodically. If it is determined that an employee is negligent in the proper storage of tools, materials, or supplies or they are misplaced or stolen, the employee will be asked to reimburse the Company for replacement cost of the item. The employee may be asked to sign a wage deduction authorization form for this purpose.

Regulations/Policies

Parking Lot

Parking facilities are located adjacent to the building or on the street.

When parking your vehicle, be careful to lock your doors. Automatic Fire Sprinkler LLC will not be responsible for damage or articles stolen from vehicles.

Uniform Policy for Sales/Management/Designers/Service Techs

The dollar allowance is \$200.00 for the first year. Any item purchased outside the Company needs to be approved by a manager before reimbursement. If you rent uniforms, the rental amount will be charged against your allowance. If an Associate leaves or is terminated within one year from date of employment, the clothing allowance paid at that point would need to be reimbursed by the Associate. After the first calendar year, the dollar allowance is \$150.00 per year thereafter

Each employee is responsible for purchasing or renting their own uniforms for the first 90 days of employment if uniforms are required. If still employed after 90 days, the cost of purchase and/or rental uniforms will be reimbursed out of the uniform allowance. If the new employee has terminated employment for any reason before 90 days, he/she is responsible for the cost of purchased and/or rental of uniforms.

If an Associate starts in the first, second, or third quarter of the year, he/she will be entitled to the full allowance amount. If an Associate starts in the fourth quarter, he/she will be entitled to the full allowance at the time he/she starts but will not get an allowance for the following year.

The allowance may be used only to purchase apparel to conform to the uniform policy. An Associate may still purchase other apparel to be worn outside of working hours if he/she chooses at his/her own expense. Any unused allowance will not be rolled over to the following year.

Example of dress includes the following:

- Executive Dress Shirt – Company Logo or pocket name badge
- Polo Type Shirt with Company Embroidered Logo
- Dress Slacks or Dockers
- Tie (Required when customer call dictates)
- Sports Coat
- Lightweight Black Company Logo Jacket
- Winter Jacket
- Dress Shoes
- Dress Sweater
- Solid-colored Belt, No Large Buckles
- Solid Dark – Colored Suspenders, no wider than 1 ½”

Female Dress Code

Female Associates engaged in any work-related activity will be expected to wear a dresses, pants, and/or appropriate blue jeans. The wearing of shorts is not permitted.

Other garments and head wear for female Associates which are not permitted during any work activity are as follows: spaghetti-strap-topped dresses, tube tops, tank tops, bandannas covering the hair, miniskirts, and no dresses or skirts allowed that are 3” or more above the knee.

While not mandatory, the Company recommends and suggests that all female Associates wear flats or low-heeled shoes while engaged in any work activity both for comfort and to avert the possibility of an accident which might result in personal injury. Gym, tennis, and clog-type shoes are not permitted.

No body piercing jewelry can be worn except earrings.

Grooming

Shirts always must be contained within the trousers and properly buttoned. They must be cleaned and properly pressed. No patches and/or other means of identification other than what is approved by the Company will be permitted under any circumstances

Trousers are to be clean and at the proper length. A belt must be worn at all times. No patches and/or other means of identification will be permitted under any circumstances. Any shirt and/or trouser garment with noticeable tears, holes, and/or improper mending will not be permitted.

Shoes must be kept cleaned and polished. Depending upon the job classification of the Associate, safety shoes may be required to be worn at all times.

The Company requires that all male Associates maintain their hair length off their shirt collar and trimmed at a professional, desirable length, thus keeping with the image the Company wishes to project. Should any Associate be found in violation of this policy, he will be notified in writing by the Company and will be provided a reasonable length of time to comply. Should he fail to comply, the Company will deny the Associate the opportunity to work until such time as his hair is trimmed at the level which is acceptable to the Company.

Associates are permitted to wear wigs and artificial hair pieces, but these pieces must reflect those shades and hues which are representative of natural colors. Hair styles must be compatible to current trends and/or styles. The wearing of hair rollers is not permitted.

All male Associates are to be clean shaven daily. Beards and mustaches are permitted but must be kept neat and well trimmed unless customer safety regulation prohibits.

No male Associate is permitted to wear any ear decoration or other exposed body piercing jewelry during working hours and/or while representing the Company in any outside activity.

