

ADAMIK ELECTRIC

Employee Handbook



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Welcome!

Welcome to Adamik Electric!

Dear Employee,

You and Adamik Electric have made an important decision: The Company has decided you can contribute to our success, and you've decided that Adamik Electric is the organization where you can pursue your career productively and enjoyably.

We believe we're made the right decision, one that will result in profitable relationship. The minute you start working here, you become an integral part of Adamik Electric and its future. Every job in our company is important, and you will play a key role in the continued growth of our company.

As you will quickly discover, our success is based on delivering high quality products and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs, and doing whatever it takes. We do it by acting as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Again, welcome!

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Status Definitions

The following terms will be used to describe the classification of employees and their employment status.

The Company

The “Company” is defined as Adamik Electric LLC.

Full-Time Regular Employee

All employees of the Company, either salaried or hourly, who work at least 40 hours per week and who have satisfactorily completed their introductory period.

Part-Time Employee

Employees whose work schedule is less than 32 hours per week are considered part-time employees. Part-time employees are not eligible for benefits.

Salaried (Exempt)

Employees who meet specific tests established by the Fair Labor Standards Act (FLSA), and applicable to state laws, and are exempt from overtime pay, as well as meal and rest periods.

Hourly (Non-Exempt)

Employees who do not meet FLSA and applicable state laws exemption tests, are paid per hour worked and who are paid overtime when required by law. Non-exempt employees are also required to take meal periods and rest periods in the manner described in this employee handbook. See Human Resources or Payroll for an up-to-date definition of overtime hours and premium rate calculations.

Fiscal Year and Safety Year

The Company’s fiscal year is from January 1st and December 31st. The Company’s “Safety Year” runs from November 1st through October 31st.

Temporary and Contingent Workers

Temporary employees are those employed by Adamik Electric for short-term assignments, generally not to exceed three months. An employee will not change from temporary to any other employee status or classification simply because of the length of time spent as a temporary employee. Temporary employees are not eligible for company benefits regardless of the number of hours worked or weeks involved. Contingent workers are not employees of Adamik Electric. These workers include, but are not limited to, employees of staffing agencies, independent contractors and any other person not on Adamik Electric’s payroll.

Work Week

Our work week begins on Monday at 12:01 a.m. and ends the following Sunday at 12:00 midnight.

Continuous Service

Employees who have worked (12) consecutive months of at least 32 hours per work.

Anniversary Dates

The date of your first day of employment with the Company is your anniversary date, and every (12) months from that date constitutes an anniversary year.

Introduction & Description of Company

Adamik Electric has grown to provide value-added services to our Commercial and Industrial clients by providing a safe, challenging, rewarding, career building environment for our team, which in turn motivates them to take pride in establishing a successful partnership with our many clients throughout our marketplace.

Our mission is: *To establish long-term, mutually rewarding relationships with each of our valued customers by consistently exceeding their expectations and gaining their trust through the exemplary and dedicated performance by every member of the Adamik Electric Team.*

Employment Applications

All candidates for employment must fully complete the standard Adamik Electric employment application, which may be in electronic or paper format. The application is to be completed in detail and acknowledged to verify the accuracy and completeness of past employment, as well as other personal information. We will investigate any aspect of your previous employment history and deny or terminate employment of anyone giving false or incomplete information. Information may be verified at any time, either before or after employment commences. Applicants living within a 60-mile radius of Adamik Electric's main office must complete the application in person. Employment applications will only be accepted from the individual who originally requested the application. Applications are current for 30 days.

Confidentiality Agreement

Information that pertains to Adamik Electric's business, including all nonpublic information concerning the Company, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by Adamik Electric.

Please help protect confidential information - which may include, for example, trade secrets, customer lists and company financial information - by taking the following precautionary measures:

1. Discuss work matters only with other Adamik Electric employees who have a specific business reason to know or have access to such information.
2. Do not discuss work matters in public places.
3. Monitor and supervise visitors to Adamik Electric to ensure that they do not have access to company information.
4. Destroy hard copies of documents containing confidential information that is not filed or archived.
5. Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our clients' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult an Adamik Electric officer.

Conflict of Interest

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of Adamik Electric. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

1. Having a financial interest in any business transaction with Adamik Electric
2. Owning or having a significant financial interest in, or other relationship with an Adamik Electric competitor, customer or supplier.
3. Accepting gifts, entertainment or other benefit of more than a nominal value from an Adamik Electric competitor, customer or supplier.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance to Adamik Electric.

Anti-Discrimination & Harassment

Americans with Disabilities Act

It is Adamik Electric's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Adamik Electric is committed to complying with the American with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. Adamik Electric recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact your manager to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

Equal Opportunity Policy

Adamik Electric provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

Proof of Eligibility to Work in the United States

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form. On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form. Employers must retain Form I-9 for a designated period and make it available for inspection by authorized government officers.

