

B

Advanced Industrial Services, Inc.



Policy Manual and Employee Handbook

Effective 01-01-2020

Volume B

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PART V:

**POLICIES
AND
PROCEDURES**

ACCIDENTS

All accidents including vehicle accidents that result in either personal injury or property damage, whether of serious or minor nature, must be reported immediately to AIS Safety Department as we have to coordinate post accident drug & alcohol screening. All injuries and illnesses must be reported within twenty-four (24) hours. All accidents (either personal injury related, vehicle or equipment related) will require an Accident Investigation to be performed.

If you are in an accident while driving a company vehicle you **MUST** call in the local or state police for assistance with the accident reporting. Subsequently the employee(s) may be required to meet with the Operations Manager, Fleet Manager or Safety Department, and the Company's President within a week to review the events that caused the accident. If the accident is determined to be caused by carelessness or unsafe acts, the employee(s) will receive a safety violation.

CHANGE OF RESIDENCE

If an employee changes residence (or phone number), report it to Human Resources immediately. Payroll or management must have access to this information for communication purposes, or in case of an emergency. Address change notification and/or emergency contact change information forms are located in the Employee Resource Center in the breakroom. If Operations is unable to contact employee for job assignments due to employee's failure to forward correct contact information for any period over 48 hours, it will be considered a voluntary quit, and you will be removed from payroll.

CODE OF CONDUCT

While on the job, whether at the shop, on the road to/from a job site or at a customer's plant, you are expected to conduct and present yourself as a professional. This is especially important when communicating and working directly with the customers. Your attitude and actions represent the character of AIS as a company as well as yourself as an individual. At AIS, we are proud of our good employees and the reputation they help us enjoy. We will not tolerate any misrepresentations by a careless individual. Violation of this or any other AIS policies or regulations is sufficient grounds for disciplinary action up to and including immediate discharge.

Violations of our company's code of conduct include:

- Working under the influence of drugs and/or alcohol.
- Loud or lewd behavior displayed while working and/or guests of our customers.
- Harassment of any AIS employee or employees of our customers.
- Any work practice that isn't done in compliance with federal, local and AIS safety policies.

This list is not all-inclusive and are examples only.

DISCIPLINE

The policies and regulations set forth herein are intended to be fair and balanced for the benefit of the employees of the company as a whole. They are not designed to bias or restrict any one individual, but rather to be equally fair and consistent to all employees. When an employee violates a Company policy, one or more of the following forms of discipline may be administered at the Company's discretion:

- Verbal warning.
- Written warning.
- One (1) day suspension from work without pay.
- Three (3) days suspension from work without pay.
- Five (5) days suspension from work without pay.
- Pay cut.
- Discharge.

However, the formal disciplinary policy may be amended at any time, and the Company may invoke any disciplinary action regardless of whether an offense is a first, second, third or subsequent offense. The Company reserves the right to implement any of the disciplinary actions above in any order. The disciplinary actions imposed depend on the circumstances of each incident, and the Company retains the authority and discretion to implement disciplinary actions as the Company deems appropriate.

AIS maintains the option to decrease the pay of those workers who violate company policy. In lieu of suspension, AIS reserves the right to order a pay decrease for a pre-determined amount of time or until satisfactory improvement is achieved.

DISCIPLINE - CONTINUED

The pay decreases will not be reduced below minimum wage. Notice of the pay decrease will be given one pay period in advance. The company will notify the employee in writing of the pay decrease, the length of time that it is in effect and the reasons for same: i.e., violation of company policy, work expectations and damages or action caused as a result of: increase in costs to company because of delay in completing job, loss of customer and/or job, or damages to company property.

Any employee, who may refuse to work under the pay penalty, will be considered a voluntary quit and may not be eligible for unemployment benefits.

Examples of misconduct include, but are not limited to:

- Reporting for work in unfit condition such as alcoholic hangover or lack of sleep. (Employee will be subject to suspicion based drug/alcohol screening, and pending results, either driven home or sent home and forfeit that day's pay).
- Willful destruction, damage or abuse of property belonging to the company, another employee, one's personal property, the government, or a customer.
- Driving a company owned or rented vehicle without a valid driver's license.
- Use or possession of controlled substances on company time or in/on company property. This includes at a job site, travel to and from job site, and while in company owned or rented vehicles or equipment.
- Punching a time card in or out, including time sheet preparation for another employee.
- Insubordination.
- Deliberate falsification of company records or reports (i.e. timesheets and dailies).

DISCIPLINE – CONTINUED

Examples of misconduct – continued ...

- Engaging, provoking, or instigating a fight, physical assaults or disruptive conduct on company property or at a job site.
- Theft of any property belonging to the company, another employee, private citizen, the government, or a customer.
- Commission of a crime while on company time or business.
- Sexual harassment of another employee or customer of the company.
- Failure to observe safety rules and procedures and/or refusal to participate in safety training as required.
- Failure to report accidents immediately.
- Refusal of mandatory drug screening.
- If you are requested for or assigned to a job and you decline, your refusal to work will be considered an “act of insubordination” which will result in the termination of your employment.

The above list is not intended to be all inclusive.

All employees that require any degree of disciplinary action will have such action noted and filed in their permanent employment records.

DISTRIBUTION/SOLICITATION

Persons not employed by the Company may not, at any time, solicit or distribute literature on Company property for any purpose. Employees may not solicit during work time or distribute literature during work time or in work area. "Work time" is the time employees are engaged or should be engaged in performing their work tasks for the Company. It includes the work time of both the employee doing the solicitation or distributing and the employee being solicited or to whom the literature is being distributed.

ELECTRONIC MAIL POLICY

The purpose of AIS's electronic mail system ("E-Mail System") is to conduct Company business. AIS's E-Mail System includes all equipment including the employee's assigned computer workstation and any data storage medium as well as the actual E-Mail message. The E-Mail System is the sole property of AIS.

E-Mail messages are not confidential in nature and employees should have no expectation of privacy in any message, which is sent or received over AIS's E-Mail system. AIS expressly reserves the right to read and retrieve all messages in the course of its maintenance of the system and as necessary to ensure that the system is being utilized appropriately by all employees.

AIS is committed to providing a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status or characteristic. E-Mail messages which contain discriminatory or offensive content are strictly prohibited. Likewise, E-Mail messages which contain content of a religious or sexual nature are likewise strictly prohibited.