Rings, watches, necklaces, bracelets, and/or dangling jewelry will not be permitted on some of Getz Fire's client's property. Also, safety glasses, steel-toed shoes, and hearing protection may be a requirement. Each Associate is to be aware of their customer's regulations when going to that facility.

In keeping with good personal hygiene and to avoid being offensive to customers and others, great care should be taken to eliminate personal body odors. Please use underarm deodorants along with other personal hygiene habits. Care should be exercised to prevent bad breath. Both of the above are extremely offensive to customers and must be controlled

Violation of Company Dress Code

Any Associate reporting to work in violation of the above is to report to his/her supervisor those reasons why he/she is not in proper uniform. The supervisor then will make a judgment as to whether or not the violation is justified and will act accordingly with regard to the necessity of a verbal and/or written warning or possible disciplinary action. In the event of a written warning, the Associate will be notified that he/she is in violation of the Company dress code. Any future violation without just or good cause will result in the Associate's being denied the opportunity of working until said Associate returns in the proper uniform.

Smoking

To maintain a safe and comfortable environment and to ensure compliance with applicable laws, smoking on Automatic Fire Sprinkler LLC premises is strictly regulated. Smoking is permitted in designated areas only. Smoking is done on your predetermined morning and afternoon five-minute breaks. Per Illinois law, smoking is not allowed within fifteen feet of any building entrance or opening.

Training School Expenses

The Company will pay total amount of lodging with receipt on training schools/seminars. Motel will be designated by the Company.

The Company will pick up a moderate expense for breakfast and dinner. No alcoholic beverage, in-room movies, laundry or room service will be paid for by the Company.

Company will pay for training expense if the Associate remains in employment for 24 months after completion of the school. In case of termination or resignation of employment before 24 months for any reason, the Associate is to refund prorated up to one-half the funds provided by the Company for travel, lodging, tuition, meals and any other special expenses. The Company has the right to deduct this money from the Associate's compensation. Hourly paid Associates will be paid their normal hourly rate. Commissioned Associates will be paid a prorated amount per day based on annual income in accordance with vacation pay calculations.

Company Credit Cards

Under no circumstance is a Company credit card to be used for any personal purchases. If personal charges are found, the amount will be deducted from the Associate's paycheck, the credit card may be voided, and the Associate will have to use his/her own money to cover future expenses and then be reimbursed by the Company.

All credit card receipts are to be turned in on a weekly basis. If an Associate loses a receipt, the Associate will have to pay the bank charge of \$5.00 to obtain a copy of the receipt. If card is lost, notify the office and your supervisor immediately.

Company-Paid Expenses

To be reimbursed for authorized expenditures, an expense account report must be filled out completely, totaled, dated, and signed. All necessary receipts must be stapled to the report. This report is due every Monday to the V.P. of Operations for approval:

- Gas Receipts – Must include gallons, price per gallon, vehicle number, and mileage at the time of fill-up
- Meal Per Diem – \$25.00 per day is allowed only when an overnight is required and lodging receipt attached to expense report. Exception: If an Associate works 14 continuous hours, the Company will pay \$10.00 for an evening meal. Company credit cards are not to be used for meals while traveling.
- Overnight – To qualify for staying overnight, the drive must be more than 1 ½ hours one direction and must be pre-approved by the Division manager.
- Lodging – The Company will reimburse an Associate for a reasonably priced motel (Days Inn, Red Roof Inn, etc). No alcoholic beverages, in-room movies, laundry services, or room service will be reimbursed. Employees are required to share hotel rooms when working together unless the customer is being charged and paying for the multiple rooms.
- Entertainment – The Company will pay for a moderately priced lunch for the customer and Associate. No alcohol allowed. A credit card receipt is required with the customer's complete name, company, date and brief explanation of business discussed for reimbursement. Maximum of one customer lunch per week.

Employment Relationship

Your employment with the Company is entered into voluntarily, and you are free to resign at any time. Similarly, Automatic Fire Sprinkler LLC is free to conclude the employment relationship at any time.

How and When to Give Notice

If you plan to terminate your employment, please try to give your supervisor at least two week's notice in a written memo. We request the two weeks as a courtesy to give us time to find a replacement for your position.