Any employee who fails to provide such proof will be sent home until such proof is provided. Adamik Electric utilizes the Department of Homeland Security's "E-Verify" system to verify work eligibility based on the information you provided us on the I-9 Form. This system electronically verifies that you are legally eligible to work in the United States. The E-Verify system will either send back a response that you are legally eligible to work, or it will respond there is a discrepancy in the information provided by you and government databases. If E-Verify reports a discrepancy, Adamik Electric will provide you with a letter in which you may contest the discrepancy. If you choose to contest the discrepancy, you have eight (8) business days to reconcile the discrepancy with the government entity that provided the information. Adamik Electric will provide you a referral letter to either the Social Security Administration or the Department of Homeland Security to resolve the matter. If you do not contest the discrepancy, you voluntarily give up your employment with Adamik Electric. If you do not resolve the discrepancy within eight (8) business days, your employment will be terminated.

Policy Prohibiting Harassment and Discrimination

Adamik Electric strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

Adamik Electric does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

1. is made an explicit or implicit condition of employment
2. is used as the basis for employment decisions
3. unreasonably interferes with an individual's work performance, or
4. creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

1. repeated sexual flirtations, advances or propositions
2. continued and repeated verbal abuse of a sexual nature
3. sexually related comments and joking, graphic or
4. degrading comments about an employee's appearance
5. or displaying sexually suggestive objects or pictures
6. including cartoons and vulgar email messages, and
7. any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of gender or sexual orientation.

Harassment by Nonemployees

Adamik Electric will also endeavor to protect employees, to the extent possible, from reported harassment by nonemployees in the workplace, including customers, clients and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to William Adamik. If that person is not available, or you believe it would be inappropriate to contact that person, contact Courtney Adamik.

Adamik Electric will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time employees have an obligation to cooperate with Adamik Electric in enforcing this policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise William Adamik or any other appropriate member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Training

Adamik Electric will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it.

Employment at Will

Unless expressly proscribed by statute or contract, your employment is "at will." All Adamik Electric employees are at will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at will must be set out in writing and signed by William Adamik.

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time. There is not a single position that is not absolutely vital to the overall company operation. You are required to work the hours normally scheduled for your position. When you fail to take this matter seriously, time consuming rearrangements and costly replacements are often necessary to maintain the continuity of production and severely disrupt the company's operation.

If you are unable to report to work, it is your responsibility to personally call your immediate supervisor as soon as possible, but no later than 30 minutes before start time. If your immediate supervisor is unavailable, it is your responsibility to contact the office and leave a message for Mary Lipski. Leaving a voicemail message for your supervisor is not considered an acceptable call-in. Texting your immediate supervisor is only acceptable if they send an acknowledgment back. If you do not receive an acknowledgement, and do not call the office and leave a message for Mary Lipski, you will be considered a "No Call, No Show," which will result in disciplinary action, including possible termination.

When speaking with your immediate supervisor or leaving a message for Mary Lipski, explain the reason for your absence, the time, day and a phone number you can be reached at. If you are unable to properly call in, a member of your family should call for you. Any illness treated by a physician and noted in writing is considered an excused absence. However, chronic absenteeism due to illness may be grounds for termination as you are not meeting our minimum standards for continued employment. If you have a continuing health problem, we may ask you to take a leave of absence until the problem is corrected.

Those employees missing three or more consecutive days due to illness or personal injury are required to submit a written physician's statement specifying the nature of the illness and your expected date of return to work without restriction. An employee who is absent for three or more consecutive days without reporting or calling will be considered to have abandoned his/her job and will be considered to have voluntarily resigned. If you're expecting to miss more than 1 day, you must call in correctly every day you're going to be out, even if you have a Doctor's Note excusing you for multiple days.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including termination.

Breaks

Employees are entitled to a paid 10-minute break for rest each day, spaced approximately evenly throughout the work period. Breaks may be scheduled at staggered times to allow department coverage.

Employees are also entitled to a 30-minute unpaid lunch break for meals if they work eight hours in a day.

Flexible Work Hours & Telecommuting

Adamik Electric has established a flexible work arrangement program for employees whose departments and jobs are suited to it.

With a manager's approval, you may be allowed to begin and end your workday earlier or later than established hours or to arrange to telecommute. To maintain a flexible work arrangement, employees must ensure business needs are met and adhere to attendance and punctuality policies.

If you wish to set up a flexible work arrangement, see Courtney Adamik. Such arrangements may be established, changed or discontinued at the Company's discretion.

General Pay Information

Certain deductions will be made in accordance with federal and state laws.

In addition, Adamik Electric makes available certain voluntary deductions as part of the Company's benefits program. If an employee elects supplemental coverage under one of the Company's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the Company.

Payroll Advances and Loans

The company does not advance pay against wages, nor does the company loan money to employees. For low cost loans, employees are urged to join one of the many credit unions available in your location.

Errors in Pay

Every precaution is taken to ensure that you are paid correctly. If you believe there is an error, notify your supervisor. We will make every attempt to adjust the error no later than the next pay period.

Authorized Check Pick-Up

If you are absent on a pay day and instruct someone to pick up your pay check, a note signed by you authorizing the release of your check must be provided before the check can be released. The person picking up your pay check must show proper identification and sign for the check. This protects both you and the company.

