



Advanced Industrial Services, Inc.



Policy Manual and Employee Handbook

Effective 01-01-2020

Volume A

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PART I

- INTRODUCTION -

WELCOME TO ADVANCED INDUSTRIAL SERVICES, INC.

WE ARE HONORED TO HAVE YOU ON OUR TEAM.

This handbook has been prepared to explain our personnel policies and procedures, as well as to acquaint you with the benefits and rules affecting you during your employment here. This is not to be mistaken for a contract. Please read this manual completely upon your start of work. If you have any questions, talk to someone in the HR Department immediately to be sure you understand this manual completely.

- MISSION STATEMENT -

WE ARE IN THE BUSINESS KNOWN AS INDUSTRIAL CONTRACTING

Advanced Industrial Services, Inc. and its associate, AIS Graphic Services, Inc., cater to the various equipment installation and maintenance requirements of local, national, and international industries. We offer a comprehensive array of services tailored to the particular need of the customer. We strive to become the standard by which our industry is judged.

OUR FOREMOST COMMITMENT IS TO OUR CUSTOMER

Without customers, we have no reason to exist. Our commitment includes listening to and understanding our customers' needs, lending practical assistance with their planning, and providing the highest quality, timely, and cost effective service that satisfy those needs and plans.

WE ARE COMMITTED TO FULFILLING THE NEEDS OF OUR EMPLOYEES

We intend to create and maintain a positive environment that will allow our employees to express their ideas and develop their potential. We are committed to provide a secure, stable livelihood. We will encourage and applaud each employee as they pursue and achieve their professional and personal goals. We will be a good neighbor in the community and recognize the positive influence this will have on our employees. We are an equal opportunity employer because it is good business.

WE ARE COMMITTED TO OUR SHAREHOLDERS

Our responsibility to our shareholders is to provide a secure return on their invested capital. We will accomplish this goal by utilizing sound corporate and operational management principles and structure, which will positively influence earnings and strengthen our leadership position in the industry.

WE ARE COMMITTED TO HONESTY AND INTEGRITY

This commitment covers all phases of our business, including relationships with customers, vendors, government, community, and employees. We expect to receive from them the same degree of integrity and respect we provide.

WE ARE COMMITTED TO PROFITABLE GROWTH

We believe that profitability is a by-product of and directly related to the care and attention given to our customers and our employees.

It is our belief that the concepts stated above, when applied in a positive, democratic, and free enterprise system, will result in profitable and stable growth from which we can better serve our customers, employees, and shareholders.

PRESENTED TO AND APPROVED BY

THE BOARD OF DIRECTORS ON FEBRUARY 13, 1992

GUIDELINES FOR EMPLOYMENT AND HANDBOOK USE:

Advanced Industrial Services, Inc. (AIS) periodically reviews the policies contained in this handbook. When possible, we try to improve and expand benefits and make changes to meet the needs of our employees. These changes will be made in the form of an addendum and/or re-issuance of a revised policy manual.

By the same token, management may find it necessary to otherwise modify or cancel certain personnel policies or benefits described herein for reasons consistent with the needs of the business. As personnel programs and policies change, this handbook will also change. It is not intended to be a contract. Updates reflecting these changes will be sent to you periodically in the form of an addendum and/or re-issuance of a revised policy manual.

None of the policies or benefits described in this handbook are intended, by reason of their publication, to confer any special rights or privileges upon specific individuals or to entitle any person to remain with the company.

Personnel policies and procedures occasionally require clarification. In the event you need further clarification of any personnel policies or procedures, you should contact the HR Department.

Where a benefit plan, health or life insurance provision or statute is described in general terms, the complete and controlling description is the official and current plan document or statute.

CONDITIONS OF CONTINUED EMPLOYMENT

Our goal is to recruit and retain employees of the highest caliber that best represent our company values. The qualities that AIS expects from our employees include the following:

- AIS employees shall be respectful and courteous to fellow employees, management, and most importantly, our customers.

CONDITIONS OF CONTINUED EMPLOYMENT - CONTINUED

- AIS employees shall be punctual and observe scheduled start times and be diligent in working the hours assigned through the duration of a project.
- AIS employees shall be conscientious of the quality of work they perform and attentive in doing the work in a safe professional manner.
- AIS employees shall present themselves in a clean and professional manner in reference to grooming, personal hygiene, and company approved attire.
- AIS employees shall demonstrate company loyalty, confidentiality and discretion. This is both expected and rewarded.

EQUAL OPPORTUNITY

AIS is an equal opportunity employer. AIS does not discriminate against any employee or applicant for employment because of race, color, religion, age, gender, sexual orientation, marital status, gender identity, results of genetic testing or service in the military. , , national origin, ancestry, disability or any other basis that is prohibited by law. AIS is committed to promoting equal opportunity employment.

AIS does not discriminate in its recruiting, hiring, training, transfer, promotions, terminations, compensation and benefits. AIS will make reasonable accommodations to qualified individuals with known disabilities unless doing so would result in undue hardship.

AT WILL EMPLOYMENT

All employees with AIS are "at will" employees. This means that employees are free to resign their employment at any time, for any reason, and AIS retains the same right. As such, our employment offer should not and cannot be construed as an employment contract or a guarantee of continued employment with the company. The policies in this manual apply to all employees of AIS, its affiliates, subsidiaries and divisions. AIS reserves the right to modify, change, cancel or terminate its policies and procedures at any time, with or without notice.

TRIAL PERIOD OF EMPLOYMENT

All new employees are on a provisional or trial basis during the first ninety (90) workdays of their employment (the Introductory Period). **This does not alter or modify the at-will employment relationship.** If you are absent during this time, your Introductory period will be extended by adding the number of days of absence to the 90-day period. Your Introductory period is the time to demonstrate your willingness and ability to do the job and for evaluating AIS as a place to work. AIS may terminate you at any time during this time period for any reasons, including improper or inadequate progress or performance. No notice of termination need be given, either by the employee or AIS during this time. The Introductory period may be extended by AIS at its discretion.

Continuance of employment after satisfactory completion of a new employee's Introductory period should in no way be interpreted to mean that AIS has contracted to offer the employee a specified term of employment. Successful completion of the Introductory employment means that an employee who performs satisfactorily during this period has met the minimum performance expectations set out by his/her supervisor and department. The employee will continue to receive periodic performance evaluations as outlined by his/her supervisor. AIS maintains the right to terminate employment at any time.

CONFIDENTIALITY

Your wage rate, pay increases, bonus amounts, etc. must be kept strictly confidential. Any and all discussion of such amongst your fellow employees is strongly discouraged. Irresponsible disclosure of your wages, etc. to inappropriate parties will result in forfeiture of wage or pay increase and disciplinary action. Any complaints brought about as a result of these circumstances will be addressed by the company President and/or HR Manager.

TRADE SECRET AND CONFIDENTIALITY AGREEMENT

AIS insists on the unconditional loyalty of all employees, including the management and non-management staff. Employees must not engage in any conduct that would create an actual or potential conflict of interest or create the appearance of such a conflict.

The protection of confidential, sensitive, and proprietary information is of critical importance to AIS, its work force, and its clients. It is therefore essential that all employees take steps to safeguard such information. Employees must not use any confidential, sensitive, or proprietary information of AIS and/or its customers in any manner that is unauthorized or detrimental to the best interests of AIS or its clients.