Reasons for Termination

Offenses such as the following may result in termination of employment. The following list provides examples and is not a comprehensive list of offenses:

- Poor Performance/Quality
- Absenteeism/Repeated Tardiness
- Criminal Activity
- Health and Safety Threats
- Insubordination
- Dishonesty
- Security Breaches
- Dress Code Infractions
- Verbal abuse, life threatening

There is no promise of any kind to the Associates contained in this manual and the employer remains free to change wages and all other working conditions without having to consult anyone and continues to have the absolute option to terminate anyone with or without good cause.

Discipline and Warning System

All Associates are expected to meet Company standards for work performance, punctuality, attendance, and personal conduct. When you fail to conform to proper standards, you should, as stated below, be notified and have an opportunity to correct the deficiency. If performance does not improve, the disciplinary steps set forth below will be followed:

- Oral Warning – Associate is counseled by the supervisor following a minor offense in an effort to eliminate possible misunderstandings and to explain what constitutes proper conduct.
- Written Warning – Associate receives written notice of discipline following intentional or repeated minor offenses. The purpose of written warning is to make certain that the Associate is fully aware of the misconduct he or she has committed and of what is expected, thereby enabling the Associate to avoid a recurrence of the incident.
- Disciplinary Action – Associate receives disciplinary action following serious misconduct or further repeated minor offenses, i.e., disciplinary time off without pay and/or possible reduction in wages/commission. The purpose of a final written warning is to make certain that the Associate understands the seriousness of the deficiency, and that further misconduct most likely will result in discharge.
- Discharge – Associates discharged as the result of a serious offense or the final step in the accumulation of minor offenses of the same nature within a 12-month period.

Exit Interviews

If you terminate your employment with the Company, before your last day you may be expected to have an exit interview with a designated representative. This interview is to document the reasons you are leaving and to solicit constructive feedback to improve the Company

Personal Phone Calls & Personal Cell Phones

We ask that you limit your personal phone calls to emergencies or very important matters, and that you keep these calls short. The limit is two calls per day with three-minute maximum for each. If you must make a long-distance personal call, bill it to your personal credit card, home phone number, or call collect (cell phones are exempt).

Personal cell phones are not to be used during working hours. Personal cell phones should be in silent or off mode while in the workplace. The taking of photographs and/or videos is strictly prohibited in the work place and will result in disciplinary action. Confidential work related information shall not be discussed, transmitted, or copied through the use of a personal cell phone. The company is not responsible for loss or damage of personal cell phones in the workplace.

Personal Vehicles

Personal vehicles used for company business must only be used when there is NO company vehicle available. A rate of \$0.50 per mile will be reimbursed after an expense report is completely fill out indicating the miles driven, the location, and reason for the visit.

Personal Mail

Please refrain from receiving personal mail through the Company. All mail received by the Company is opened unless it is marked *confidential*. Personal outgoing mail should not be sent through the Company mail system.

Visitors in Office

If employees have a family member or friend stop to see them at work, there is a 5 minute maximum allowed for the visit. When outside individuals come into the company, there is a loss of production from the employee and an interruption in the company's day to day business.

Company Property

Company property is a valuable asset and costly to replace. All Associates must protect property from theft, loss, and damage. Company property includes knowledge and information as well as physical goods such as originals and copies that include but are not limited to service orders, price lists, customer lists, computer discs, invoices, work orders, activity reports and memos. Computers, typewriters, tools, books, magazines, stationery, and supplies are for Company business only and are not to be used for personal matters. None of these items are to be removed from Company property other than for Company business.

Negligence in the care and use of Company property may be considered cause for suspension and/or dismissal. Company property issued to an Associate must be returned at the time the Associate terminates employment or when the Associate's supervisor requests its return. The value of any property issued and not returned may be deducted from an Associate's paycheck.

Personal Property

You are advised not to bring personal property of value to work with you. Automatic Fire Sprinkler LLC will not be responsible for the loss or theft of personal items on the premises.

Protecting Proprietary Information

Like most successful companies, Automatic Fire Sprinkler LLC has developed special ways to design, produce, and market our products. These techniques make our products more competitive in the marketplace. Associates must treat information about these techniques as confidential and not to be revealed to sources outside the Company.