Employees receiving any E-Mail message which they believe to be offensive or disruptive should immediately report the incident to Human Resources or any member of management which the employee is comfortable speaking with about the incident.

Any violation of this ELECTRONIC MAIL POLICY will result in discipline up to and including immediate termination. The discipline to be imposed for violations of this ELECTRONIC MAIL POLICY shall be governed solely by the provisions set forth herein. AIS reserves the right to take any and all actions deemed to be in its best interest in any given case.

ELECTRONIC MAIL POLICY – CONTINUED

Software & Downloads – The downloading and/or installation of any software will not be permitted without the consent of the Computer Department. This practice will save many hours of troubleshooting and downtime due to possible conflicts with our existing software/hardware and improper installs/uninstalls. Violation of this policy will result in disciplinary action.

GENERAL RULES

Policies, rules and guidelines are necessary in any business to insure a uniformed standard of conduct for all employees. The Company has developed policies for those areas where it is necessary to provide clear and established guidelines in regard to employee attitudes, actions and conduct. These policies help provide for a professional and efficient work environment. Violations of these or any other Company policies or regulations is sufficient grounds for corrective action which can range from warnings to termination of employment, depending on the seriousness and frequency of the offense, and in the Company's sole discretion.

GENERAL RULES - CONTINUED

Severe or blatant offenses will result in immediate discharge without exception. The following constitute examples of violation of the Company's code of conduct:

1. Dishonesty, including any falsification or misrepresentation, providing incomplete, misleading or incorrect information connected with the preparation of any Company records, including an application for employment.
2. Stealing or sabotage of equipment, tools and/or property belonging to the Company or to others.
3. Willful damage, abuse or destruction of Company property or the property of others including rental cars, rental equipment, or motel rooms.
4. Insubordination, including refusal to perform work required by a supervisor.
5. Immoral conduct or indecency.
6. Any act which might endanger the safety or life of others.
7. Violation of Company safety rules.
8. Deliberately delaying or restricting services or work effort or inciting others to delay or restrict same.
9. Failure to report to work upon expiration of a vacation, holiday, leave of absence or upon being called back after a layoff.
10. Disclosure of confidential Company information to unauthorized persons.
11. Engaging in any outside employment without notifying Operations.

GENERAL RULES - CONTINUED

Severe or blatant offenses in violation of the Company's code of conduct – continued ...

12. Any other conduct which is of a serious nature and which, in the sole opinion of the Company, makes the employee unfit for further service or warrants discharge.
13. Smoking in restricted areas at AIS or customer's facility.
14. Unsatisfactory work performance.
15. Excessive tardiness or lateness.
16. Not calling in to find out work schedule.
17. Failure to observe scheduled work hours, starting and finishing times, rest and lunch periods and total hours worked.
18. Performing unauthorized personal work on Company time or property.

The above list of prohibited conduct is not all inclusive.

INTERNET ACCESS POLICY

Access to the Internet or World Wide Web ("Internet Access") is made available to employees solely for the conduct of AIS business. Internet Access shall be utilized by employees for business purposes only. Personal and/or recreational use of the Internet is strictly prohibited during work time. The downloading and/or decimation of obscene and/or offensive images or text is likewise strictly prohibited.

INTERNET ACCESS POLICY – CONTINUED

AIS's Internet Access System includes all equipment including the employee's assigned computer workstation and any data storage or transmission medium. The Internet Access System is the sole property of AIS. **Internet transmissions are not confidential in nature and employees should have no expectation of privacy in any transmission which is sent or received over AIS's Internet Access System. AIS expressly reserves the right to review all such transmissions in the course of its maintenance of the Internet Access System and as necessary to ensure that the System is being utilized appropriately by all employees.**

Any violation of this INTERNET ACCESS POLICY may result in discipline up to and including immediate termination. AIS reserves the right to take any and all actions deemed to be in its best interest in any given case.

LOCKER AND DESK INSPECTION POLICY

AIS provides lockers for the convenience and use of its employees at AIS's expense. AIS has only a limited number of these lockers which are available on a first come first serve basis. AIS may also make available to employees locks at its expense for use in connection with the lockers. Accordingly, employees should not place any other lock on a locker. In addition, some employees are also provided desks for their use during work. Although lockers and desks are made available for the convenience of employees while at work, employees should remember that all lockers and desks remain the sole property of AIS. Moreover, AIS reserves the right to open and inspect lockers and desks, as well as any of its contents, effects, or articles that are in lockers or desks. Such an inspection may be conducted before, during, or after working hours by any supervisor, manager, or security personnel designated by AIS.

LOCKER AND DESK INSPECTION POLICY - CONTINUED

Prohibited materials, including weapons, explosives, alcohol and non-prescribed drugs or medications, may not be placed in a locker or desk. Perishable items also should not be stored in lockers or desks or left for prolonged periods. Employees, who, if requested, fail to cooperate in any inspection, will be subject to disciplinary action, including possible suspension or discharge. AIS is not responsible for any articles that are placed or left in a locker or desk that are lost, damaged, stolen or destroyed.

LOSS OF DRIVERS LICENSE

It is the employee's responsibility to report loss of his or her driver's license, to company management, regardless of the reason for the loss of the license. Loss or suspension of driver's license may result in termination of employment. It is the employee's responsibility to get to a jobsite on time as required. Transportation costs incurred by the employee due to lack of driver's license will be the responsibility of the employee. Failure to report to scheduled jobs, or failure to report to scheduled jobs on time, may result in termination. At the discretion of company management, an employee may be considered for re-employment, once that employee's driver's license has been reinstated.

Frequent motor vehicle violations may result in loss or suspension of company driving privileges at management's discretion. Any violation of this or any other policy contained herein may result in termination of the employee.

OUT-MATE PROGRAM

Effective on January 1, 1994, AIS elected to follow the established legal guidelines regarding allowing employees to participate in an out-mate program. They are:

1. AIS will review each request before allowing any employee to return to work as an out-mate.
2. AIS maintains the right to refuse to allow any employee to participate in the out-mate program. These decisions will be based on sound business reasons such as employee skill level, safety and wellbeing, job scheduling, and operations, at the discretion of AIS.
3. Any employee convicted of a felony, will not be permitted to return to work on the out-mate program.
4. Employees can only participate in the out-mate program one time. Repeat offenders will not be allowed to return to work under the out-mate program.
5. Absences and/or tardiness from scheduled work assignments due to incarceration will be considered unexcused.
6. All employees faced with the potential for the out-mate program must submit a written request to the HR Department prior to the start of the out-mate program arrangements.
7. Each employee who is approved to participate in the out-mate program must adhere to all established rules and regulations created by the out-mate program. Failure to follow these rules will immediately disqualify any employee from continued participation in the out-mate program.