PART II:
COMPANY BENEFITS

PAID VACATION

Vacation time is earned by full-time employees. Vacations will be based on a calendar year, starting January 1. Full-time employees are entitled to annual paid vacations according to the following schedule:

Within first year of service-	No paid vacation.
After 1 year of service-	Up to 5 days
After 2 years of service-	10 days per year
After 8 years of service-	15 days per year
After 20 years of service-	20 days per year

Exception - After a partial first year of service (in-service date through January 1), as a courtesy by the company, an employee may accrue vacation days prorated on length of service. This courtesy proration has no cash-in or carry-over value should the employee not utilize the time off, or depart employment prior to the first year of service, be it due to a voluntary departure, layoff, or termination.

Example: If a new employee is hired in April and continues to work through January 1 of the next calendar year, the employee has worked 2/3 of a year and is entitled to three (3) days of vacation.

Upon completion of another full year of full-time employment, the employee will be entitled to five (5) days' vacation.

The maximum amount of vacation days that can be carried over from any one (1) calendar year to the next is ten (10) days. Any vacation days not used or carried over in a calendar year will be paid in one lump sum unless special permission is obtained from management.

If an employee is separated from employment for any period of time due to permanent layoff, medical leave, disability or worker's compensation; no vacation time will be earned during leave.

PAID VACATION - CONTINUED

AIS will make all reasonable efforts to grant vacation as requested by the employee as long as AIS' business needs are met. Advanced approval of all vacation time is required. The final decision is at the sole determination of AIS in order to ensure normal operations.

Vacations will be granted as secured, approved, pending schedule, or as denied. All vacation requests must be made in writing and submitted at least two weeks in advance of requested day(s) off. Vacation days may not be utilized for either excused or unexcused absences. An exception to this policy pertains to use of vacation days for emergency situations, extenuating medical circumstances, or for unscheduled days off due to lack of work. Use of vacation days for emergency situations and extenuating medical circumstances will be allowed, only with Management approval, so long as the employee has no more personal days available and reports off as required per AIS policy. All requests for secured vacation time must be submitted by February 15th of the then current calendar year. Employees are not able to use partial days of vacation time for less than a four (4) hour leave or a half day off.

Multiple time off requests for the same time periods will be granted by either seniority, previous year approvals, and/or business needs that may be required during the time frame. Requests submitted after February 15th will be honored in order of receipt. If the vacation request cannot be secured for any reason, your request will be either denied or approved pending schedule. If you are approved pending schedule, your vacation may be honored in the event that scheduling and the business needs of AIS or its customers permits.

PAID VACATION - CONTINUED

If an employee terminates employment and is rehired, vacation time starts to accrue from date of rehire.

Vacation is paid based on an employee's current straight time base wage / salary and excludes any overtime and/or scale wages.

On certain occasions, AIS has allowed employees to cash in their vacation time for pay. These requests must be submitted in writing with at least 1-week prior notice of payment. These requests will **not** be granted from January 1st to May 1st of the calendar year unless an emergency situation is determined. Courtesy vacation days accrued by a partial first year of service are not eligible for cash-in reimbursement.

PAID HOLIDAYS

After six (6) months of full time employment, a full-time employee is eligible to receive six (6) paid holidays which will be: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas.

"Holiday Pay" will be eight (8) straight time hours and will be counted as hours worked for the week.

If an employee must work on any given holiday, his/her rate of compensation will be double the standard hourly rate for each hour worked. This compensation will be paid in addition to "Holiday Pay".

To receive holiday pay, the employee must work the regularly scheduled day before and the day after the holiday, (excluding Saturday or Sunday).

A holiday that occurs during an employee's vacation will be compensated as a holiday and not a vacation day.

PAID HOLIDAYS - CONTINUED

If the holiday falls on a Saturday or Sunday, that holiday will be taken on Friday or Monday at management's discretion.

PERSONAL DAYS

In lieu of a sick-day policy, full time employees are eligible to accrue personal days to be utilized for unexpected paid time off. Paid time off for personal days will only be granted if the absence qualifies as an excused absence (employee call off prior to scheduled start time) in order for the day to be paid. Personal days are earned as follows:

Completion of six months of service -	1 day
Completion of one year of service -	2 days
Completion of five years of service -	3 days
Completion of ten years of service -	4 days
Completion of fifteen years of service -	5 days
Completion of twenty years of service -	6 days

Personal days cannot be carried over from one calendar year to the next. Any unused personal day time will be forfeited at the end of the calendar year. Employees are not able to use partial days of personal time for less than a four (4) hour leave or a half day off.

Make-up time may be considered whenever practical, to avoid use of a personal day (or portion), or if no days remain, only with your supervisor's authorization in cooperation with the payroll department. All such arrangements must be concluded prior to the next payroll cycle.

For an explanation of how to earn or use "Safety Days", see the Safety Incentive Program section within the AIS Safety Manual.

GROUP HEALTH INSURANCE

Full-time employees are eligible for enrollment in the Major Medical Insurance Plan on the first day of the month FOLLOWING sixty (60) days of active service. Active service is defined as reporting to work and performing the employee's assigned duties. Eligibility for benefits is determined by the contract between AIS and the insurance carrier. Only the employee, his/her spouse and dependents are covered by the plan, based on the selected level of participation. Part-time employees do not qualify for health insurance benefits.

AIS reserves the right to alter, abolish or amend the group health insurance plan from time to time at the company's sole discretion, as deemed appropriate.

Employees contribute toward the costs of health insurance. Please see Human Resources for the current cost of the employee portion which is deducted weekly from your paycheck. Full-time employees who are eligible for health insurance coverage will receive an initial notice of his/her COBRA rights. In the event of termination, voluntary or otherwise, all health insurance will be terminated on the actual day of termination. Certain employees and/or dependents may be eligible for an extension of coverage required by law (COBRA). A COBRA notice will be forwarded to eligible employees and/or dependents following termination of employment.

In the event a full-time employee does not wish to receive group insurance coverage, a waiver must be signed, stating that denial of coverage is of the individual's own free choice. Denial of coverage will not result in any cash payment or additional wage in lieu of coverage.

GROUP HEALTH INSURANCE - CONTINUED

In the event of a temporary lay-off, Workman's Compensation claim, , etc., AIS will continue coverage of the Major Medical Insurance offered to full-time employees. Unless the time off is long-term (greater than 12 weeks), AIS will defer assessment of the weekly premium cost for continued coverage until the employee returns to work. If the time off is over 12 weeks, AIS will invoice the amount due from the employee with stated terms of payment. If the employee does not remit the required amount, AIS reserves the right to terminate the insurance coverage. For a leave of absence covered under FMLA or ADA, benefits are terminated.

LIFE AND DISABILITY

The first of the month after 60 days of full-time employment, AIS will provide, at no cost to the employee, a Life and Disability Insurance policy.

AIS reserves the right to modify any or all company provided insurance from time to time as the company may deem appropriate.

UNEMPLOYMENT COMPENSATION

The company pays all the costs of state unemployment compensation insurance. An employee may receive benefits according to state law, if he/she is unemployed through no fault of his/her own and meets other requirements of eligibility by the state.

UNEMPLOYMENT COMPENSATION - CONTINUED

If you are unemployed, through no fault of your own, employees may apply for benefits at the local bureau of employment security. It is the employee's responsibility to contact the Operations Manager daily, unless otherwise instructed, for job assignments. Failure to call into Operations for two consecutive days will be considered a no call / no show and is considered a voluntary quit.

WORKER'S COMPENSATION

Worker's compensation laws are designed to protect employees against income losses caused by job-related injuries or occupational disease. Worker's compensation benefits are intended to compensate workers with job-related injuries or illnesses by reimbursing them for income losses and paying for medical and rehabilitation treatment.

Upon hire you will receive Notification of Employee's Rights and Duties Under the Pennsylvania Workers' Compensation Act. Section 306 (f.1) (1) (i), Employee Acknowledgement of Notice of Workers Compensation Act Rights and Duties and a current panel of health providers.