Garnishment Policy

The company will comply with the garnishment orders, as required. Any garnishment order will reduce your take-home pay. Employees should recognize that garnishments, levies and attachments costs the Company time and money to process and should make every effort to avoid them.

Overtime

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their straight time rate for all hours worked in excess of 40 hours per week.

If you are nonexempt, you must receive authorization from your manager before working overtime. And after you have worked overtime, you must enter it on a timesheet by the day after it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. And time off on holidays, sick leave, vacation leave, personal leave, training seminars or any leave of absence will not be factored in as hours worked when calculating overtime.

Pay Schedule

Employees will be paid on Friday. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

The pay week starts at the beginning of your shift on Monday and includes all work you perform up to the close of business on Sunday.

A few additional facts about pay:

1. You will be paid your first week's wages at the end of the second workweek.
2. Any overtime earnings will be paid one week following the actual hours worked.
3. If a paycheck is lost or stolen, notify Courtney Adamik immediately.

As a convenience for our employees, the Adamik Electric offers "Direct Deposit" of your payroll check into your authorized checking or savings account. We urge you to take advantage of this option to help avoid any lost or stolen paychecks. Direct Deposit checks are credited to your account no later than payday.

All employees that use Direct Deposit will receive their pay stubs by email unless other arrangements have been requested and approved in writing. If you do not wish to receive yours via email or you do not have an email, please place your request in writing and submit to the Payroll Department and ask for your pay-stubs to be printed out. Pay stubs may be requested at any time by submitting the request in writing to the Payroll Department.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted yearly.

Performance Reviews and Salary Increases

Wage reviews are conducted for each employee, and salary increases are based on those reviews, as well as our profitability. However, an employee receiving a performance appraisal will not necessarily receive a salary increase.

Signing-In & Out Daily

All employees are required to sign in and out of each job site's Daily Sign-In Sheet when they clock-in, leave for lunch, come back from lunch and clock-out. Tampering with, falsifying or altering sign-in sheets or signing in and/or out for another employee will result in disciplinary action, up to and including discharge.

Failing to sign-in and/or sign-out may result in disciplinary action.

You must sign-in to whichever jobsite you are working that day when you arrive to your shift and any time you leave your jobsite. When you leave your jobsite, or leave at the end of your shift, you must sign-out.

Some of our jobsites have multiple locations. It is your responsibility to sign-in and sign-out to each different location when you arrive and when you leave. For safety reasons, the company must know exactly how many employees are on the jobsite at all times.

Failure to follow this policy will result in disciplinary action, up to and including discharge.

Timecards

All non-exempt employees must keep accurate time records by completing timecards when entering or leaving the job location, including coming and going during lunch periods. If you work multiple job locations, even on the same day, you are required to specify that with the correct Job Number on your timecard.

Tampering with, falsifying or altering timecards or filling out another employee's timecard will result in disciplinary action, up to and including discharge.

Failing to record work time may also result in disciplinary action.

For payroll purposes, time is rounded to the nearest quarter of an hour.

Time Clocks

Your jobsite may have a time clock at its location. Timeclocks are treated the same as Timecards and/or Sign-In Sheets. Upon the start of your employment, you will have your photo taken for timeclock verification to avoid any discrepancies with other employee timeclock fingerprints. * You are required to punch-in (fingerprint in) and punch-out (fingerprint out) whenever you arrive to work, when you take your lunch, when you come back from your lunch and when you leave for the day. Some of our locations have multiple jobsites. You are required to fingerprint in and fingerprint out and put the jobsite number if you change jobsites.

Falsifying or tampering with company timeclocks is prohibited and will result in disciplinary action, which may include termination.

**DISCLAIMER: Employee photos will not be used in any other purpose other than to identify the employee for verification purposes.*

Work Hours

Adamik Electric follows a work schedule of 40 hours per week. The normal workweek is Monday through Friday from 7:00 AM to 3:30 PM. Your supervisor or manager may establish alternative hours depending on your workplace.

Outside Employment

Because of Adamik Electric's obligations to its customers, the Company must be aware of any concurrent employment you may have to determine whether or not it presents a potential conflict.

Serving on any public or government board or commission qualifies as employment for purposes of this policy, regardless of whether such service is compensated.

Before beginning or continuing outside employment, employees are required to complete a questionnaire detailing the involvement with the other employer and to obtain the written approval of their managers and Courtney Adamik. Failing to obtain prior approval as described may be cause for disciplinary action, up to and including termination. Employees who are on leave of absence, including FMLA leave or Workers' Compensation leave are prohibited from having outside employment during their leave.

Conduct Standards

Company Equipment and Vehicles

When using Adamik Electric property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Adamik Electric because of such mistreatment.

Prospective employees who are expected to drive company vehicles will provide the company with current and acceptable motor vehicle driving information. Employment will be conditional, pending receipt of a satisfactory report from the State Department of Motor Vehicles and proof of current driver's license.

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and legal insurance protection. State law requires all motorists to carry Auto Liability Insurance.

Company Property

Please keep your work area neat and clean and use normal care in handling company property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made.