OUT-MATE PROGRAM - CONTINUED

8. It is not our policy to provide transportation to and from the prison while on the out-mate program. If you cannot provide transportation you will not be considered for the program.

PAPERWORK

There is a certain amount of paperwork that is a mandatory part of employment at AIS. This is a function of the employee's work assignment and must be completed properly and on a timely basis. Failure to comply with paperwork policies will result in disciplinary action, up to and including immediate termination. On the positive side, your full cooperation will enable AIS to become more efficient and profitable. **Paperwork must be received before 1:00 p.m. the following Monday. On out of town projects, paperwork must be faxed or emailed by 1:00 p.m. on Monday** and sent by regular mail immediately thereafter.

MEMO'S

From time to time the company will send out memos and other paperwork to all employees. These memos are official notification concerning policy changes, meeting notices and requirements of employees. Some memos will have a signature area at the bottom. These memos must be read, signed and returned acknowledging that you have done so. Failure to read, these memos may result in your inability to understand and comply with the policy manual updates or changes. Further, failure to sign and return these memos may result in discipline up to and including termination.

PERSONAL COMPUTERS ON JOBSITE

In general, no personal computers will be permitted on jobsites. With prior approval from the Project Manager, a foreman may use their personal computers at the work site so as long as it is used for work-related purposes. Employees using personal computers on the jobsite without prior consent by Project Manager will be subject to disciplinary action.

PURCHASING AND SUPPLIES

All purchases of AIS tools, equipment and supplies must first be approved by management and a "Purchase Order" must be secured from the Project Manager, Operations, or the Controller. Anyone making purchases on Company accounts or with Company funds without an authorized purchase order and clearance from management or making any additional purchases other than designated on an issued purchase order, will be subject to discipline up to and including immediate termination of employment.

RESIGNATION/TERMINATION

Employees are encouraged to provide advance notice of their decision to resign their position with AIS. Although employees have the same right as AIS to terminate the employment relationship at will, at any time, AIS requires at least two weeks' notice of an intention to resign unless circumstances prevent such notice, in which case as much notice as possible is required. Employees must understand, however, that circumstances may exist where AIS may exercise its right to accept a resignation immediately and to accelerate the final date of employment. AIS reserves the right to accept a resignation and recognize the termination date as any date it chooses between the date the resignation is submitted and the date designated by the employee as the last day of employment.

RESIGNATION/TERMINATION - CONTINUED

Whether the date designated by the employee or a date selected by AIS becomes the employee's last day of work, the employee's personnel records will normally reflect the fact that the employee resigned voluntarily.

AIS does not maintain a severance pay policy or a pay-in-lieu-of-notice policy. Accordingly, if AIS accelerates the employee's last day of active work to a date prior to that designated by the employee in the employee's resignation notice, the employee will only receive compensation until and including the employee's last day of actual work. AIS does, of course, reserve the right to make exceptions to this policy and provide compensation in excess of that which it owes, as it determines appropriate in its sole and absolute discretion.

SAFETY / RIGHTS AND DUTIES

General Provisions

AIS is a safety-oriented company. It is the policy of the Company to continue to incorporate into the design and operation of all its facilities, safeguards, and procedures which will minimize risks of personal injury and loss of or damage to property. Safety shall be given primary importance in the planning and operation of all the plant's functions by each employee. Company policy mandates that all employees comply with OSHA mandated regulations. It is the employee's responsibility to do so. AIS will furnish any and all required safety equipment and material needed to work safe. (Exceptions as noted herein). Each field employee will be issued a Personal Protective Equipment (PPE) Bag containing all OSHA required PPE. These bags are required to be with you on all jobsites. Failure to have bag will result in you being sent home without pay by the job foreman.

SAFETY / RIGHTS AND DUTIES - CONTINUED

General Provisions - continued

AIS will maintain, either at our offices or that of our medical providers, an employee medical record file for each employee as required under OSHA regulation 1910.20.

“Employee Medical Record” means a record concerning the health status of an employee maintained by health care personnel and including: Results of medical examinations and laboratory test; medical opinions, diagnoses, and recommendations; first aid records; descriptions of treatments and prescriptions; employee medical complaints. All medical information shall be retained in a file separate from the employee’s personnel file.

All employees, or their designated representative, may review their medical record file. Employees wishing to do so should contact the Company Safety Director for further information and instructions.

The employee is responsible for the care, protection and use of all assigned or issued safety equipment and same must be replaced at the employee's expense if lost or abused. If safety equipment should become damaged or worn, you may return them for new ones.

In turn, we expect you to observe established safety rules and practices, use any safety equipment and devices provided, and conduct yourself in a manner which assures your own personal safety and that of fellow employees. Further, you are responsible for assisting in this ongoing program by immediately reporting any unsafe practices, procedures, or conditions observed to your employer.

Refer to AIS’s Employee Safety Manual for general safety rules and practices.

Failure to report any accidents or injuries within twenty-four (24) hours, may forfeit your protection under the Workman's Compensation Act., and will result in a safety violation.

SAFETY / RIGHTS AND DUTIES - CONTINUED

Safety Shoes / Protective Footwear

All employees (except for office staff) are always required to wear protective footwear. Protective footwear is defined as any footwear having toe protection approved by OSHA. The company will provide a provision towards safety shoes annually. See the section for “Dress & Uniforms”.

Any employee not wearing proper steel-toe safety shoes will be requested to leave jobsite or shop, and may be subject to discipline, up to and including termination.

Safety Glasses / Protective Eyewear

Suitable eye protection must be worn whenever there is a potential for eye injury from machines, flying objects, glare, liquids, injurious radiation, or a combination of these. All employees are required to wear protective eyewear whenever such conditions exist, and whenever dictated/directed to do so by management or rule-guidelines of the applicable workplace. Protective eyewear is defined as any eyewear having side shields and is approved by OSHA for such use.