Any accident, no matter how minor, must be reported to the Safety Dept. immediately. It is the duty of the injured employee to report any work related injuries and/or sicknesses. In event the employee is unable to report incident, the jobsite foreman shall notify the Safety Dept. Failure to report the incident within 24 hrs. will result in a safety violation.

WORKER'S COMPENSATION - CONTINUED

The Company carries Worker's Compensation Insurance on its employees and the cost of this insurance is based on our injury claims history. The best way to control this cost is to take preventive steps to eliminate or minimize the causes of work place injuries. By observing all of the Company's safety procedures, an employee can not only protect himself against injury, but also help control Company costs.

401 (k) RETIREMENT PROGRAM

AIS provides a qualified 401 (k) retirement savings program to eligible employees. All new employees are enrolled automatically upon qualification of eligibility. The details of the plan can be found in the Summary Plan Description. A copy may be obtained from the Human Resource Department. The Summary Plan Description can also be found on the AIS Website. AIS reserves the right to modify the plan as deemed appropriate.

BONUSES

Bonuses may be awarded at management's discretion, depending and based on but not limited to an employee's attendance, job performance and Company profitability. Bonuses, if applicable, will be issued in the month of December. No employee is guaranteed a bonus at any time.

EDUCATIONAL ASSISTANCE

Continued education and increased technical ability acquired through seminars and after hours' courses are two things that provide benefits not only to the employee, but the Company as well. Therefore, the Company will provide \$100.00 worth of tuition assistance per year for each employee who elects to take self-improvement courses which, as determined by AIS, are related to his/her job.

In order for a course to qualify, it must be one that increases the qualifications of the employee for the current job or for a position that the employee may become eligible for in the future with the Company. The course must be approved by the employee's supervisor and the Operations Manager. Requests for assistance must be made before the educational program begins or they will be denied.

Tuition costs will not be paid to any employee who starts a course and drops out or does not receive a passing or satisfactory grade upon completion. The tuition costs will be paid upon receipt of evidence of the satisfactory completion of the course. Employees shall be required to remain employed for at least one year after receiving paid Educational Assistance pursuant to this policy. Failure to do so will require the employee to reimburse AIS for the full cost of tuition assistance.

PART III:
ATTENDANCE AND PAY

ABSENCES AND TARDINESS

Fabrication Shop employees must contact the Fab Shop Supervisor at least one (1) hour prior to his/her starting time if he/she is going to be late for work or will be absent, unless emergency or urgent circumstances prevent advance notice. If the Fab Shop Supervisor is not available, Fab Shop employees must leave a message in the voice mailbox of the Supervisor stating the reasons for the tardiness or absence and the anticipated return to work date and time. The number for the Fab Shop Supervisor is extension #304.

Local field employees, out of town field employees, and warehouse/shop employees must contact the Operations Manager at least one (1) hour prior to his/her starting time if he/she is going to be late for work or will be absent, unless emergency or urgent circumstances prevent advance notice. The Operations Manager will notify the Project Manager, Foreman, or other designated AIS representative. If the Operations Manager is not available, employees must leave a message in the voice mailbox of the Operations Manager stating the reasons for the tardiness or absence and the anticipated return to work date and time. The number for the Operations Manager is extension #107. ***Note: When an employee calls off on a weekend, you must contact and/or leave a message on Operations' cell phone and the cell phone of the applicable Project Manager. The Project Manager will then relay the message to the customer. Messages left on AIS office number during the weekend may not be retrieved until Monday morning. Accordingly, your absence would be considered unexcused if Operations and the applicable Project Manager were not notified as per this policy.***

ABSENCES AND TARDINESS – CONTINUED

Employees on out of town projects are not necessarily entitled to receive an overnight per diem or hotel on any day(s) he/she has an unexcused call off. An employee will have benefit of the company covering the hotel costs and possibly receiving the overnight per diem if the call of is deemed excused. If the call off is due to illness, and it is likely to exceed more than 2 days, a decision will be made by the Project Manager to either continue to wait out the illness or arrange the return of the employee back home.

All office employees must report unscheduled absences to the HR Dept. @ ext. #110 prior to their scheduled work time.

Absences that are not reported before scheduled start time, as instructed above, will be recorded as unexcused.

An employee arriving at a designated work site seven (7) minutes or more after the scheduled starting time will be considered late. AIS and our customers depend on punctual employees to provide excellent customer service and to complete our jobs on time. Repeated tardiness will result in disciplinary action.

An employee who is absent from work on two consecutive days without notifying AIS as stated above will be considered a voluntary quit. He or she will be sent his/her last paycheck, less any outstanding debt to the company, and benefits will be terminated.

When an employee is absent for three (3) consecutive workdays for his/her own medical reasons, he/she must present to the Operations Manager a written statement from the attending physician certifying that he/she is able to resume his/her duties before he/she can report to work.

ABSENCES AND TARDINESS – CONTINUED

Any time an employee needs to leave work early, he/she must make a request to the Operations Manager for early departure. In most circumstances, one-day notice is required. Emergency or urgent circumstances require notice as soon as practicable.

In the event that an employee is on temporary lay-off, the employee has the responsibility to contact the Operations Manager daily at extension #107 for potential job assignments, unless directed otherwise by Operations. **Failure to contact the Operations Manager will be considered a voluntary quit which may subject you to loss of unemployment benefits.**

ATTENDANCE

Illness or personal issues may occasionally justify an unscheduled absence. Frequent or extended absences can impair the company's ability to meet customer obligations as well as diminish the value of your services. Six days per calendar year is the maximum allowable unscheduled absence count. All absences must be reported within the "Personal Day" guidelines. Each infraction will be tracked by the POLICY INFRACTION POINT SYSTEM and subject to the penalties specified therein.

Preapproved scheduled absence, or absence with a doctor's excuse will never add to the penalty count. All personal day advance requests must be made in writing and submitted at least 24 hours in advance of requested day(s) off. Exceptions will be made only for extreme extenuating medical circumstances with management approval. If the employee's attendance record does not improve during a reduction period (see: POLICY INFRACTION POINT SYSTEM section of this manual) the employee may be discharged.

POLICY INFRACTION POINT-SYSTEM

The Company is committed to providing every employee a safe and fair work environment. That commitment extends to assure that every employee maintains the same standards and ethical commitments to fellow employees. This policy not only insures fairness within the workforce, but also provides us the best environment to maintain our commitments and contractual obligations to our customers.

To assure fair compliance by all, a point system event-recordkeeping procedure will track and evaluate all policy infractions reported and impose self-disciplinary measures commensurate with the severity of the behavioral incident.

Points will be monitored on a running basis. Excessive point count will simply result in the disciplinary action designated or at management discretion. This system is not designed to allow a certain amount of bad behavior, but instead is providing a reasonable allowance to everyone for illness, misfortune, miscommunication, accidental errors of omission, and the like.