Anything the Company does to design, produce, and market its products is treated as proprietary information, also called trade secrets. Any information that would damage our business if it became public knowledge or was disclosed to a competitor is considered a trade secret including but not limited to, information on the engineering, manufacturing, sales, or financial aspects of our business. All proprietary information must be shredded.

No Associate should discuss proprietary information with any person from outside the Company. Do not discuss proprietary information with other Company Associates in any public place where it is possible you could be overheard. The duty to protect the Company's trade secrets is a legal obligation that remains in effect after an Associate has left the Company. The Company may enforce this obligation by court action or other means.

Alcohol and Drug Policy

For purposes of this policy, an Associate will be considered on the job whenever he/she is as follows:

- On Company property, including parking lots
- At a job site or Company-paid training school
- Driving a Company vehicle or a private conveyance for which the Company has authorized reimbursement
- Regulations – Consumption or working under the influence of alcohol or drugs while on the job is prohibited

Dangers of Drug Abuse in the Workplace – The Company is concerned about the use, possession, distribution, purchase, or sale of illegal drugs and controlled substances in the work environment. The Company also must comply with the Drug Free Workplace act of 1988. Such activities interfere with an Associate's work performance, efficiency, safety, and health and adversely may affect the work and safety of others.

The words controlled substance in this policy includes all chemical substances or drugs listed in any controlled substances acts or regulations applicable under Federal, state, or local laws. Most controlled substances fall under the following:

- Stimulants, which speed up central nervous activity, e.g., amphetamines, cocaine, and similar drugs
- Depressants, which relax central nervous system activity, e.g., narcotics, barbiturates, and similar drugs
- Hallucinogens, which change perception and consciousness, e.g., marijuana, hashish, LSD, and similar drugs
- Delirients, which cause mental confusion/disorientation, e.g., glue solvents, aerosol sprays, and similar drugs and substances.

Furthermore, the use of prescription drugs and/or over the counter drugs also may affect an Associate's job performance. They also may impair seriously his/her value as an Associate. Regulations – The Company strictly prohibits the following:

- The manufacture, distribution, dispensation, sale, or purchase of a controlled substance while *on the job* (see definition in alcohol section).
- Possession, use, or working under the influence of a controlled substance while on the job. The Company will make exceptions when under the following a physician's direction and such use will not impair the Associate's ability to safely do his or her job.
- The use of other drugs, including prescription drugs and over the counter drugs, when such use may impair the Associate's ability to safely do his or her job or may affect the safety or well being of others.
- Any Associate convicted of a criminal drug statute must notify the Company of the conviction within five days after the conviction.

Action – The Company will maintain a drug-free workplace. Any Associate who violates the above regulations is subject to discipline up to and including summary dismissal. The Company also may report the matter to appropriate law enforcement authorities.

Any Associate convicted of a criminal drug law violation may be subject to discipline. Discipline may include summary dismissal because of such conduct. Even though the violation may have occurred off duty, it still reflects adversely on the Company. Also, the Company must keep people who use or sell controlled substances off the Company's premises in order to keep controlled substances off the premises.

Rehabilitation Policy – Where appropriate, the Company will encourage and assist Associates with chemical abuse and/or dependencies (alcohol or drugs) or have been convicted of violation of a criminal drug statute to seek treatment and/or rehabilitation. Details are available through the Personnel Department. The Associate may take leave without pay so long as the Associate's absence is not an undue hardship for the Company. Notwithstanding the Company's support for treatment and rehabilitation, the Company is not obligated to employ any person whose job performance is impaired because of drug or alcohol use, nor is the Company obligated to reemploy any person who has participated in treatment or rehabilitation if that person's job performance remains impaired as a result of his or her dependency.

Compliance Policy – The Company reserves the right to search a desk or vehicle that is on Company property or in a Company facility.

The Company reserves the right to require drug tests of any Associate. The testing program supplements other means, such as personal observation, by which the use of drugs and alcohol can be detected.