Any employee not wearing proper eyewear when either in a subject atmosphere or has been duly instructed to do so, will be requested to leave jobsite or shop, and may be subject to discipline, up to and including termination.

AIS will grant applicable employees \$100.00 allowance every two years for prescription safety eyewear. To obtain:

1. Get a copy of your current eyeglass prescription. If you do not have a current prescription, have your eyes examined by your eye doctor or you may use one of the locations in the program.
2. Contact the Safety Department or HR to obtain an Authorization/Order form and a list of locations.

SAFETY / RIGHTS AND DUTIES – CONTINUED

Safety Glasses / Protective Eyewear - continued

3. The eye care professional will assist you in selecting a safety frame, take the appropriate measurements, and order the safety eyewear.
4. When the eyewear is complete, you will be notified, and arrangements will be made to pick up the eyewear.
5. The following restrictions apply to this program:
 - The eye examination is your responsibility and is not a part of this program.
 - The company will pay for prescription lenses in an authorized safety frame with polycarbonate or plastic lenses and permanent side shields. If you wish to have a deluxe safety frame, you must pay the difference in the price at the time of your order, unless the Authorization/Order form indicates a payroll deduction.
 - Tinting will not be authorized unless specifically authorized by the safety director.
 - Polycarbonate or plastic lenses only are required.
 - Permanent side shields are required.

SMOKING

Smoking is NOT permitted inside of the AIS facility. Smoking includes use of any tobacco products, electronic smoking devices, and e-cigarettes. This includes the warehouse, fab-shop and all AIS owned, leased or rented properties and company vehicles. An assigned out-door area for smokers will be posted accordingly. Employees using these areas are expected to dispose of any smoking debris safely and properly. Smoking is only permitted during break times. This action is following “*The Clean Indoor Air Act*” which requires employers to keep their workplaces smoke-free. This policy shall also be followed for all of our customer’s facilities according to the Act.

SOCIAL MEDIA

AIS, Inc. takes no position on your decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the company to protect itself from unauthorized disclosure of information. AIS's social networking policy includes rules and guidelines for company authorized social networking and personal social networking and apply to all executive officers, board members, management and staff.

General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, Instagram, Snapchat, YouTube and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with AIS, Inc.

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of AIS, Inc. Employees may not publicly discuss clients, products, employees or any work-related matters, whether confidential or not, outside company authorized communications. Employees are expected to protect the privacy of AIS, Inc. and its employees and clients and are prohibited from disclosing personal employee and nonemployee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to customer information, pictures of equipment, products, work location, trade secrets, financial information and strategic business plans.

Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet. AIS reserves the right to monitor comments or discussions about the company, its employees, clients and the industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees.

SOCIAL MEDIA - CONTINUED

Employer Monitoring – Continued

AIS uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose, including authorized blogging.

AIS reserves the right to use content management tools to monitor, review or block content on company blogs that violate company blogging rules and guidelines.

Reporting Violations

AIS requests and strongly urges employees to report any violations or possible or perceived violations to supervisors, managers or the HR department. Violations include discussions of AIS and its employees and clients, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

Discipline for Violations

AIS investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the company's social networking policy will result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature and factors of any blog or social networking post. AIS reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

SOCIAL MEDIA – CONTINUED

Authorized Social Networking

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about company products and services, promote and raise awareness of the AIS brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events.

When social networking, blogging or using other forms of web-based forums, AIS must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Rules and Guidelines

The following rules and guidelines apply to social networking and blogging when authorized by the employer and done on company time. The rules and guidelines apply to all employer-related blogs and social networking entries, including employer subsidiaries or affiliates.

SOCIAL MEDIA – CONTINUED

Rules and Guideline - Continued

Only authorized employees can prepare and modify content for AIS's blog located on www.ais-york.com and/or the social networking entries located on www.ais-york.com. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by AIS. If uncertain about any information, material or conversation, discuss the content with your manager.

All employees must identify themselves as employees of AIS when posting comments or responses on the employer's blog or on the social networking site.

Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on AIS's blog.

Business units and departments are responsible for ensuring all blogging and social networking information complies with AIS's written policies. Business unit and department heads are authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

AIS expects all guest bloggers to abide by all rules and guidelines of this policy. Company reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. AIS also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

SOCIAL MEDIA - CONTINUED

Rules and Guidelines – Continued

Personal Blogs

AIS respects the right of employees to write blogs and use social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

AIS respects the right of employees to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just AIS.

Employees cannot use employer-owned equipment, including computers, company-licensed software or other electronic equipment, nor facilities or company time, to conduct personal blogging or social networking activities.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against employees or anyone associated with or doing business with AIS.

If you choose to identify yourself as an AIS employee, please understand that some readers may view you as a spokesperson for AIS.

SOCIAL MEDIA - CONTINUED

Rules and Guidelines – Continued

Personal Blogs- Continued

Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the company, nor of any person or organization affiliated or doing business with AIS.

Employees cannot post on personal blogs or other sites the name, trademark or logo of AIS or any business with a connection to AIS. Employees cannot post company-privileged information, including copyrighted information or company-issued documents.

Employees cannot post on personal blogs or social networking sites photographs of other employees, clients, vendors or suppliers, nor can employees post photographs of persons engaged in company business or at company events.

Employees cannot post on personal blogs and social networking sites any advertisements or photographs of company products, nor sell company products and services.

Employees cannot link from a personal blog or social networking site to AIS's internal or external web site.

If contacted by the media or press about their post that relates to AIS business, employees are required to speak with their manager before responding.

If you have any questions relating to this policy, your personal blog or social networking, ask your manager or supervisor.

TELEPHONE / MOBILE DEVICE POLICY

This policy applies to all AIS employees, including full and part-time staff, contractors, freelancers, and other agents who use a personally owned device (BYOD – bring your own device) to access, store, back up, or relocate any organization or client-specific data. Such access to this confidential data is a privilege, not a right, and forms the basis of the trust AIS has built with its clients, supply chain partners, and other constituents.

All employees will be required to have their own mobile device to be utilized for telephone, text messaging, and internet-based company business in conjunction with the execution of his/her daily job duties.

The purpose of this policy is to define standards, procedures, and restrictions for end users who are connecting a personally owned device to the AIS network either directly, wirelessly, or via the internet for business purposes. This device policy applies, but is not limited to all devices and accompanying media (e.g. USB thumb and external hard drives) that fit the following classifications:

- Smartphones
- Other mobile/cellular phones
- Tablet computers
- Portable media devices
- PDAs
- Ultra-mobile PCs (UMPCs)
- Laptop/notebook computers, including home desktops
- Any personally owned device capable of storing organizational data and connecting to a network.