For tardiness: 2, without proper notification: 3

For unscheduled early departure: 2, without proper notification: 3

Omission of Toolbox Talk presentation: 3

Omission of Safety inspection (site, vehicle, equipment): 3

Lack of call-in for absence: 5

Lack of call-in for assignment: 5

Failure to have proper PPE equipment: 5

Payroll paperwork submitted late (pre entry completion): 4

Payroll paperwork submitted late (post accounting entry completion): 6 + delayed payday

Expense documentation late or not submitted: 6

Abuse/misuse of company vehicles, tooling, eqpt: 7

Intentional failure to follow management directives: 7

POLICY INFRACTION POINT-SYSTEM - (CONTINUED)

- Absence in excess of policy: 10
- Each additional absence in excess of policy
(while in a reduction period): 10
- Inappropriate actions/reactions or abusive language
towards peers, management, or customers: 10
- Failure to renew/refresh any certification: 10

While we make every attempt to provide reminders, it is each employees responsibility to track, maintain, and update/renew his/her qualifications and certifications. Failure to do so diminishes that employees' value to our customers and therefore, the company. Examples would include: Confined Space, Welding/Cutting/Braising, Fire Protection, Lockout-Tagout, Respiratory Awareness, Manlifts (scissors, aerial, boom), Forklift, Cranes (3), Respirator (3), Machine Guarding, NFPA70E, Vitro (PPG), OSHA 10 Refresher, DOT, CDL, NCCO, PA Driver's License, and more.

Additional yet undefined infractions or severe instances are subject to discipline at management discretion up to and including termination.

All points accumulated expire at 12 months of the date of issuance. Each accumulation of 10 points will result in a 2.4% hourly wage reduction Each reduction event will last for a 12-month term and shall cause one to forfeit any potential year-end bonus and annual wage increase consideration during the reduction term.

Accumulated points will also be considered when evaluating for eligible wage increases or bonuses.

Note: That absences due to ADA or FMLA are not included in this Point-System tabulation.

DEDUCTIONS FROM WAGES

Certain deductions required by law will be made from each employee's wages. These include state and federal income taxes and social security taxes (FICA). Deductions will also be made for a portion of the health insurance premiums. Deductions for health insurance will vary depending of type of coverage employee elects.

Further deductions may be made if requested by an employee or if required by law, but AIS reserves the right to surcharge the employee where permitted for certain deductions.

GARNISHMENTS

A court ordered legal claim against the wages of a Company employee for non-payment of a debt or court ordered alimony / child support, and served by the constituted legal authority, is called a garnishment and must be recognized and executed by the Company. For this service, the Company will charge each employee who has a garnishment against his wages, a 2% fee to cover costs and expenses to process each week, which is allowed by law.

EXPENSE MONEY, COMPANY CREDIT CARDS, and COMPANY ACCOUNTS

AIS provides company credit cards and corporate business accounts for use by employees for official business-related expenses. Employee business expenses must be properly documented and submitted on a company expense report with all receipts attached. Business expenses that will normally be paid or reimbursed by the Company include transportation, customer meals, lodging and limited incidental expenses.

**EXPENSE MONEY, COMPANY CREDIT CARDS, and
COMPANY ACCOUNTS - CONTINUED**

Any purchases or submitted expenses that are deemed unauthorized or considered unreasonable (with or without a receipt), will not be paid or reimbursed and are the employee's personal responsibility. Misuse of the company credit cards or **EXPENSE MONEY**, corporate business accounts, including any use of the company credit card or corporate business account for personal expenses or use, is strictly prohibited, will result in the assessment of a handling and interest fee to the fullest extent allowed by law, and may result in discipline up to and including, discharge from employment.

To help facilitate the business activities of AIS, company credit cards need to be issued to select employees. These cards are provided for AIS business related charges and purchases only. An employee assigned a credit card is expected to manage and restrict its use for company business only. Personal use of these company credit cards will not be tolerated.

AIS reserves the option to advance expense money to any employee in order to support the activities of the company. When an employee is issued expense money, they must sign a "Petty Cash Advance" voucher confirming their receipt of the funds. To clear the voucher, the employee must reconcile the advance by day end the following Monday, or if on out of town work, upon his/her next Go-Home as follows:

- a. Submit properly marked and legible receipts for approved purchases or expenses. All fuel receipts must have the AIS vehicle number or rental car ID, mileage, job number, date and employee's signature.
- b. Return the balance of remaining cash.

**EXPENSE MONEY, COMPANY CREDIT CARDS,
and COMPANY ACCOUNTS - CONTINUED**

Expense Reports with corresponding receipts must be submitted, **without exception**, on a weekly basis by Monday at 1:00 PM, along with your time sheets. When out of town for a long duration, employees must keep track of expenses by completing an Expense Report each week and either fax or email the report along with copies of the receipts to the office weekly. The report needs to be dated for that week ending (Sunday) date and all job/project numbers must be clearly recorded.

All fuel receipts must have the AIS vehicle number or rental car ID, mileage, job number, date and employee's signature. For all items listed on the report there needs to be a corresponding receipt or form (i.e. mileage). If any money is due the employee it will be paid on their check through payroll, providing proper documentation has been submitted.

Failure to turn in receipts or personal use of the company credit card will result in discipline of the employee. Credit card charges with no supporting receipts may be deducted from the employee's paycheck until proper documentation is received. Continued abuse of the company credit card, including personal charges or failure to turn in receipts will result in cancellation of the card and/or termination of employment. In the event of termination of employment, all receipts and the balance of any advanced funds must be returned prior to the employee's last paycheck or the funds will be deducted from that paycheck.

WORK ASSIGNMENT AND HOURS OF WORK

The Project Manager / Estimator along with Operation are responsible and have final say in determining:

1. Where to report for your job assignment; whether it is reporting directly to the job site location, reporting to AIS, or other.
2. At the shop or on-site start/finish times, including on days of travel.
3. The initial Round Trip and Go-Home travel allotment.

Field Supervisors / Foremen will be advised as to the length of the workday prior to the job start. Any additional work hours or overtime must have expressed approval from the Project Manager / Estimator prior to working the overtime hours.

It is the employee's responsibility to check with your Supervisor/Foreman and/or the Operations Manager for the next day's work assignment. If you are in doubt, contact Operations to be sure.

On extended assignments and out of town projects, the employee will report directly to the Field Supervisor/Foreman until directed to report to the Operations Manager. The Foreman must notify the employee of any new assignment after checking with the Operations Manager.

WORK ASSIGNMENT AND HOURS OF WORK - CONTINUED

A fifteen (15) minute break will be permitted for every four (4) hours of work. Breaks cannot be accumulated. A thirty (30) minute unpaid lunch period must be taken if an employee works more than five (5) consecutive hours on any given workday. An additional unpaid 30-minute meal period must be taken if employee is working more than twelve hours. The AIS policy of one 15-minute morning break and one 15-minute afternoon break will be strictly enforced. The 15-minute period is defined as the time spent from when you stop actual work to the time you recommence actual work. Break time does not start after you arrive at the smoking area, or when you are done waiting in the lunch wagon line, etc. Excessive breaks will not be tolerated and will result in your eviction from the job site.

SMOKERS: You will not be permitted any additional time to accommodate your habit. If you choose to smoke on a jobsite where permissible, it must be in accordance to the customer's and/or AIS rules & regulations, and at their/our assigned smoking areas. Additional break periods, unless pre-authorized, will not be tolerated. If excessive smoke breaks become an issue with the customer or it impedes the ability of the AIS crew to complete their work expeditiously, you will be evicted from the job site. Disregard of this policy will result in disciplinary action up to and including termination.

Any employee evicted from a job site will not be assigned to another AIS job site until he/she has reported to the HR Manager and a disciplinary measure is determined.

FAMILY MEDICAL LEAVE ACT (FMLA)

AIS complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company abides by any state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

Reasons for Taking Leave. Under federal law, unpaid leave may be requested for pregnancy and prenatal care; preplacement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee.

Military Family Leave Entitlements. Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

FAMILY MEDICAL LEAVE ACT (FMLA) - CONTINUED

This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

Leave Designation. If an employee does not expressly request FMLA leave, the company reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, vacation/personal, workers' compensation, and/or any other leave where permitted by state and federal law.

Benefits. Under federal law, employers must continue healthcare benefits during FMLA leave as though the employees were still at work and must pay the employer's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well.