Employees are prohibited from using company property for personal use without prior approval from William Adamik. You may not use any company property for personal purposes or remove any company property from the premises without prior written permission from William Adamik. If prior manager approval is obtained, please understand that any personal use of the company property, whether on or off the premises, is done so at the employee's own risk. Employees are responsible for returning company property in good condition and are responsible for repairing or replacing any property damage as the result of gross negligence. All employees should submit a written authorization to their manager for removal of company property from the premises.

It is the policy of the company to control off duty and non-working hour use of company facilities either for business or personal reasons. Employees are required to obtain prior approval from their manager for personal use of company facilities during off duty or non-working hours.

Scrap-Material

All scrap material remains the property of the company and cannot be independently removed from a jobsite without prior authorization from the site Project Manager. Any abuse of handling scrap materials may result in disciplinary action, including termination.

Cellular Phone Policy

This policy about cellular phone usage applies to any device that makes or receives phone calls, sends text messages, accesses the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

Unless pre-approved by your manager or supervisor, employees are prohibited from using a cellular phone for personal reasons during work hours. Use of cellular devices for personal reasons should be limited to regularly scheduled breaks, lunch time, or after hours.

Employees are discouraged from using a cellular device while driving. This policy covers employees driving personal vehicles for business purposes or company-provided vehicles at any time. Discouraged use while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for messages, etc.

In the event an employee must make or answer a call while driving (on company time or while in a company-provided vehicle), they are required to utilize a hands-free device. Employees should ensure the phone and hands-free device are connected before beginning to drive. Employees should keep the phone within easy reach and have programmed frequently used phone numbers on speed dial. **YOU ALONE ARE RESPONSIBLE FOR SAFE DRIVING!** The safest thing to do is not to use your cell phone while driving.

Because a safe and productive work environment is very important, violations of this policy will result in discipline, up to and including termination from employment.

Conduct Standards & Discipline

Adamik Electric expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with company personnel and outside business contacts.

The Company reserves the right to discipline or discharge any employee for violating any company policy, practice or rule of conduct. The following list is intended to give you notice of our expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that Adamik Electric retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- unsatisfactory quality or quantity of work
- repeated unexcused absences or lateness
- failing to follow instructions or Company procedures, or
- failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- falsifying an employment application or any other company records or documents
- failing to record working time accurately or recording a co-worker's timesheet
- insubordination or other refusal to perform
- using vulgar, profane or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- disorderly conduct, fighting or other acts of violence
- misusing, destroying or stealing company property or another person's property
- possessing, entering with or using weapons on company property
- possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on company property or on company time
- violating conflict of interest rules
- disclosing or using confidential or proprietary information without authorization
- violating the Company's computer or software use policies, and
- being convicted of a crime that indicates unfitness for a job or presents a threat to the Company or its employees in any way.

Dating in the Work Place

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and the overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the Company, contact William Adamik for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify William Adamik immediately. No customer or employee of this company has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, Adamik Electric's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

Dress Policy

Appropriate office attire is required. Suppliers and customers visit our office and we wish to put forth an image that will make us all proud to be Adamik Electric employees. Be guided by common sense and good taste. Specific standards may be required depending on your workplace.

Drug and Alcohol Policy

Adamik Electric strives to maintain a workplace free of alcohol, marijuana (medical or otherwise) and illegal drugs. The company strongly discourages drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers' and customers' confidence in our company.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing company business for Adamik Electric, while operating a motor vehicle in the course of business or for any job-related purpose, or while on company premises or a worksite.

Illegal Drugs

Adamik Electric employees are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Adamik Electric facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

Adamik Electric may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Adamik Electric property that is provided for employees' personal use, such as desks, lockers, and files.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

Adamik Electric may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Ethical and Legal Business Practices

Adamik Electric expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor or manager. Exceptions to this policy may be made only by William Adamik.

You are expected to promptly disclose to the management of the company anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

Complying with Laws and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of management. It will be returned or donated to a suitable charity.

Employee Privacy and Other Confidential Information

Adamik Electric collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and William Adamik must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the company only with employee approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated.

Accounting and Financial Reports

Adamik Electric's financial statements and all books and records on which they are based must accurately reflect the Company's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Account and Customer Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Grievances

Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your manager or, if the situation warrants, to any Adamik Electric officer.

Insider Trading

In addition to our general obligation to observe the law, one of the most important responsibilities of all Adamik Electric employees is to protect the company's reputation for ethical and honest dealing. Our reputation could be irreparably damaged if inside information is inappropriately disclosed such that it affects the stock price of our company or that of a client or any other company with whom we have a relationship. Bearing this in mind, you are forbidden from sharing or disclosing company information in any way that could be deemed insider trading or give the appearance of such conduct.

Progressive Discipline

Adamik Electric retains the discretion to discipline its employees. Oral and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances.

Please note that Adamik Electric reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

Tool Policy

Electricians and apprentices are required to provide their own hand tools as listed below in the Mandatory Tool Lists. Adamik Electric is not responsible for lost or stolen tools, even if stored in a company-provided storage device. We recommend that you clearly mark your personal tools so they can be identified as your own.