The policy applies to any hardware and related software that is not organizationally owned or supplied but could be used to access organizational resources. That is, devices that employees have acquired for personal use but also wish to use in the business environment.

TELEPHONE / MOBILE DEVICE POLICY **CONTINUED**

The overriding goal of this policy is to protect the integrity of the confidential client and business data that resides within AIS's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a device or carried over an insecure network where it could potentially be accessed by unsanctioned resources.

A breach of this type could result in loss of information, damage to critical applications, loss of revenue, and damage to the company's public image. Therefore, all users employing a personally owned device connected to AIS's organizational network, and/or capable of backing up, storing, or otherwise accessing organizational data of any type, must adhere to company-defined processes for doing so.

Consequently, employment at AIS does not automatically guarantee the initial or ongoing ability to use these devices to gain access to organizational networks and information.

The policy addresses a range of threats to enterprise data, or related to its use:

Device Loss - Devices used to transfer or transport work files could be lost or stolen.

Data Theft - Sensitive organizational data is deliberately stolen and sold by an employee or unsanctioned third party.

Malware - Viruses, Trojans, worms, spyware, and other threats could be introduced via devices.

TELEPHONE / MOBILE DEVICE POLICY **CONTINUED**

Compliance - Loss or theft of financial and/or personal and confidential data could expose the company to the risk of non-compliance with various identity theft and privacy laws.

AIS reserves the right to disconnect devices, disable, services or otherwise revoke employees' privileges at any time and without notification.

NO EMPLOYEE EXPECTATION OF PRIVACY

Company will respect the privacy of your personal devices and take all reasonable precautions to keep it private and secure, AIS reserves the right to track and request access to the device to perform technical functions and implement security controls as outlined in this Policy. Employees do not have the right and should not have the expectation of privacy while using BYOD equipment subject to this Policy

REMOTE WIPING OF BYOD DEVICE

The AIS IT department may remotely wipe an employee's BYOD device. It may be remotely wiped if: The device is lost or stolen; The IT department detects a data or policy breach, virus or other threat to the security of AIS's data and technology infrastructure; and/or the employee's employment is terminated.

Personal phone calls shall not be made or received during regular scheduled working hours. Calls to the office will not be transferred, nor messages taken except in the case of an emergency (medical or otherwise extremely important) as determined by AIS. Calls may be received during lunch or break times, if necessary. It is the responsibility of each employee to notify family, friends and others who might call, to not do so during working time in the absence of an emergency.

Employees have no expectation of privacy in any calls made or received on AIS premises or jobs.

TELEPHONE / MOBILE DEVICE POLICY **CONTINUED**

During the workday, only company business is to be conducted with cell phones. You may collect messages from your personal cell phones during your scheduled breaks and or lunch period. Please advise your spouse, children, etc., of this policy. If, they have urgent need to contact you during your assigned work hours, please instruct them to call the office. The receptionist will initiate measures to expedite you a message for you to make a return call. Use of a cell phone while operating a motor vehicle is illegal in most states and is not encouraged. Use of a cell phone while operating a forklift, crane, aerial lift, etc. is prohibited on all AIS project sites and workplaces.

Employees driving AIS owned or rented vehicle may have a mobile telephone for business use only. If the phone is not a hands-off installation, the phone may only be used while the vehicle is in park or the ignition is off. If the mobile phone is hands-off installation, it may be used while driving the vehicle, but only to the extent such phone use is legal (according to the municipality or state through which the employee is driving) and does not distract the employee's attention from safe driving.

Any employee in an accident as a result of mobile phone use, including texting, while driving a company vehicle, or any employee who receives a fine, ticket or similar as a result of illegal mobile phone use or texting while driving a company vehicle, is responsible for the resulting costs or fine and subject to discipline up to and including termination. This policy applies to company provided cell phones as well as personal cell phones.

SUGGESTIONS/GRIEVANCES

The Company maintains an open mind regarding its operations. If you have any suggestions or complaints, feel free to bring them to the attention of the Operations Department. Time will be scheduled to talk with you. For your benefit, any service complaints should be made in writing to the President or Vice President of AIS. Suggestions and/or complaints regarding safety issues should be forwarded to the Safety Coordinator.

DRESS & UNIFORMS

Each employee is expected to exercise care in laundering and maintaining of company provided items to avoid untimely replacement. We reserve the right to refuse replacement if the items are determined to be abused or neglected. Your appearance always shall show discretion, good taste, and not present a hazard in the performance of your job.

Each employee will be issued an initial five (5) new long-sleeved button-down work shirts upon employment and the company will replace up to 5 of these shirts per calendar year pursuant to any normal wear and tear. You **MUST** return the worn shirt first before receiving a replacement. See or call HR in advance to arrange replacements.

DRESS & UNIFORMS - CONTINUED

Additionally, each employee will receive five (5) new short sleeved Tee Shirts once per calendar year. Additionally, we will replace up to 5 of these Tee Shirts within the same calendar year pursuant to normal wear and tear. You **MUST** return the worn Tee Shirt first before receiving a replacement. See or call HR in advance to arrange replacements.

AIS shirts, blue-jeans or other work pants are acceptable attire so long as clothing is in good condition (free of holes, rips, etc.) Logo (NASCAR, Harley, other designs) apparel other than AIS is not considered acceptable uniform attire.

AIS will compensate each employee beyond their initial Introductory period the amount of \$100.00 each January as a reimbursement towards Work Pants and/or Safety Shoes. No proof of purchase is required.

AIS logo apparel must be visibly worn at all times while at a customer's location for identity purposes.

WORKPLACE VIOLENCE PREVENTION

AIS is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

WORKPLACE VIOLENCE PREVENTION - CONTINUED

All **AIS** employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their foreman, PM, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

AIS prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense. The company reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on company property.