Interaction with Vacation and Personal Time. FMLA leave, and paid vacation or personal time will run concurrently as provided under company policy except where prohibited by state law.

Job Protection. An employee's job, or an equivalent job, is protected while the employee is on leave. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA leave. Note: If an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA) or in certain workers' compensation cases.

MILITARY LEAVE

AIS supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and Operations, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the Human Resources as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

LEAVE OF ABSENCE

AIS recognizes that employees at some point may need extended time off for many different reasons. We do our best based on the needs of the business to grant time off whenever possible to handle various personal matters (also see FMLA).

FUNERAL LEAVE

AIS provides full time employees with a maximum of three (3) days of paid funeral leave in certain circumstances.

In order for employees to be eligible for Funeral Leave, the employee must be employed with AIS as a full-time employee for at least 120 days prior to Funeral Leave.

If a death in the full-time employee's immediate family creates a need for the employee to take time off work, the full-time employee may take up to three (3) consecutive workdays off without loss of regular pay for funeral leave or bereavement. Management reserves the right to determine the length of the leave based on such circumstances as handling personal affairs, distance to travel, etc. Immediate family shall include mother, father, stepmother, stepfather, spouse, brother, sister and children (natural, legally adopted, stepchildren and foster children).

Full-time employees may take up to (4) four hours off with pay for attending the funeral of other family members who are not immediate family members (in-laws, grandparents, uncles, aunts, etc.). The company will not pay more than 8 hours to any employee for funeral leave in a given calendar year for family members who are not immediate family members as defined above.

All circumstances involving this policy should be discussed with the employee's supervisor to determine the appropriate length of paid leave. If a longer period is required, time off without pay may be granted at the sole discretion of AIS.

FUNERAL LEAVE - CONTINUED

If a death in the family occurs while the employee is on vacation, sick leave or layoff, on authorized or unauthorized leave, on disability or is off work for any other reason not mentioned, the employee will not be entitled to paid funeral leave.

All payments made for time off for funeral purposes shall be made at the base rate hourly wage for an eight (8) hour day. AIS reserves the right to request documentation of the need for funeral leave.

If you are notified of a death in the family while you are on the road away from home, contact the Project or Operations Manager as soon as possible to arrange for your return flight home. If contact cannot be made, change your flight plans accordingly and contact the Project or Operations Manager as soon as possible. Your travel will be compensated consistent with AIS policies and procedures.

JURY DUTY

AIS grants a leave of absence for jury duty. Employees will be required to produce notice of jury duty. Employees granted jury duty leave will be compensated at 50% of the employee's current pay rate, based on a forty-hour workweek. A maximum of two (2) consecutive weeks of jury duty will be compensated at the 50% calculation. Payment will be pro-rated for leave less than one work week.

AMERICANS WITH DISABILITY ACT

If you need leave of absence due to your own health condition you may qualify for unpaid leave of absence under the ADA, if you have exhausted your FMLA or do not qualify for FMLA. Unpaid leave under ADA does not provide you with benefit protection. If you are out longer than 2 consecutive weeks, your benefits will be terminated, and you will be offered COBRA. Once you return to work your benefits will be reinstated.

Return-to-Work Policy. When such work is available, the company will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

In all other cases, approval of a leave of absence is subject to the discretion of the President and/or the HR Manager.

LOCAL PROJECTS: TRAVEL AND PER DIEM

The Local Project travel policy applies to all employees that reside within one and one-half hours of the AIS York, PA facility. Local travel Per Diem definition and determination parameters:

Any job site that is located within 10 miles of the AIS York, PA facility is a free zone and does not qualify for local travel per diem compensation.

Local travel per diem is provided by AIS on local jobs to compensate an employee(s) for his/her costs to get themselves to a local job site that is located more than 10 miles from the AIS York, PA facility.

If an employee has his/her home residence within one and one-half hours of any local project, his/her travel and Go-Home allotments will be based on the AIS Local Project policies as defined herein.

**LOCAL PROJECTS: TRAVEL AND PER DIEM -
CONTINUED**

To determine a local travel per diem allowance, the total one-way drive time will be determined via the internet resource and then subtracting 15 minutes for the local free zone. Pre-determined travel per diem applies to all crew members including Foreman/Supervisor. Travel per diem will start on the first day of the job and will continue to the last day of the job unless otherwise advised.

If you work 4 hours or less because of your own accord, you will only receive 50% of the allotted travel per diem.

If the customer dictates that the job is less than 4 hours, the full travel per diem will be paid.

Due to frequent customer billing cycles, there will be no retroactive corrections for any inaccurate or incomplete paperwork submissions. It is your sole responsibility to submit complete and accurate documentation in a timely basis.

Local travel will be paid in the following methods:

1. Pre-determined travel Per Diem: Reimbursement is based on the individual's straight time hourly wage multiplied by the predetermined hour allotment for local travel. The pre-determined hour allotment information is identified on the Job Survey or can be secured from Operations. The employee's hourly compensated time will start and end at the job site.
2. While driving a CDL vehicle compensation is paid hourly. All Equipment and Tooling MUST be listed in the description. The completed 30-minute pre-trip and post-trip inspection reports must be accompany the Daily Report submitted to be considered for additional pay.

LOCAL PROJECTS: TRAVEL AND PER DIEM - CONTINUED

3. While driving a FULLY laden Gooseneck / F-550 flatbed vehicle, compensation is paid by the hour at the predetermined allotment amount. All Equipment and Tooling MUST be listed in the description to be considered FULLY laden, otherwise it will be paid as per diem. The completed 15-minute pre-trip and post-trip inspection reports must accompany the Daily Report submitted to be considered for additional pay.

AIS is not obligated to provide any form of transportation for employees to or from local job sites. Transportation to and from local job sites is the responsibility of the employee.

AIS reserves the option to provide a vehicle(s) for any project. In most cases, a company vehicle will be assigned to a job primarily as a means to transport needed tools and/or materials. This vehicle will leave and return to the AIS facility daily unless otherwise directed by Operations. Employees are welcome to ride in an assigned company vehicle so as long as seating room is available, and the employee does not delay others who might be on the crew or delay the scheduled start time of the job. If a daily commute requirement is determined, employees assigned to, or elect to, utilize the company to and from the work site will receive 75% of the allotted travel per diem (exception: the designated foreman, one per job number, will receive 100% of the allotted travel per diem. This must be identified by your signature on the daily Work Order). All employees that report direct to the work site will be required to provide their own transportation and will receive 100% of the allotted travel per diem.

**LOCAL PROJECTS: TRAVEL AND PER DIEM -
CONTINUED**

Some of our customers have locations that require local employees to travel to fringe areas on the border of what is considered local. These job sites may mandate either staying overnight OR require a daily commute back and forth from the customer location. The Project Manager will make this determination and it will weigh heavily on the extent of the workday and schedule. If it is an overnight stay then, the standing guidelines for overnight stays as defined herein applies.

Employees that reside outside the one and one-half hour radius of York, PA, who have been scheduled for local work, will be required to provide their own transportation to the job site unless otherwise directed by Operations. These employees may be entitled to a company paid hotel and overnight per diem in lieu of the local travel per diem allocation. AIS will reimburse these employees for to/from mileage and possible Go-Home mileage at the then current rate from their home to/from the job site. Eligibility for hotel, per diems, and allotted mileage will be pre-determined by the Project Managers /Estimator utilizing resources comparable to Google Maps on a per-project basis.