Hand tools should be of “Klein” quality or better. Some jobs may have additional tool requirements.

Mandatory Tool List – Apprentices

1. Tool belt with 1 tool punch and bags
2. Slot Screwdriver set-stub , 6”, 8”, 10”
3. Phillip Screwdriver set-stub, 6”, 8”, 10”
4. 9” Lineman pliers
5. 8” Side cutters
6. 8” Needle nose pliers
7. Knife – Electrician’s with two blades
8. Wire stripper
9. 2 pairs of 10” Channel locks -440’s
10. 25’ Tape Measure
11. 9” Magnetic torpedo level
12. Hack saw with blades
13. Claw hammer – Electrician’s #1803
14. Flashlight
15. 18V+ Battery drill with charger and two batteries
16. 8” Crescent wrench
17. Vice Grips (Large & Small)

Mandatory Tool List – Electricians

1. Toolbox
2. Tool belt with 1 tool punch and bags
3. Slot Screwdriver set-stub, 6", 8", 10"
4. Phillip Screwdriver set-stub, 6", 8", 10"
5. 7-piece nut driver set
6. 9" Lineman pliers
7. 8" Side cutters
8. 8" needle nose pliers
9. Cable cutters, up to 1/0 copper
10. Knife – Electrician's with two blades
11. Wire Stripper
12. 2 pairs of 10" Channel locks -440's
13. 25' Tape measure
14. 9" Magnetic torpedo level
15. Hack saw with two blades
16. Claw hammer – Electrician's #1803
17. Flashlight
18. 18V+ Battery drill with charger and two batteries
19. 8" Crescent wrench
20. 1/8" – 1/2" Allen wrenches
21. Tri tap set
22. Keyhole saw
23. Voltage tester
24. Chalk line reel
25. Rat tail file
26. Half round file
27. 1/2" to 3/4" EMT benders
28. Roto splitter (MC cable stripper)
29. Vice Grips (Large & Small)

Workplace Solicitation

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Adamik Electric has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on Adamik Electric property or use company facilities, such as e-mail, voicemail or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs or organizations.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time.

Nonemployees may not make solicitations or distribute literature at any time.

Adamik Electric may grant limited exemptions from these rules for charitable purposes at its discretion.

Zero Tolerance for Workplace Violence

Adamik Electric has a zero-tolerance policy concerning threats, intimidation and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons of any kind onto company premises or to company functions. Any employee who is suspected of possessing a weapon will be subject to a search at the company's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee should notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

Leave

Family Medical Leave Act (FMLA)

Family Medical Leave

You are eligible for family and medical leave if you have worked for Adamik Electric for at least 12 months and have put in at least 1,250 hours during the 12-month period before the leave is to begin.

Reasons for the Leave

You are entitled to take up to 12 workweeks of unpaid leave:

- to attend to the birth, adoption or foster care placement of your child
- to attend to the serious health condition of your child, spouse or parent, or
- to receive care for your own serious health condition.

A serious health condition means an illness, injury, impairment, or physical or mental condition during which you are incapable of working that involves either:

- treatment requiring inpatient care in a hospital, hospice or residential care facility, or
- continuing treatment by a health care provider for a condition that lasts more than three consecutive days, or for pregnancy or prenatal care or for a chronic health condition which continues over an extended period of time,

requires periodic visits to a health care provider and may involve occasional episodes of incapacity, such as serious asthma or diabetes.

It also includes a permanent or long-term condition such as Alzheimer's, a severe stroke and terminal cancer. In addition, leave may be used to cover absences due to multiple treatments for restorative surgery or for a condition which would likely make you incapable of working for more than three days if not treated, such as chemotherapy or radiation treatments for cancer.

Substituting Paid Leave

You must substitute accrued vacation or personal leave time for family and medical leave. And if the request for leave is due to your own serious health condition, you must first exhaust all accrued sick leave time. Any accrued vacation or personal leave time will then be used. Your total FMLA leave time, which may include paid vacation and sick time, may not exceed 12 weeks. Adamik Electric has the right to designate such leaves as running concurrently with FMLA leave.

Types of Leave

Leave due to the birth or placement of a child in your home for adoption or foster care must be taken in one continuous 12-week segment and must be taken within 12 months of the birth or placement of the child. You may take leave due to your own or a family member's serious health condition in:

- one continuous 12-week segment
- an intermittent schedule, such as one day off each week, or
- a reduced schedule, such as beginning two hours late, twice a week.

Notice of Leave

If your need for leave is foreseeable, you must give 30 days' prior notice if possible. If you do not give such notice, the leave may be delayed for up to 30 days.

If your need for leave is due to a planned medical treatment, make every attempt to schedule the treatment so as not to unduly disrupt the work of your department. If your need for leave is not foreseeable, you must request it as soon as practicable, no later than two business days after the need for leave arises.

Medical Certification

If leave is requested due to your own or a family member's serious health condition, you must provide medical certification from an appropriate health care provider. The medical certification must include the date on which the condition began and its probable duration. You may be denied leave if you do not provide satisfactory certification. Adamik Electric may also require a second opinion or third opinion regarding certification of a serious health condition, at our expense.