PART VI
EMPLOYEE SUBSTANCE
ABUSE POLICY

EMPLOYEE SUBSTANCE ABUSE POLICY

STATEMENT OF PURPOSE AND POLICY

Employees are extremely valuable for Advanced Industrial Service's business. Everyone's health and safety is a serious Company concern. Drug or alcohol use may pose a serious threat to employees' safety. It is, therefore, the policy of the Company to prevent substance use or abuse from having an adverse effect on our employees. The work environment is safer and more productive without the presence of alcohol or illegal drugs in the body or on company property. Furthermore, employees have a right to work in an alcohol and drug-free environment and to work with employees free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves, their coworkers and the Company's assets.

It is the policy of the Company that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs in the proper measure) by any employee while on company premises, engaged in company business, in company vehicles, operating company equipment, or while under the authority of the Company is strictly prohibited. Off-duty use of alcohol or drugs, which adversely affect the employee's health and work performance, the safety of others, or the company's reputation, is likewise strictly prohibited.

The execution and enforcement of this policy will follow set procedures to screen body fluids by process of (urinalysis) and/or conduct breath testing. These procedures are designed not only to detect violations of this policy, but to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees or applicants involved. Disciplinary action, however, will be taken as necessary.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

STATEMENT OF PURPOSE - CONTINUED

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. The Company retains the sole right to change, amend or modify any term or provision of this policy without notice. This policy was made effective August 1, 2001, and superseded all prior policies and statements relating to alcohol or drugs.

NOTE: If you are a CDL driver, you are considered a regulated employee. Please see Company Alcohol and Drug Abuse Policy for CDL Drivers. This policy has the same content but there are additional policies that apply to regulated employees.

I. DEFINITIONS AS USED IN THIS POLICY

- A. "Substance" means alcohol or drugs.
- B. "Alcohol" means ethyl alcohol or ethanol.
- C. "Drugs" means any substance taken into the body, other than alcohol, which may impair one's mental faculties and/or physical performance.
- D. "Employee" means all persons who work full time, part-time, or under contract for a company, including management staff.
- E. "Non-Regulated Employee" refers to employees who do not operate a commercial motor vehicle.
- F. "Medical Review Officer" ("MRO") means a licensed M.D. or D.O. with knowledge of drug testing in accordance with this policy.
- G. "Performing (a safety-sensitive function)" means any period in which an employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.
- H. "Random selection process" means drug tests are unannounced; that every employee is subject to test and tests conducted annually shall equal or exceed ten percent (10%) of the total number of employee's subject to testing.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

I. DEFINITIONS - CONTINUED

- I. “Reasonable Cause” means the Company believes the actions or appearance or conduct of an employee who is on duty as defined below, are indicative of the use of a controlled substance.
- J. “On Duty” means all time from the time an employee begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
- K. “Collection site” means a place where individuals present themselves for the purpose of providing breath, body fluid, or tissue samples to be analyzed for specified controlled substances. The site must possess all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage and transportation or shipment of the samples to a laboratory.

II. SUBSTANCES PROHIBITED/PRESCRIPTION MEDICATIONS

A. Alcohol: the consumption of any beverage mixture, including any medication containing alcohol which, when consumed, causes an alcohol concentration in excess of those set forth in Section III of this policy, is prohibited.

B. Controlled Substances The presence of any of the following substances is prohibited:

Marijuana	Barbiturates
Cocaine	Opiates
Benzodiazepines	Methadone
Amphetamines	Ecstasy
Phencyclidine (PCP)	

Detection levels requiring a determination of a positive result shall be in accordance with the guidelines of the Medical Review Officer.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

II. SUBSTANCES PROHIBITED – CONTINUED

- C. Prescription Medications:** Employees who use or are under the influence of any legally prescribed drug that may present a safety risk while performing Company business must report such use to the Safety Department. An employee may continue to work, even though under the influence of legally prescribed drug, if the Company has determined: (a) the employee does not pose a threat to the safety of the employee, other employees, or any other third parties, and (b) the employee's job performance is not significantly affected. The employee may be required to present written evidence from the prescribing health care professional that describes the effects such medications may have on the employee's ability to perform his/her tasks.

At the sole discretion of the company, an employee may be temporarily removed, with pay, from a safety-sensitive position if deemed appropriate.

III. PROHIBITIONS

A. Alcohol Prohibitions

Being under the influence of alcohol while on Company property, while performing Company business, while in company vehicles, while operating company equipment, or while under the authority of the Company is prohibited.

1. Employees are prohibited from using alcohol during a period beginning 4 hours before performing safety-sensitive functions.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

III. PROHIBITIONS - CONTINUED

A.

Alcohol Prohibitions - Continued

2. Employees are prohibited from possessing alcohol on Company property or while performing Company business unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over the counter), unless the packaging seal is unbroken or the requirements of Section II (C) are met.
3. Employees are prohibited from using alcohol during the period of 8 hours following an accident, or until he/she has undergone a post-accident test for accidents involving injury to persons requiring medical treatment and/or property damage.
4. Refusal to take a required test will be treated as a positive result and may result in immediate discharge.

B. Drug Prohibitions

The unlawful manufacture, distribution, dispensation, sale, possession or use of a controlled substance (except as set forth in Section II (C) is prohibited. Testing positive for illegal drugs is considered to be under the influence. Refusal to take a required drug test will be treated as a positive result. Any positive result may subject the employee to discipline up to and including termination of employment.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

IV. TESTING PROCEDURES

- A. **Applicant Testing:** All applicants who have been given a job offer will be required to submit to and pass a post offer drug test as a condition of employment. Job applicants who are denied employment because of a positive test may reapply for employment after six months.

Offers of employment are made contingent upon passing the drug test. Applicants who have received firm employment offers are to be cautioned against giving notice at their current place of employment, or incurring any costs associated with accepting employment with the Company until after drug test results has been received. No employee will be permitted to start work until a negative test result has been received.