Drug and Alcohol Detection Program – The following procedures will apply to the Associate drug and alcohol testing program. Drug and/or alcohol testing of Associates may be conducted under any of the following circumstances:

- When there is reasonable suspicion that an Associate is under the influence of drugs or alcohol. Reasonable suspicion is a belief based on objective and articulable facts sufficient to lead a trained person or two managers to suspect that the Associate is on drugs or alcohol.
- When an Associate is found in possession of alcohol or suspected illicit drugs, or when alcohol or suspected illicit drugs are found in an area controlled or used by the Associate.
- As part of a testing program instituted as a condition of employment after prior drug or alcohol related disciplinary proceedings.
- Routinely to all job applicants to whom a job offer has been made, and who have been informed that as a condition of employment they must submit to a drug and/or alcohol test.
- Any Associate who is involved in any accident at work site or on duty which requires medical attention.
- Upon reasonable cause at any time, the Company may require that any Associate submit blood or urine samples for testing. Such reasonable cause includes, but is not limited to, excessive absenteeism, declining productivity, excessive tardiness, or behavior suggesting that the Associate is working while in an impaired state or under the influence of drugs, controlled substances, or alcohol.

- Post vehicle accident.

For drivers, drug testing will occur as required by Federal Law. This testing will include pre-employment testing and random testing upon reasonable cause after some accidents.

When as Associate is asked to submit to drug and/or alcohol testing he/she shall be informed of the reasons for being asked to submit to the test. The Associate shall be informed that refusal constitutes insubordination and is grounds for discipline up to and including summary dismissal.

If the Associates consents to the testing, he/she shall do so in writing and shall authorize in writing the release of the medical information to the Personnel Director.

For drivers subject to testing as determined by the FMCSR (Federal Motor Carrier Safety Regulations), testing will be conducted in accordance with Federal requirements. Refusal to consent to a drug test or a positive test renders the driver medically unqualified to drive and also may result in discipline or summary dismissal.

Confidentiality – The Personnel Director or an officer of the Company will be designated to receive testing results. This person will notify other Managers of the Company *strictly on a need-to-know basis*. Every effort will be made to keep the facts and results of the test confidential.

Use of Results – The Manager will interview the Associate concerning the test results. The Associate will be given an opportunity to explain and substantiate his or her use of legal drugs (prescription or over the counter) which may have resulted in a positive test result.

The Division manager will take appropriate action after receiving a positive, confirmed report from the testing laboratory.

Computer / Electronic Mail/ Internet Policy

The use of computers in the performance of the Company's business has become indispensable. Confidential information is maintained on the various Company computers. Access to various computer data bases will be restricted by passwords and other security measures. Unauthorized or personal use of computer data bases or computers may cause an Associate to be terminated.

No computer discs or tapes are to be removed from the Company premises at any time. Also, loading of software of any kind is not allowed without prior consent of the President. Under no circumstances are any computerized games to be played.

Doing any of the following may result in termination and/or criminal prosecution:

- Unauthorized access or duplication of software or data
- Tampering with or modifying hardware or software
- Deleting software or data
- Allowing unauthorized personnel to do any of the above

The Company is the sole owner of the computer hardware and software run within the Company. Employees should have no expectation of privacy of any correspondence, messages or information in the systems. These computers have been provided to you to perform Company business and not for personal entertainment.

It is the intent of the Company to provide the communication systems necessary for the conduct of its business. Employees are expected to adhere to proper use of all communication systems. These include but are not limited to the telephone, cell phones, electronic mail (email), facsimile, internet, corporate intranet, voice mail, computer terminals, modems and systems software. Employees are permitted use of Company property and must comply with Company policies and procedure regarding its use.

The Company's communication systems shall not be used as a forum to promote religious or political causes or any illegal activity. Offensive or improper messages or opinions, transmission of sexually explicit images, messages, cartoons, or other such items or messages that may be construed as harassment or disparagement of others based on

race, national origin, sex, sexual orientation, age, disability, or religion or status as a Vietnam-era veteran are also prohibited on the Company's communication systems.

Employees shall not attempt to gain access to another employee's personal communications system and messages. The Company, however, reserves the right to access an employee's messages at any time, without notice to the employee.

All computer hardware and electronic files belong to the Company. You should assume them to be confidential and private unless the owner has explicitly made them available to others. Keep your password(s) confidential. However, the Company has the right to examine any computer, at any time without notice, and has the capability of bypassing personal confidentiality with regard to the Company's computer system, which is strictly a business tool.