Outside Employment

You may not work for outside employers while on family and medical leave with Adamik Electric.

Returning to Work

If your leave is due to your own medical condition, you are required to provide medical certification that you are able to resume work before returning. Both you and your health care provider must complete a Return to Work Medical Certification.

Upon returning to work, you will ordinarily be entitled to be restored to your former position or to an equivalent position with the same employment benefits and pay if possible. If you do not return to work at the end of the leave and do not notify Adamik Electric of your status, you may be terminated.

Benefits During Leave

Taking family and medical leave will not cause you to lose any employment benefits accrued prior to the first day of leave. The leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in any retirement plan in effect. However, employees on FMLA leave normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue.

Adamik Electric will maintain your insurance benefits while you are on leave, although you may be required to pay your portion of the premium. However, if you do not return to work after the leave, you may be asked to reimburse us for the cost of maintaining insurance coverage during the leave. This provision will not apply in cases where your inability to return is through no fault of your own -- for example, at the end of leave you remain physically unable to return due to your serious health condition.

Misrepresenting Reasons for Leave

If you intentionally misrepresent the reasons for requesting family and medical leave, you may be discharged.

Bereavement Leave

Full-time employees who have worked at Adamik Electric for at least 90 days are permitted up to 5 consecutive days without pay to attend the funeral of an immediate family member, which includes a spouse, child, brother, sister, parent or grandparent.

Eligible employees may be permitted 5 days without pay for the death of a relative who is not an immediate member-- including an aunt, uncle, nephew, niece, brother-in-law, sister-in-law or parent-in-law.

Your supervisor must approve all bereavement time, and the Company may request verification of the facts surrounding the leave and grant or deny the leave as deemed appropriate. Bereavement leave will not be paid if it occurs when the employee is on vacation or leave of absence, absent due to illness or injury, or not working due to a paid holiday.

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), Adamik Electric prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Jury Duty

Adamik Electric supports employees in fulfilling their civic responsibilities by serving jury duty when required.

However, you must inform your supervisor of your jury summons at least one day before taking time off for jury duty. Each summons to appear for jury duty must be accompanied by a notice to the employer of the person summoned. Employees will be expected to report for work during your jury service whenever the court schedule permits.

Insurance benefits will remain in effect and unchanged for the full term of your jury duty absence.

Time Off Work from Work in Connection with Court Cases

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. If you must appear in such a proceeding, notify your supervisor at once.

You will not be paid for the time you are away from work participating in a court case or arbitration, but may use available vacation and personal days to cover the time.

You will not be terminated solely for an absence made necessary by participating in a court case or arbitration.

General Employment

Employee Classifications

Employees at Adamik Electric are either full-time or part-time. The Company may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work fewer than 20 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health insurance.

All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

An original personnel file consists of an employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data and other appropriate employment-related documents.

It is your responsibility to notify the Payroll or Human Resources department of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an accident.

You may be dismissed for misrepresenting any fact on your application or in your personnel file.

Personnel records are considered company property. You may review your record in the office with Courtney Adamik during business hours after making a reasonable request to do so-and can insert written rebuttals to any information with which you disagree. However, under Nevada law, you may not inspect confidential reports from any past employer or agency investigating a possible legal violation for which you were responsible.

Employee Referrals

To encourage and reward employees who refer qualified candidates for full-time positions, Adamik Electric sponsors an employee referral incentive program. All full-time employees are eligible to participate, with the exception of office personnel.

If Adamik Electric hires the referred candidate within 30 days of the referral date, the Company will award \$100, minus applicable tax withholdings and deductions, to the referring employee. Payment will be made approximately 120 days after the date the candidate was hired, provided both individuals are then active employees of the Company.

Employment of Relatives

Adamik Electric may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

Introductory (Probationary) Period

The first 90 days of employment are an Introductory Period for both the employee and the Company. However, during and after this period, the work relationship will remain at will.

This time period allows you to determine if you have made the right career decision and for Adamik Electric to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave do not accrue during this period.

The Introductory Period may be extended at management's discretion.

Job Postings & Promotions

Adamik Electric has a job posting program to inform employees of available staff positions. Adamik Electric will fill job vacancies whenever possible by promoting qualified employees from within the Company.

To apply for a posted position, an employee must:

- have completed any mandatory Introductory Period at a satisfactory performance level
- meet the minimum requirements for the position, and
- not have received written correction counseling within the past 90 days; employees who have received a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to William Adamik indicating interest in the position. And qualified employees must inform their managers that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

Adamik Electric has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

Reference/Background Checks

Adamik Electric conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Termination, Resignation and Discharge

Unless expressly proscribed by statute or contract, employment with Adamik Electric is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the Company, Adamik Electric requests at least two weeks' notice. Failure to provide notice may lead to forfeiture of accrued vacation or other benefits at the discretion of Adamik Electric.

Any employee who is discharged by Adamik Electric shall be paid only wages accrued to the effective date of the separation.