**OUT OF TOWN PROJECTS: PER DIEM,
LODGING AND TRANSPORTATION**

Out of town travel Per Diem definition and determination parameters:

The Overnight Per diem will be paid for each night of stay out of town. The amount of per diem will be announced prior to the job start. Each employee will be reimbursed their overnight per diem on a separate direct deposit transaction.

**OUT OF TOWN PROJECTS: PER DIEM, LODGING
AND TRANSPORTATION - CONTINUED**

If travel includes air transportation, a \$10 Air Per Diem will be paid for each day out of town, including travel days, to compensate for airport transportation or parking fees. No additional transportation or parking fees will be reimbursed by expense payments. This per diem is not eligible to be doubled for layover days.

AIS will compensate employees double the allocated overnight per diem for scheduled and some unscheduled days off when on extended out of town stays. Sick days or days off as result of inappropriate lifestyle choices, AWOLS, etc. do not qualify as scheduled or unscheduled days off. These are considered unexcused absences will result in forfeit of overnight per diem and the employee being liable for hotel charges and other related lost costs.

Reasonable lodging, (i.e. Extended Stay America, Best Western or other), will be paid by AIS. Lodging will be arranged by Project Management or Operations Manager or at times by the Foreman/Supervisor. Lodging will be based on one employee per room. AIS reserves the right to make alternate arrangements pending special circumstances or customer requests.

Charges for room service, phone calls, laundry, movie rentals, etc., will be the responsibility of the employee(s). If the crew elects to upgrade or change the pre-arranged accommodations, any extra costs will be the responsibility of the employee. Project Management or Operations must be notified prior to arranging any upgrades or changes. Individual(s) upgrades or changes can only be made with the express consent of AIS management. In such cases, the individual(s) will be responsible for their own transportation to and from the job site to the motel if their upgrade or change separates them from the rest of the crew.

**OUT OF TOWN PROJECTS: PER DIEM, LODGING
AND TRANSPORTATION - CONTINUED**

In most cases, transportation on out-of-town jobs will be supplied by AIS by either providing the means of transportation or paying a mileage allotment and a predetermined travel allotment to an employee to drive his/her own vehicle to/from the job location. The Company reserves the right to limit the use of any company supplied transportation.

When air/bus/train travel is the required mode of transportation to and from the job including "Go-Homes", AIS will arrange and purchase the tickets for each employee. This transportation will be scheduled through a coordinated effort with Project Management, Operations, and when appropriate, the Job Supervisor / Foreman.

When traveling by air/bus/train, it is the employee's responsibility to report to the origin terminal in ample time before departure. AIS will not be responsible to deliver or pick up employees from the origin terminal. If an employee is at fault and fails to meet his/her schedule departure time, any resulting extra costs will be the sole responsibility of the employee.

On certain projects, an employee may opt to drive or use other methods of transportation to get to a job site in lieu of above transportation. It will be the employee's responsibility to report to the job site at the designated starting time on the first day and everyday thereafter. AIS will compensate the employee with an amount not greater than the AIS planned mode of travel plus the allocated travel time.

AIS reserves the right to arrange for company supplied travel accommodations by air, train, bus or any other means management deems operationally best to suit the needs of the project.

**OUT OF TOWN PROJECTS: PER DIEM, LODGING
AND TRANSPORTATION - CONTINUED**

The employee must notify Operations or the Project Manager / Estimator at time of schedule notification as to any travel preference. Last minute changes could result in additional costs, associated with the changes, being assessed to the employee. Operations or the Project Manager / Estimator will assume the employee is traveling as scheduled unless notified otherwise.

AIS reserves the right to insist on air/bus/train travel for those employees who show lack of responsibility, or for situations that management feels the need to do so.

An employee may opt to receive cash compensation in lieu of taking a "Go-Home" for stays that result in a 4 week or more travel segment. The compensation will be 75% of the allocated travel fare plus the pre-determined "Go-Home" per diem. Employee must notify Project Manager two weeks prior to a go-home as AIS is subject to airline change fee. If AIS incurs a penalty fee due to failure to provide advanced notice; this penalty fee will be assessed to employee. No overnight per diem, lodging or transportation will be paid or supplied in this circumstance during the "go home" break.

Air, bus, or train travel fare ticket value is determined by the current two-week advanced purchase price. The ticket value will be supplied upon request.

AIS will not reimburse an employee if he/she chooses to use an RV, campsite, friend or relative's residence as his/her living quarters for out-of-town jobs. The only reimbursement considered will be the overnight per diem.

AIS reserves the right to assign an employee the responsibility of driving a Company vehicle to or from a job site where other employees may have traveled by air, bus or train.

**OUT OF TOWN PROJECTS: PER DIEM, LODGING
AND TRANSPORTATION - CONTINUED**

Travel mileage incurred from a motel to a job site and vice-versa will not be compensated.

If an employee has his/her home residence within one and one-half hours of any out-of-town project, his/her travel and Go-Home allotments will be based on the AIS Local Projects policies as defined herein.

An employee scheduled for out of town work, who resides outside the one and one-half hour distance from the AIS York, PA facility and outside the one and one-half hour distance from his/her home residence, will be compensated for travel at the same allotment as determined for York, PA being the base origin.

Out-of-town travel will be paid in the following methods:

1. All out-of-town travel (to and return) will be paid on an hourly basis, based on a maximum pre-determined allotment. This information will be identified on the Job Survey or can be secured from the Project Manager / Estimator or Operations. The pre-determined travel allotments for all employees will be calculated by the Project Manager / Estimator with the AIS facility or the individuals home location serving as the base of origin. This will include a fixed travel time to/from the airport and will also include allotments for airtime and to arrival to the jobsite/hotel location.
2. Exceptions may apply in the event of severe traffic conditions or weather-related travel delays as approved by the Project Manager on a case by case basis. Any air travel delay time outside of the allotted one-way travel time will be compensated as follows:

**OUT OF TOWN PROJECTS: PER DIEM, LODGING
AND TRANSPORTATION - CONTINUED**

- 2-hour delay or less – no reimbursement for the delay time
 - Over 2-hour delay – 2 hours will be deducted from the total delay time and the remainder will be paid as per diem, regardless if it is the first trip or not.
 - Documentation of the delay must be provided in order to qualify for the reimbursement (i.e. new itineraries or boarding passes)
3. The travel hour's allotment standard will be determined by internet resources comparable to Google Maps, and airline schedules.
 4. While driving a CDL vehicle compensation is paid hourly. All Equipment and Tooling **MUST** be listed in the description. The completed 30-minute pre-trip and post-trip inspection reports must be accompany the Daily Report submitted to be considered for additional pay.
 5. While driving a **FULLY** laden Gooseneck / F-550 flatbed vehicle, compensation is paid by the hour at the predetermined allotment amount. All Equipment and Tooling **MUST** be listed in the description to be considered **FULLY** laden, otherwise it will be paid as per diem. The completed 15-minute pre-trip and post-trip inspection reports must be accompany the Daily Report submitted to be considered for additional pay.

PAY AND OVERTIME

The first forty (40) hours worked during any work week period (Monday through Friday) will be paid at the employee's normal straight time hourly rate (except Sundays and Holidays). Saturday work will carry a 4-hour minimum. Unpaid vacation, sick, personal or leave time does not count as hours worked.

The exceptions to this policy are as follows:

1. Any holiday pay (Christmas, New Years, etc.) will be counted towards your 40 hours worked per week.
2. If you are asked to work on a weekday, but Operations is not able to provide a job lasting at least 4 hours, a shop related assignment will be issued to fulfill a minimum 4 hour's work. If the employee refuses to complete the shop related assignments, then only the actual hours worked will be paid.
3. If you are asked to work on a Saturday and you have not worked 40 hours as of the end of Friday, the following policy will take effect:
 - A. If you have taken off due to a personal day, vacation, sick leave or other time through your choosing, you will not be paid overtime for Saturday, nor will the 4-hour minimum apply.
 - B. If Operations was unable to provide you with 40 hours of work during the normal Monday through Friday work week, you will be paid overtime for the Saturday work, and the 4-hour minimum shall apply.