- B. **Suspicion-Based Testing:**

1. Reasonable Suspicion: If an employee is having work performance problems or displaying behavior that may be alcohol or drug-related, or is otherwise demonstrating conduct that may be in violation of this Policy where immediate management action is necessary, a supervisor or dispatcher, with the concurrence of the alcohol and drug program administrator, will require that employee to submit to a breath test or urinalysis. The following conditions are signs of possible alcohol or drug use (not all-inclusive):

- Abnormally dilated or constricted pupils
- Glazed stare - redness of eyes (scler)
- Flushed face
- Change of speech (i.e. faster or slower)
- Constant sniffing
- Increased absences

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

B. Suspicion-Based Testing: - Continued

- Redness under nose
 - Sudden weight loss
 - Needle marks
 - Change in personality (i.e. paranoia)
 - Increased appetite for sweets
 - Forgetfulness - performance faltering - poor concentration
 - Borrowing money from coworkers or seeking an advance of pay or other unusual display of need for money
 - Constant fatigue or hyperactivity
 - Smell of alcohol
 - Slurred speech
 - Difficulty walking
 - Excessive, unexplained absences
 - Dulled mental processes
 - Slowed reaction rate
2. Supervisors or dispatchers will take action if they have reason to believe one or more of the above-listed conditions is indicated, and that the substance abuse is affecting an employee's job performance or behavior in any manner. A supervisor or dispatcher observing such condition shall take the following actions immediately:
- Confront the employee involved and keep the person under direct observation until the situation is resolved.
 - Search personal belongings, lockers (if provided) and/or personal vehicles parked on Company or customer's property for the presence of drugs or alcohol.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

B. Suspicion-Based Testing: - Continued

- After discussing the circumstances with the supervisor or dispatcher, the alcohol and drug program administrator will arrange to observe or talk with the employee. If he/she believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any reason, the employee will be informed that continued refusal will be treated as a positive test result and discipline up to and including termination of employment may occur.
- Employees will be asked to release any evidence relating to the observation for further testing. Failure to comply will result in discipline up to and including termination of employment. All confiscated evidence will be receipted for with signatures of both the receiving supervisor, as well as the provider.
- If upon confrontation by the supervisor, the employee admits to use but requests assistance the employee will be referred to a substance abuse professional (SAP) for assessment and treatment at the employee's expense. If the employee declines to participate in a substance abuse program, fails to report to the substance abuse professional within a designated period, fails to continue substance abuse counseling or subsequently has a positive test result, appropriate discipline may be imposed, up to and including discharge.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

B. Suspicion-Based Testing: - Continued

3. The supervisor or dispatcher shall, within 24 hours or before the results of the controlled substance test are released, document the particular facts related to the behavior or performance problems, and present such documentation to the alcohol and drug program administrator.

4. If, during employment, an employee acknowledges a substance abuse problem and requests assistance, the employee will be referred to a substance abuse professional (SAP) for assessment and treatment at the employee's expense. If the employee declines to participate in a substance abuse program, fails to report to the substance abuse professional within a designated period, fails to continue substance abuse counseling or subsequently has a positive test result, appropriate discipline may be imposed, up to and including discharge.
 - The decision to seek diagnosis and accept treatment for the substance abuse problem is the responsibility of the employee;
 - The diagnosis and prescribed treatment of the employee's condition will be determined by health care professionals designated by the alcohol and drug program administrator in conjunction with the employee's physician; and

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

B. Suspicion-Based Testing: - Continued

- The employee might be placed on medical leave for a predetermined period recommended by those medical professionals if the SAP determines that such action is appropriate. While on medical leave the employee may have continued health care through COBRA coverage or may be covered by employer to be reimbursed by employee upon return to work, depending on whether employee is covered by FMLA policy.

C. **Post-Accident Testing:** then you are directed to seek the nearest medical facility. If you have any injury on the job and seek medical attention, a vehicle accident and/or damage company or customer property, you will go to a facility as directed by the Safety or Fleet Department. The facility will be requested to perform a drug test as well as an alcohol breath analysis. Adherence by employees to post-accident specimen collection requirements is a condition of continued employment.

D. **Random Testing:** The Company may conduct random testing for all covered employees; such testing may begin or cease at any time. Random testing will be accomplished as follows:

1. A company-wide selection process which removes discretion in selection from any supervisory personnel will be adopted by the Company. This process will select employees through the use of a computerized program; to meet this requirement, the Company has joined a testing consortium through Concentra Medical Centers.
2. The random testing will provide for drug testing of at least ten percent (10%) of all employees in the consortium.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

D. Random Testing: - Continued

3. The random testing will be reasonably spaced over any applicable twelve (12) month period.
4. Once notified, an employee must proceed immediately to the assigned collection site.
5. Refusal to report will be considered as a positive result and may lead to immediate termination.

E. The alcohol and drug program administrator will be responsible for designating the appropriate substance abuse professional who, in conjunction with the employee's physician, will diagnose the problem and recommend treatment.

1. The employee's successful completion of the approved treatment program is a condition of continued employment.
2. Following successful completion of any approved treatment program, the employee will be required to submit to random drug testing during the first year, and follow-up testing may be conducted for up to 60 months. Failure to adhere to this condition is grounds for immediate termination.
3. All supervisors or dispatchers will receive training to assist them in identifying alcohol and drug use behavioral characteristics.

F. Return - to - Duty Testing: Before an employee will be permitted to return to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy, the employee must receive a confirmed negative result from a controlled substance urinalysis test.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

G. Alcohol and Drug Screening and Laboratory Analysis

1. **Breath alcohol testing** will be conducted either on site or at a prearranged location by a qualified Breath Alcohol Technician according to CFR 49 Part 40 procedures. Refusal to complete and sign the testing form or refusal to submit to a breath test, will be considered a positive test, and the employee will be removed from a safety-sensitive function until resolved. Further discipline, up to and including termination, may result.
2. **Types of Screening:** Screenings will be conducted in accordance with applicable state and federal law. Drug and alcohol screenings could be attained by urinalysis, blood test or to the appropriate tests. The collection procedures will be designed to ensure the security and integrity of the specimen provided by each employee, and those procedures will strictly follow federal chain-of-custody guidelines. Moreover, every reasonable effort will be made to maintain the dignity of each employee submitting a specimen for analysis in accordance with these procedures. Failure to submit a specimen will result in discipline, up to and including termination.
3. **Laboratory Analysis:** , only a laboratory certified by Department of Health and Human Services (DHHS) to perform urinalysis for the detection of the presence of controlled substances will be retained by the Company. The laboratory will be required to maintain strict compliance with federally approved chain-of-custody procedures, quality control, maintenance and scientific analytical methodologies.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

H. Consequences: Appeal of Test Results

1. Alcohol or drug abuse may not only threaten the safety and productivity of all employees at the Company but causes serious individual health consequences to those who use them. Any confirmed actions prohibited by Part IV will be grounds for discipline up to and including termination.
2. An employee testing positive for alcohol or drug use is subject to discipline up to and including termination. Refusal to submit to testing will also be considered a positive result.
3. “Refusal” is defined as not providing a breath sample or urine as directed, neglecting to sign appropriate control forms, using alcohol or a controlled substance within 8 hours of an accident, or engaging in conduct that clearly obstructs the testing process.
4. Any employee testing positive for the presence of a controlled substance will be contacted by the Company’s MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug. All such discussions between the employee and the MRO will be confidential. The Company will not be a party to or have access to matters discussed between the employee and the MRO. If medically supportable reasons exist to explain the positive result, the MRO will report the test result to the Company as a negative.