Transfers & Relocation

To meet business needs, Adamik Electric may occasionally need to transfer employees to a different department, shift or location. Employee requests for transfers will be accommodated where possible.

Contact Courtney Adamik for help or information about transfers.

Safety & Emergency

1. It is your responsibility to:
2. Observe and obey all safety rules established for your protection and guidance.
3. Abide by all laws and regulations.
4. Use safety equipment and devices provided or required.
5. Work in a manner that safeguards you and your fellow workers.
6. Arrive for work rested and alert.
7. Be constantly aware of activities surrounding you and your jobsite.
8. Be particularly watchful for recognizable hazards.
9. Know the correct, safe procedures for your job.
10. Promptly obtain first aid in the event of an injury.
11. Promptly notify your supervisor of any injury.
12. Be aware that the prevention of injury producing incidents is a shared responsibility between employees and management.
13. Use common sense and good judgment.
14. Follow any other special instructions.
15. Be aware that a lack of safety knowledge or indifference to safety could result in injury.
16. Realize that **“INJURY PRODUCING INCIDENTS DON’T JUST HAPPEN –THEY ARE CAUSED.”**

Hardhats

All hardhats are the property of Adamik Electric. Only company authorized stickers are permitted to be affixed to the hardhat. No other stickers, alterations, phrases, memorabilia or disfigurement is permitted.

Safety Glasses

Safety glasses will be supplied by Adamik Electric and must be worn at all times within the work areas.

Work Gloves

Work gloves will be supplied by Adamik Electric and must be worn while performing work tasks.

Upon termination of your employment, all company owned property, including hardhats should be returned to the company.

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

Safety

Adamik Electric is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager. If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed. Contact information is posted main office.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from Courtney Adamik.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from Courtney Adamik.

Security

Adamik Electric is committed to ensuring employees' security. Our premises are equipped with both security alarms that are active outside working hours and a fire alarm system. If you have a security concern or need more information about operating these systems, contact Courtney Adamik.

Some office employees are given a key fob and/or a key while working for Adamik Electric. If you leave Adamik Electric, you must surrender any company keys/key fobs you have been issued.

Emergency Measure (Inclement Weather)

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Your absence will be charged to personal or vacation time.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your place of work. If there is no answer within one hour after the normal start time, assume the office is closed.

Corporate Communications & Technology

Bulletin Boards

Check all the bulletin boards regularly to obtain important information about company events and policies. Only Adamik Electric employees should use company bulletin boards. Management must approve all postings. See Courtney Adamik to obtain approval for a bulletin board posting.

Press and Media Commutation Policy

This policy exists to assure that information disclosed by Adamik Electric is timely, accurate, comprehensive, authoritative and relevant to all aspects of Adamik Electric. Adherence to this policy is intended to provide an effective and efficient framework to facilitate the timely dissemination of information.

This media policy applies to all employees of Adamik Electric and its subsidiaries and divisions. This policy covers all external news media including broadcast, electronic and print.

A reporter, producer or other news media may contact you for a number of reasons, for example:

- To get information about Adamik Electric.
- To get information about a recent unexpected event such as natural disasters, thefts or arrests, accidents or injuries; customer or employee complaints, federal, state or local regulatory actions; etc.
- To get information or comment about an action or event that could impact our industry, new competitive entrants, new product launches, changes in government or Company policies.
- To get general information on a topical story in your community such as changes in local governmental officials or policies, problems or issues specific to the community you serve, etc.

Media inquiries in relation to Adamik Electric must be handled in accordance with the following guidelines:

Inquiries regarding a specific transaction should be referred to the individual or individuals in charge of the matter; if they are not available, then to William Adamik or to Courtney Adamik. Please do not say you are not allowed to talk to a reporter or have to get permission to do so. Instead, tell the reporter: "Adamik Electric's policy is to refer all media inquiries to Adamik Electric. You can reach them at 702-750-1811."

A reporter or camera crew may show up unannounced at the job site you're currently working at. This is most likely to occur in crisis situations at one of our job sites.

When dealing with reporters and camera crews who may show up unannounced, the job site's Foreman and staff should act with the same courtesy and professionalism as we approach customers. Your Foreman will contact Adamik Electric immediately and let them know which news source is there.

All other inquiries should be referred to William Adamik, who will respond directly or designate another spokesperson and who will also help draft or direct an appropriate response if necessary.

This policy covers all forms of responses to the media, including off-the-record and anonymous statements.

These guidelines apply to ALL of our employees.

Employee Suggestions

Adamik Electric welcomes suggestions for continued improvement! If you have suggestions for a better way to do your job or meet customer needs, we encourage you to discuss this with your supervisor or to put them in writing and submit them to the division/department vice president.

Understand that any suggestions, innovations, inventions or other matter created by you on work time or with company tools or property are considered to be the intellectual property of the company.

Software Policy

Adamik Electric regulates employees' use of its computer software.

You may not duplicate any licensed software or related documentation for use, either on Company premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. And you may not provide licensed software to anyone outside the Company. Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both the employee and the company to liability.