Passwords do not ensure privacy. Employees should keep in mind that it is impossible to assure the confidentiality of communications or other documents transmitted or stored in the Company's email system, even if they are password protected. The Company has access to all authorized passwords used on the system and retains the right to access individual employee's email accounts.

Employees accessing the internet are representing the Company. All communications should be for professional reasons. Employees are responsible for seeing that the internet is used in an effective, ethical and lawful manner. Solicitation of non-company business or any use of the internet for personal gain is strictly prohibited. Internet use must not interfere with your productivity.

Each employee is responsible for the content of all text, audio or images that they place or send over the internet. No abusive, profane or offensive language may be transmitted through the system.

The electronic mail system is to be used for Company related business. The email system and all correspondence sent or received through it are the property of the firm and therefore, the Company reserves the right to monitor, access or review without notice any email messages sent or received on Company computers. The Company also reserves the right to disclose such messages to a third party for any reason it deems appropriate. You should have no expectations of personal privacy in the use of the Company's email system.

The content and maintenance of a user's electronic mailbox is the user's responsibility.

- Check email several times throughout the day.
- Delete unwanted messages immediately as they take up disk storage.
- Keep messages remaining in your mailbox to a minimum. Move messages to folders if you want to keep for future reference.
- Email is not a secure communication.

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software. Employees are prohibited from loading any software on any computer workstation. That includes commercial shareware and freeware software.

All messages created, sent or retrieved over the internet are the property of the Company and should be considered public information. The Company reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Violation of any guidelines listed herein may result in disciplinary action, up to and including immediate termination. If necessary, the Company will advise appropriate legal officials of any illegal violations.

Sexual Harassment Policy

Automatic Fire Sprinkler LLC is committed to providing a work place that is free from all forms of discrimination including sexual harassment. Any form of misconduct may result in disciplinary action up to and including dismissal.

It is the responsibility of each individual Associate to refrain from sexual harassment. It is the right of each individual Associate to work in an environment free from sexual harassment. According to the Illinois Human Rights Act, sexual favors or any conduct of a sexual nature includes the following.

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

Other conduct commonly considered being sexual harassment includes the following:

- Verbal – Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy, or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other Associates even outside their presence of a sexual nature.
- Non-verbal – Suggestive or insulting sounds (whistling), leering, obscene gestures, sexual body gestures, catcalls, smacking or kissing noises.
- Visual – Posters, signs, pinups, or slogans of a sexual nature.
- Physical – Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender. An example of the most subtle form of sexual harassment is the use of endearments. The use of terms, such as honey, darling, and sweetheart, is objectable. These terms are not to be used in the work place.

Each individual Associate has the responsibility to refrain from sexual harassment in the work place. An individual Associate who sexually harasses a fellow worker is liable for his or her individual conduct. The harassing Associate will be subject to disciplinary action up to and including discharge. Associates must abide by this policy when working at a customer's location.

Each supervisor is responsible for maintaining the work place free of sexual harassment. Promoting a professional environment accomplishes this; also by dealing with sexual harassment as with all other forms of Associate misconduct.

A supervisor must address an observed incident of sexual harassment or a complaint with seriousness. Prompt action must be taken to investigate the incident, report it to the Human resource office, and end it. An appropriate disciplinary action must be implemented while observing strict confidentiality. In addition, supervisors must ensure that no retaliation will result against an Associate making a sexual harassment complaint.

Procedures for Filing a Complaint – An Associate who either observes or believes herself or himself to be the object of sexual harassment should deal with the incident as directly and firmly as possible. He/she must clearly express her or his position to the immediate supervisor of the Human resource office. Documentation or records of each incident – what he/she said or did, the date, the time, and the place—must be kept. No one making a complaint will be retaliated against even if a complaint made in good faith is not proved. In addition, any witness will be protected from retaliation.

It is hoped that most sexual harassment complaints and incidents can be resolved within the company. However, an Associate has the right to contact the Illinois Department of Human Rights or the Equal Employment Opportunity Commission about filing a formal complaint. An Illinois Department of Human Rights complaint must be filed within 180 days of the alleged incident unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

An Associate who suddenly is transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC may file a retaliation charge. This charge is due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An Associate who has been harassed or threatened while on the job may have grounds for criminal charges of assault and battery.