All hours worked on Sundays and Holidays will be paid at double time.

When an employee is required to work a second shift, (starting later than 7:00 p.m.), the Company may, at its discretion, pay the employee additional compensation.

PAY AND OVERTIME CONTINUED

Second and third shift pay will begin and end on the day the work shift commences.

Example 1: Work starts at 7:00pm Friday and ends at 3:30am Saturday. All work will be paid at straight time and will be considered hours worked for Friday. If the employee has reached 40-hours worked for the week, work will be paid at overtime rates as previously outlined.

Example 2: Work starts at 7:00pm Saturday and ends at 3:30am Sunday. All work will be paid at overtime rates as previously outlined and will be considered hours worked for Saturday.

Example 3: Work starts at 7:00pm Sunday and ends at 3:30am Monday. All work will be paid at double time rates as previously outlined and will be considered hours worked for Sunday.

Work hours are determined by the Project Manager and/or Operations. All additional or overtime hours MUST be approved by the Project Manager and/or Operations before they are worked. Any additional or overtime hours worked without prior authorization will result in suspension without pay, reducing the hours of work for that week and discipline up to and including termination.

PAYDAY AND TIME REPORTING

Each employee is solely responsible for properly completing and submitting his/her own weekly time sheet in order to receive a paycheck. The AIS work week starts on Monday at 12:00 A.M. and ends on Sunday at 11:59 PM. **The time sheet must be completed and submitted by 1:00 P.M. on the Monday following the previous work week. Failure to do so will delay your paycheck.**

PAYDAY AND TIME REPORTING - CONTINUED

The official payday is Friday. Wages for each employee will be paid five (5) days after the end of the period worked. Although the legacy term paycheck is commonly used throughout this manual, the actual pay method for **all** employees shall be Direct Deposit into the employees selected bank account(s). Pay stubs are available to each employee through the eStub online service. Additional details, instructions, and sign-up assistance may be obtained through the AIS Accounting Department at any time during normal business hours.

On out of town jobs that extend over a weekend, the Supervisor/Foreman is charged with the responsibility to collect his crew's **time sheets and fax or email them to AIS by 1:00 p.m. Monday along with any expense reports and daily work order paperwork.** The original paperwork is to be sent by regular mail immediately thereafter. In the event the Supervisor/Foreman is not available to collect an employee's time sheet, it is then the employee's responsibility to fax or email the time sheet to AIS. Contact the Project Manager / Estimator or Operations if you are uncertain of where to fax or email your paperwork.

In most cases, the time sheets are cross checked against the appropriate daily work orders as part of normal payroll processing. AIS reserves the right to make adjustments and corrections to payroll if errors are found. **Any employee found to have deliberately over-stated his/her own work hours, or the work hours of others, will be subject to immediate termination.**

WAGES, SALARY AND PROMOTIONS

Pay increases or promotions are based on merit and seniority. All employees will be reviewed by management annually. Issuance of pay increases or promotions, where applicable, will be applied during the month of March or April.

The purpose of this policy is to ensure that all employees' pay rates are increased in a fair and consistent manner and that pay increases are used primarily to reward and encourage top performance.

The primary way for employees to receive pay adjustments is to receive merit increases that reflect at least satisfactory performance.

No employee is guaranteed a pay increase or promotion at any time.

PREVAILING WAGE SCALE

Prevailing wage scale projects are paid at variable rates as specifically defined by the projects assigned or published guidelines. It is the responsibility of Operations and the Project Manager to choose the employee's best suited to the needs of the project. Requirements of suitability include skill, dependability, integrity, and individual responsibility. Wage scale rates are paid to the employee specifically for the hours worked on the job site and excludes any off site and travel time hours.

PROJECT REVIEW SESSIONS

Each project developed by the Project Managers will be reviewed with the Foreman prior to project start, in as much as possible. It's very important that the Foreman understand the objectives, goals, and customer expectations as well as the means, methods, and equipment as determined by the Project Manager. Such reviews will be conducted on-site, in the office, or by whatever means necessary to accomplish the intended outcome of providing a professional service to our customer. Foreman will have the opportunity to review the IMF and suggest changes if deemed necessary. Foremen will be compensated at actual time, with a 15-minute minimum. Time is to be documented to the project number and coded as AD. The Project Manager will advise the Foreman of his time allotment at the conclusion of the review to avoid confusion or misinterpretation.

PART IV:
VEHICLES, TOOLS AND
EQUIPMENT

COMPANY VEHICLES, TOOLS, AND EQUIPMENT

The tools, equipment, and vehicles we invest in are integral to the service we provide our customers. Each employee is required to partake in their correct and safe use and to help maintain their good repair. Each employee is also responsible to police the correct and safe use of the equipment. If a fellow employee is observed abusing any company provided equipment, make him or her aware of it. Take a moment to instruct them as to their correct use. If the employee is not receptive or continues abusing the equipment, then you are obligated to report the incident to management. Any individual that habitually or deliberately abuses company equipment will be terminated. Also, company trucks and/or company cars that are assigned to specific employees are done so at the sole discretion of the owners of this company. No employee, at any seniority level, has any right to lay claim to be assigned a company vehicle for their exclusive use.

All field and shop employees are issued a certain inventory of AIS owned safety equipment. This inventory of issued equipment includes a hard hat, lockout/tagout device with lock, ear plugs, safety glasses, a basic respirator, work gloves, a fall restraint harness with lanyard, and a canvas tote bag (PPE Safety Bag) to store the equipment. AIS will provide various methods of training for the correct use of the assigned safety equipment. Employees that are known to be welders and those hired specifically for welding are encouraged to store their own welding hood and gear with the AIS issued safety equipment. Each employee must sign a prepared document that states that he/she received the safety equipment in good repair and working order and that he/she is responsible for its safe keeping.

COMPANY VEHICLES, TOOLS, AND EQUIPMENT –
CONTINUED

AIS will replace worn or broken safety equipment at no cost to the employee. Any abused or misplaced equipment will be the responsibility of the employee to replace. The safety equipment must be utilized where appropriate and/or as mandated by O.S.H.A. and/or as required by AIS and its customer's policies. There will be times where the basic AIS issued safety gear may not be adequate. In these situations, AIS will assign the appropriate safety gear for the specific job. AIS will also provide training for the correct use of the specific gear. Each employee **MUST** carry his assigned safety equipment with him/her to all AIS job sites. **THIS IS A NO EXCEPTION POLICY. NO PPE BAG, NO WORK.** Violations of this policy may result in discipline, up to and including immediate termination.

All employees are expected to exercise care in use of AIS owned and/or rented property, vehicles and equipment and to utilize such property only for its intended and authorized purposes. Abuse or negligence of Company property or fellow employees' property will result in disciplinary action, up to and including immediate termination. It is each employee's responsibility and duty to report any misuse or abuse of fellow employees' or AIS owned and/or rented equipment or property. Unauthorized use of a fellow employee's tools or Company tools and equipment is cause for disciplinary action, up to and including immediate termination.

Any and all Company tools and equipment taken from the AIS shop must be secured and signed out from tool room attendant. When tools are returned to AIS shop, the tool room attendant must be notified immediately. If equipment is not working or damaged in any way, the tool must be red tagged and Operations and/or the tool room attendant must be notified. Failure to do so may result in disciplinary action, up to and including immediate termination.