All software that Adamik Electric acquires must be purchased by Adamik Electric. Upon delivery, all software must be registered properly by Adamik Electric and installed by Adamik Electric. You may not load personal software onto Adamik Electric computers.

Use of Company Communication Systems

Because Adamik Electric reserves the right to access any personal communication without prior notice, employees should not use company systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of the company's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use.

Telephone Usage

The telephone system (including voicemail) at Adamik Electric is the property of the company and is provided for business purposes. Adamik Electric may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the company's telephone system to be private.

Personal Mail

All mail delivered to the company is presumed to be related to company business. Mail sent to you at the company will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Employee Benefits

COBRA

If you are terminated for any reason other than gross misconduct or otherwise leave Adamik Electric and have been continuously covered by the Company's group insurance plan before that, you and your dependents may have the right to continue or convert coverage as set forth in the rules of the plan. You should receive written notification of your right to continue coverage within two weeks of your last day on the job. Should you have questions about this coverage, contact Courtney Adamik.

Disability Insurance

Employees who have completed any mandatory Introductory Period may qualify for disability insurance coverage, which will be paid for in full by Adamik Electric. Please see the specific plan documents for further explanation of this benefit and its tax implications, or contact Human Resources.

Employee Benefits

Adamik Electric employees are entitled to a wide range of benefits. A number of the benefit programs -- such as Social Security, workers' compensation, state disability and unemployment insurance -- cover all employees as required by law.

Eligibility for most other benefits depends upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. You can find the details of many of these programs in separate written summaries. For more information, contact Courtney Adamik.

Some benefit programs require contributions from employees, but many are fully paid by Adamik Electric. We reserve the right to add, amend, modify or terminate any employee benefit plans or programs.

Medical Benefits

Adamik Electric offers major medical and dental. Adamik Electric bears a substantial cost of these plans for the employee. Refer to the printed information from the insurance provider for details of eligibility and coverage or contact the Human Resources Department. Employees that qualify for these benefits will be eligible on the first of the month following 60 days of full time employment.

Worker's Compensation

Adamik Electric provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Company. If you become ill or injured, please get medical attentions at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

Vacations & Holidays

Holidays – Limited Eligibility

Adamik Electric observes the following holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving and the day after
Christmas and the day before

Employees will be paid for the following holidays if they meet the holiday pay criteria below:

- New Year's Day
- Thanksgiving Day
- Christmas Day

You will be paid for these holidays if you:

- are a full-time employee who has worked at least 90 days at the Company, and
- have worked the full day before and the full day after the holiday, unless time off has been approved in advance as vacation or personal days.

For each recognized holiday, office employees will receive a day off with pay.

Employees on leave of absence will not be paid for a holiday observed during their leave.

Holiday pay for office employees is computed at the straight time rate of eight hours. In no case may an employee receive more than a normal day's wage for any holiday unless they worked that day. Holiday pay does not constitute "hours worked" in calculating eligibility for overtime.

Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance. The company reserves the right to close on a day other than the scheduled holiday instead of closing its offices.

Due to business needs, some employees may be required to work on company holidays. Your supervisor or manager will notify you if this may apply to you.

Personal Days

Adamik Electric provides full-time employees who have completed any mandatory Introductory Period up to 5 paid personal days a year, which can be used for any reason.

You must use personal days by December 31 of each year, as unused personal days may not be carried over to the next calendar year. Employees will not be paid for accrued unused personal days on termination.

Sick Days

Full-time employees who have completed any mandatory Introductory Period are eligible to earn sick day credits not to exceed 3 paid sick days for the employment year.

You must use sick days by December 31, as they may not be carried over to the next calendar year-and you may not take the time as vacation.

To be eligible for a sick day, you must call in each day to your supervisor or main office no later than 15 minutes after your usual start time for work. If you do not call in, the absence will be considered unexcused and you will not be paid for it. All full-time exempt employees are eligible to receive sick days at their supervisor's discretion.

Adamik Electric reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you cannot produce it, the absence may be considered unexcused, and you will not be paid for it.

Vacation

Only active, full-time employees are eligible for paid vacation, and all vacation must be earned before being taken. You may not substitute pay for unused vacation unless you have your supervisor's written approval. Should a Company holiday occur during your vacation, you may add an additional day, either at the beginning or end of the vacation period, with your supervisor's approval.

Adamik Electric reserves the right not to approve a vacation request if it will interfere with Company operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' requests for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail.

Acknowledgement of Receipt and Understanding

I acknowledge that I have received the Adamik Electric Employee Handbook and that I have read and understand the policies.

I understand that this Handbook represents only current policies and benefits, and that it does not create a contract of employment. Adamik Electric retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the Company has the same right. I further understand that my status as an "at will" employee may not be changed except in writing and signed by the President of the Company.

I understand that the information I come into contact with during my employment is proprietary to the Company and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Company. I understand that I must comply with all of the provisions of the Handbook to have access to and use Company resources. I also understand that if I do not comply with all provisions of the Handbook, my access to Company resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Company's safety, health, and emergency procedures as outlined in this Handbook or in other documents.

Signature

Date

Please Print Your Name