EMPLOYEE SUBSTANCE ABUSE – CONTINUED

H. Consequences: Appeal of Test Results – Continued

5. Within 72 hours after the employee has been notified of a positive test result for drugs, he/she may request a retest of the split sample. The signed request will be provided to the MRO in writing, who will then initiate the new laboratory analysis. If a different result is detected by the subsequent laboratory, the test will be voided by the MRO, and the Company alcohol and drug program administrator will be notified. A retest may be initiated as appropriate.

I. Confidentiality

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request or authorization from the applicable employee.

Employees are entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

Collection of breath and urine samples must always be documented and sealed with a temper-proof sealing system in the presence of the employee, to ensure that all tests can be correctly traced to the employee.

Drug test analysis from the DHHS approved laboratory will be forwarded directly to the Medical Review Officer assigned by the alcohol and drug program administrator.

Alcohol test results will be forwarded by the MRO to the alcohol and drug program administrator for confidential record keeping.

PART VII

**HARASSMENT
POLICY**

In order to provide a productive and pleasant working environment, it is important that we at AIS, Inc. endeavor to maintain a workplace characterized by mutual respect. Accordingly, any type harassment in our workplace is strictly prohibited.

HARASSMENT POLICY

Statement of Purpose

While all forms of harassment are prohibited, the Company is committed to providing a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, or any other protected status or characteristic. Offensive or harassing behavior will not be tolerated against any employee. This policy will be extended to vendors, customers or others who enter our workplace.

Harassment Defined

The prohibition against offensive or harassing behavior applies to all employees, supervisors and members of management. Offensive conduct or harassment that is of a sexual nature, or based on race, color, religion, age, sex, national origin, disability, or any other protected status or characteristic is prohibited. This includes, but is not limited to, any of the following conduct:

- Physical actions, written or spoken language, and graphic communication;
- Any type of physical contact when the action is unwelcome or unwanted by the recipient;
- Expectations, requests, demands, or pressure for sexual favors;
- Slurs, jokes, posters, cartoons and gestures;
- Verbal abuse or inappropriate language of a sexual nature or related to a particular gender or class;
- Inappropriate sexual flirtations, touching, advances or propositions;

HARASSMENT POLICY - CONTINUED

Harassment Defined – Continued

- Graphic or suggestive comments about an individual's dress or body;
- The display of sexually suggestive objects or pictures including but not limited to nude photographs;
- Any other conduct that creates an intimidating, offensive, or hostile environment for a particular gender or class.

Reporting Procedures

Any employee who believes that he or she is being exposed to harassing or offensive conduct should immediately report it to the Human Resources Department or any supervisor or manager that the employee feels comfortable talking with. If the employee is not comfortable speaking to any personnel in the Human Resources Department, the employee must report the conduct to any supervisor or manager. The employee may also report the incident directly to the Company's President. All complaints will remain as confidential as possible. Under no circumstances will an employee be penalized for making a complaint.

Investigation

All complaints of harassment will be investigated promptly, and if found to have merit immediate steps will be taken to end the harassment and discipline the harasser. All complaints will remain as confidential as possible. The complaint and the complainant's identity will be revealed within the Company strictly on a "need to know" basis. The Company will take all appropriate steps to ensure that the complainant is not subjected to retaliation for having registered the complaint.

HARASSMENT POLICY - CONTINUED

Responsibility

Each manager is responsible for implementing this policy within his or her area of supervision.

If anyone has any questions concerning this Harassment Policy, they should feel free to raise them in confidence with the Human Resources Department.

Disciplinary Consequences

Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any employee engaging in harassing or offensive conduct. Any supervisor or manager who has knowledge of such behavior and fails to take action is also subject to disciplinary action.

**EMPLOYMENT AT WILL STATEMENT OF
UNDERSTANDING**

I have been provided with a copy of the Advanced Industrial Services, Inc. Employee Manual and have read and understood the contents of same. I hereby acknowledge that the contents of the Manual are presented as a matter of information only. I understand that the plans, policies, and procedure described are not conditions of employment and that the Company reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. I further acknowledge that the language in this booklet is not intended to create, nor is it to be construed to constitute, a contract between the Company and any one or all of its employees. That is, employment is at-will and may be terminated at any time at the will of either the Company or myself. I understand that no management representative, other than the Managing Principal, has the authority to alter the at-will nature of my employment or establish a contract of employment for any specific duration.

Employee's Signature:

Employee's Name:

Date:

Detach and Submit to the Personnel Office.

**EMPLOYEE ACKNOWLEDGMENT OF NOTICE OF
WORKERS' COMPENSATION ACT RIGHTS & DUTIES**

I have been notified of my rights and duties under the Pennsylvania Workers' Compensation Act concerning the reporting of and treatment for work related injuries. **I understand that I am required to immediately report any and all workplace injuries, no matter how minor, to my supervisor. I understand that my failure to so report any such injury may result in the denial of workers' compensation benefits.**

My employer has established a list of at least six (6) designated health care providers and has posted this list in a prominent location. I understand that if I suffer a work related injury, I am required to visit one of the health care providers designated on the list, and must continue to visit the same or another designated provider for a period of ninety (90) days from the date of my first visit. I understand that if I do not treat with one or more of the designated health care providers for a period of ninety (90) days from my first visit, then my employer will be relieved from liability to pay for treatment of services rendered by providers not designated on the list during the first ninety (90) days of treatment.

I understand that after the first ninety (90) days of treatment I may continue to treat with one of the designated providers or another provider of my choice; but **I must notify my employer within five (5) days of my first visit to any such new health care provider. I understand that if I do not so notify my employer within five (5) days, then my employer may not be responsible for payment of the provider services.**

Notification _____ (Date)

Employee

Employer

Check here if employee refuses to sign _____

Detach and Submit to the Personnel Office.

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- Our Employees Are Our Greatest Asset -

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