False and Frivolous Complaints

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense. A false charge can itself result in disciplinary action or termination of employment. Relevant addresses and phone numbers follow.

- **Administrative Contacts**
Illinois Department of Human Rights
217-785-5100 Springfield
217-785-5119 TDD Springfield
312-814-6200 Chicago
312-263-1579 TDD Chicago

- **Illinois Human Rights Commission**
217-785-4350 Springfield
217-785-5119 TDD Springfield
312-814-6269 Chicago
312-263-1579 TDD Chicago

- **Equal Employment Opportunity Commission**
312-353-2713 Chicago
800-669-3362
800-800-3302 TDD

Code of Conduct

Automatic Fire Sprinkler LLC endeavors to keep the number of rules to a minimum. However, a few elementary rules are necessary for your protection as well as the Company's. Failure to comply with the rules will be reflected in your performance evaluation and/or may be subject to disciplinary action:

- Fighting is prohibited; abuse or destruction of property; possession of narcotics and loaded weapons on the premises; falsification of Company records, illegal, immoral, or indecent conduct or language; and unauthorized removal from the premises (or other facility where the Associate may be assigned) of Company property.
- Associates are not allowed to report for work under the influence of alcohol or drugs or to have the possession thereof while on Company property (or other facilities where the Associate may be assigned)
- Associates are not to conduct personal business on Company time or with Company equipment and resources.
- Falsifying employment application, time card, activity reports, personnel forms, or other Company documents or records is not tolerated.
- Associates are not to engage in acts of dishonesty, fraud, theft, or sabotage.
- Insubordination, refusal to comply with instructions, or failure to perform reasonable duties which are assigned will not be tolerated.
- No unauthorized use of Company material, time, equipment, vehicles or property is allowed.
- Negligence in observing fire prevention and safety rules is not tolerated.
- The Company stresses an atmosphere of respect for each other's rights and privacy.

Weapons

It is the intent of the Company to provide a safe and secure workplace for employees, clients, customers of clients, visitors, and others with whom we do business. The Company expressly forbids the possession of firearms on company property. The Company has "zero tolerance" for possession of any type of weapon, firearm, explosive, or ammunition. Company property includes but is not limited to all company facilities, vehicles, and equipment, whether leased or owned by the Company or its client. In addition, firearms in employee-owned vehicles parked on company property or used in company business is strictly forbidden.

The possession of firearms on company property may be cause for discipline including immediate termination of employment. In enforcing this guideline, the Company reserves the right to request inspections of any employee and their personal effects, including personal vehicles while on company premises. Any employee who refuses to allow inspection will be subject to the same disciplinary action as being found in possession of firearms.

No Solicitation and No Distribution

Distribution or circulation of any written or printed material on behalf of any organization, group, or individual is prohibited in work areas during work time. Solicitation by an Associate of another Associate is prohibited while either person is on working time. Solicitation means the collection of signatures, contributions, money or gifts by or on behalf of any organization, group, individual, or cause. The exception to the no solicitation and no distribution policy is that unsolicited distributions may be left in the lunchroom.

An Associate is not to enter or remain in the building(s) or other work areas for any reason during his off-duty time unless authorized by a supervisor.

Conflicts of Interest and Ethics

Associates will avoid activities which create a conflict of interest with their responsibilities to this Company. This Company also expects that its Associates will observe the highest moral and ethical standards in any dealings in which they represent Automatic Fire Sprinkler LLC.

This Company recognizes and respects each Associate's right to privacy and to engage in personal activities outside the scope of his or her employment with the Company. Each Associate also has an obligation, however, to refrain from activities which conflict or interfere with the Company's operations. The Company reserves the right to determine when an activity conflicts with the Company's interest and to take whatever action is necessary to resolve the conflict. If necessary, this action can include terminating the Associate.

No Associate of this Company shall accept simultaneous employment with another firm when the employment would present a conflict of interest. Such a conflict would be most likely if the other firm is a competitor or supplier of Automatic Fire Sprinkler LLC. A conflict might also arise if the hours or conditions of the other job interfere with the Associate's performance for this Company. If you are employed and receive compensation from an outside organization, you must notify your supervisor in writing

No Associate should establish or maintain an outside business interest that would entail these types of conflicts. In addition, no Associate may have any personal financial dealings with any individual or business organization, other than a regulated financial institution that furnishes merchandise, supplies, property, or service to this Company.