COMPANY VEHICLES, TOOLS, AND EQUIPMENT –
CONTINUED

Assignment of a company owned vehicle for one's continued, full time, or personal use is not an entitlement at AIS, although there are discretionary vehicle assignments that are made to certain managers and select field personnel for company business.

Managers who are assigned a vehicle are authorized and permitted for **limited** personal use. Authorized personal use does not include use of the company vehicle while on vacation, on days off, or leave from employment, regardless of whether the time off or leave is paid or unpaid.

Field foreman and non-management employees who may be assigned a company vehicle are limited to business use only. If you are assigned a company vehicle, it is likely to fill the need for a specific project and for a temporary period. When you are assigned a vehicle, you are required to adhere to the specific guidelines for its use and return as determined and instructed to you by the Operations Department. Failure to abide by this policy will result in disciplinary measures up to and including termination.

Employees are responsible for the safe operation of AIS owned and/or rented vehicles in accordance with the state, federal and local laws governing the use of such vehicles. Employees who are authorized to drive company vehicles, or who drive their own vehicles on company business, must comply with all applicable state and federal laws, including but not limited to the Motor Vehicle Financial Responsibility Law, and must strictly observe all traffic laws. Speeding, reckless driving and other violations of local laws and common-sense driving practices may result in disciplinary action, up to and including immediate termination. An accident of any kind involving company employees, vehicles, or equipment must be reported to the company immediately.

COMPANY VEHICLES, TOOLS, AND EQUIPMENT –
CONTINUED

All employees are expected to exercise care when loading of AIS owned / rented equipment or customer's equipment onto AIS owned or sub-contract transportation equipment. Employees should verify that the load is secured / lashed in accordance with all Federal and State regulations. Failure to do so will result in disciplinary action, including but not limited to liability for any fines incurred for improper loading.

DRIVING COMPANY AND/OR RENTAL VEHICLES

Employees who drive AIS owned and/or rented vehicles are required to inspect the vehicle each day prior to operation and complete the required documentation report. Any/all signs of previous damage or abuse shall be reported prior to vehicle use by the assignee. Failure to do so will result in disciplinary action and repair cost assessment to the employee. DOT and CDL drivers are to complete their inspections and pre-trip / post-trip report preparation within the guidelines set forth by the current Federal and State mandates. This information will be provided and updated as necessary by the Fleet Manager. All oil and fluid levels must be checked and maintained daily before operation. Fuel tanks must be filled upon return of vehicle at the end of the workday. The employee assigned to drive the vehicle is also responsible, without exception, to maintain the cleanliness of the vehicle removing all debris daily.

Smoking in AIS owned or AIS rented equipment is strictly prohibited.

DRIVING COMPANY AND/OR RENTAL VEHICLES - CONTINUED

If during an inspection there is any evidence as related to the possible previous use or consumption of alcohol, drugs or related paraphernalia found in that vehicle, the Operations Manager must be notified immediately. Under no circumstances should an employee enter or utilize a vehicle following discovery. Any such containers or substances found will be considered the property of the driver last assigned to the vehicle. Disciplinary action for this offense will be automatic termination. If you are assigned a vehicle, you are responsible for what your crew enters with and/or consumes in the vehicle.

If an employee presents these substances into vehicle, report to Operations immediately.

Company vehicles are assigned to jobs at the discretion of the Operation Manager. Vehicles are to be returned to AIS shop each evening unloaded and cleaned out, unless otherwise instructed by Operations. Company vehicles and equipment are to be operated by authorized employees only.

PARKING FACILITIES

Inquire with Human Resources or Operations as to where to park your vehicle. The first two rows of spaces are reserved for office personnel and customers. Continual parking in an inappropriate place may result in disciplinary action.

PERSONAL TOOLS

At the time of employment and/or advancement, AIS will furnish the employee with a minimum list of tools required for that position.

It is a mandatory requirement for employees to carry their personal tools to each job.

Regular maintenance of all tools is the responsibility of the employee. Broken personal tools may be replaced at management's discretion. The broken tool must be submitted to management for inspection and then management will purchase a replacement tool if approved. Employees shall not take it upon themselves to replace their own personal tools through Company accounts or with Company funds without approval of management. Failure to follow this procedure will result in discipline, up to and including discharge.

Because of limitations set forth by our AIS insurance carrier, employee's personal tools and property cannot be covered under the existing policy. For this reason, employees should make sure personal tools and property are covered under the employee's personal homeowners or renter's insurance policy.

PERSONAL USE OF COMPANY VEHICLES/EQUIPMENT

Only authorized employees are permitted to operate AIS owned and rented equipment and vehicles. Before using a company vehicle, proper authorization must be secured from management. The employee who uses company vehicles or equipment that operates with gasoline or diesel engines is responsible for daily oil and water checks and refilling as required. All consumed fuel must be replaced at the employee's expense before returning the vehicle.

Personal use of AIS owned or rented vehicles/equipment will be permitted at management's discretion. Personal use is defined as directly fulfilling employee's needs. Use for relatives, neighbors, etc. is not permitted.

Prior to vehicle use, the employee **must** sign a release form stating he/she carries a personal liability insurance policy that includes coverage of at least \$100,000.00, that he/she will use the vehicle in accordance with AIS rules, and that he/she has a valid license to drive/operate the equipment. Also, a small fee must be paid to cover auto insurance prior to use.

Request for vehicle use must be made with the Operations Manager at least one (1) day in advance in writing. Authorization for personal vehicle use must be obtained from Operations only. No exceptions.

Anyone operating a company vehicle without a valid driver's license will be subject to dismissal.

Request for personal use of company owned vehicle or tools must be made in writing and approved by the Operations Department before use. Sign out/in policy as well as all other AIS policies regarding personal use of Company equipment must be observed.

Anyone removing or using company tools or equipment without authorization will be subject to discipline up to and including immediate discharge.

PERSONAL USE OF COMPANY VEHICLES/EQUIPMENT - CONTINUED

AIS reserves the right to revoke the personal use privileges of company vehicles / equipment from any individual or from all employees on a company wide basis at any time.

An employee borrowing a company vehicle for their personal use is responsible for the regular daily / weekly maintenance including providing and adding oils & fluids, providing fuel to fill the tank, and to maintain the overall cleanliness of the vehicle.

Employees must comply with all laws, rules and regulations governing the operation of a motor vehicle while on public or private premises. All accidents and violations of motor vehicle laws must be reported to specific company management staff immediately. This staff includes the Operation Manager, the Safety Coordinator, and the AIS Controller.

Federal OSHA Regulations make it mandatory that seat belts be worn while driving or riding in Company owned vehicles.

Any violation of the above policies and procedures may result in discipline up to and including immediate termination.

RETURN OF COMPANY PROPERTY

Employees are required to return all company property in their possession or control immediately upon termination of employment for any reason. This includes the Employee Handbook they are provided and any keys, tools, PPE bag, uniforms, equipment or manuals they have received. AIS will withhold the cost of any items not returned from the employee's final check and may take additional action deemed necessary to protect or recover its property.

USE OF PERSONAL VEHICLE ON OUT-OF-TOWN PROJECTS

Occasionally you may be asked to drive your own vehicle to and from an out of town job site. When you have been requested to drive your own vehicle, you will be reimbursed at the current IRS rate. **Only the Operations Manager or the Project Manager may present this request to you. Note that if you choose to utilize your own vehicle without prior request or consent, you will not be eligible for the mileage reimbursement.** Mileage for use of a personal vehicle for travel to and from *local jobs* is not part of this policy and will not be eligible for reimbursement.

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- Our Employees Are Our Greatest Asset -

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