No Associate shall accept gifts of more than a nominal value from any individual or business that does business or seeks to do business with this Company.

All Associates will conduct themselves in a fair and ethical manner when dealing with customers and suppliers. Under no circumstances will Associates enter into arrangements with competitors which affect price or marketing policies.

No Associate will do anything in the conduct of business which would violate any local, state, or Federal Laws.

Safe Workplace Policy

It is the intent of the Company to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom we do business. The Company has a zero tolerance for acts or threats of violence.

The Company expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or company property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee who commits or threatens to commit a violent act against any person while on Company premises will be subject to immediate discharge. If an employee, while engaged in Company business off the premises, commits or threatens to commit a violent act that employee will be

subject to immediate discharge if the threat or violent act could adversely affect the Company or its reputation in the community.

Employees within the company share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subject to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or a member of management. All reports will be investigated by Human Resources, and employee confidentiality will be maintained to the fullest extent possible.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times as a safety precaution. If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers and doorways clear at all times.

Easily accessible trash receptacles are located throughout the building. Please put all litter in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Safety and Worker's Compensation

An important Company objective is to provide Associates with the safest possible working conditions.

You must report all injuries, no matter how slight, to your supervisor within 24 hours. This reporting not only will guarantee prompt first aid but is a way of insuring that the injury is on record so that the Company can take the necessary steps for your protection.

If you should notice a condition that seems hazardous, report it immediately to your supervisor.

For the protection of all Associates, the Company provides safety guards on equipment, safety devices in hazardous areas, and protective apparel. Protect yourself and your job by always wearing required safety equipment.

All shop Associates and field service technicians are required to wear steel-toed work shoes. Safety glasses and hard hats must be worn where required. The Company will provide nonprescription safety glasses and hard hats.

Wrist supports or keyboard pads must be used by all Associates at all times when entering data into a computer or typing. Associates are required to use protective equipment at the proper times and in the proper environments. Failure to use required protective equipment is cause for discipline and could lead to termination of employment. Supervisors will strictly enforce this policy.

The Company will furnish all necessary tools, equipment and personal safety devices (other than safety shoes) to complete job assignments. Each Associate is reminded that all items purchased by the Company are the property of the Company and represent a valuable asset of the Company. It is the responsibility of the Associate to whom tools and equipment are assigned to maintain and safeguard these assets as if they were his or her own personal property.

An inventory of tools and equipment will be made periodically. If it is determined that an Associate is negligent in the proper storage of tools, materials, or supplies or they are misplaced or stolen, the Associate will be asked to reimburse the Company for replacement cost of the item. Reimbursement by Associate will be automatically deducted from the Associate's pay check.

Fire and Emergencies

In case of emergency, dial-911. The facility where you work has an emergency procedure to follow in the event of fire or disaster. Exits, fire extinguishers, and first aid kits are located throughout the facility. Exits and areas around fire extinguishers must be kept clear at all times.

Fire Extinguisher/Smoke Alarm/First Aid Sales to Associates

Associates may purchase fire extinguishers, smoke alarms, first aid supplies, etc. for his/her own use or for gifts. There will be a 15% markup to cover administrative cost and freight. Any item(s) totaling over \$25.00 will be payroll deducted. Items totaling less than \$25.00 are to be paid by check or cash. Associates may *not* purchase items for *resale*.

Gifts, Gratuities, and Loans

Personal gifts, gratuities, or loans offered in appreciation of service rendered by Associates or representatives of Automatic Fire Sprinkler LLC are not to be accepted. Express your appreciation for the offer but politely decline indicating that you are happy to be of service. Acceptance of a gift, gratuity, or loan is cause of disciplinary action. Exception: Gifts of a nominal value \$25.00 or less may be accepted.

Litigation and Liability Insurance

The nature of Automatic Fire Sprinkler LLC's business in the fire protection and safety field involves potential liability exposure. We maintain a high level of liability insurance to protect the Company and our Associates. Therefore, it is important to exercise the utmost care and diligence in performance of your duties. In the event of litigation you will be expected to cooperate with all attorneys representing the Company, even though you may no longer be in the Company's employ.