

ENTERPRISE SOLUTIONS

Welcome to Enterprise Solutions!

On behalf of your colleagues, I welcome you and wish you every success here.

We believe that each employee contributes directly to Enterprise Solutions growth and success, and we hope you will take pride in being a member of our Team. This handbook was developed to describe some of the expectations of our employees and to outline many of the policies, programs, and benefits available to eligible employees.

Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Enterprise Solutions.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

James C. Seabury, III
Chief Executive Officer

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40 Introductory Statement

This handbook is designed to acquaint you with Enterprise Solutions and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Enterprise Solutions to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Enterprise Solutions continues to grow, the need may arise and Enterprise Solutions reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

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101 Nature of Employment

Employment with Enterprise Solutions is entered into voluntarily, and the employee is free to resign at will at any time, with or without cause. Similarly, Enterprise Solutions may terminate the employment relationship at will at any time, with or without notice or cause. Except for a written agreement entered into by the Chief Executive Officer or Chief Operating Officer, no agent or representative of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind, or a contract of employment between Enterprise Solutions and any of its employees. This manual supercedes prior policy manuals or employee handbooks.

The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at Enterprise Solutions sole discretion.

ENTERPRISE SOLUTIONS

102 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Enterprise Solutions will be based on merit, qualifications, and abilities. Enterprise Solutions does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, citizenship, age (40 or over), disability, veteran status, genetic information or any other characteristic protected by law.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of Steven C. Chambliss, Vice President of Human Resources (615-493-5042). Enterprise Solutions will not allow any form of retaliation against individuals who in good faith report violations of this policy or cooperate in investigations of those reports. Retaliation is unacceptable. Any form of retaliation will result in disciplinary action up to and including termination.

ENTERPRISE SOLUTIONS

103 Immigration Law Compliance

Enterprise Solutions is committed to employing only United States citizens and other persons who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Enterprise Solutions within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Chief Executive Officer, Chief Operating Officer, or Vice President of Human Resources.

Enterprise Solutions will not allow any form of retaliation against individuals who in good faith raise questions or complaints about immigration law compliance or cooperate in the investigation of those complaints. Retaliation is unacceptable. Any form of retaliation will result in the disciplinary action up to and including termination.

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104 Policy Against Harassment and Retaliation

Enterprise Solutions believes that all employees should be treated with respect. We will not permit harassment by employees, managers, clients, or vendors. We are committed to having a workplace free from harassment and improper or unprofessional behavior. It is not easy to define harassment. However, you should know that we will not permit the following types of conduct:

1. Slurs, jokes, and harassing comments about someone's race, color, religion, sex, national origin, citizenship, age (40 or over), disability, veteran status, genetic information, or any other legally protected status.
2. Graffiti, cartoons, drawings or other written comments about someone's race, color, religion, sex, national origin, citizenship, age (40 or over), disability, veteran status, genetic information, or any other legally protected status.
3. Sexual advances, repeated unwelcome requests for dates, and requests for sexual favors, unwelcome or offensive touching or other physical conduct directed at an employee because of their race, color, religion, sex, national origin, citizenship, age (40 or over), disability, veteran status, genetic information, or any other legally protected status.
4. Threatening or requiring an employee to submit to sexual advances in return for an employment benefit.
5. Retaliation for having reported possible harassment, filed a charge or complaint of harassment, or participated in an investigation regarding harassment.

The type of conduct prohibited under this policy is not limited to unlawful harassment, but also includes improper and/or unprofessional behavior.

Enterprise Solutions is committed to making sure employees and anyone engaged in business with Enterprise Solutions are not harassed because of their race, color, religion, sex, national origin, citizenship, age (40 or over), disability, veteran status, genetic information, or any other legally protected status. We need your help to make sure we have a workplace free from harassment. We need you to tell us immediately if you believe you are being harassed or believe harassment is occurring within our work environment. Do not wait to complain.

ENTERPRISE SOLUTIONS

104 Policy Against Harassment and Retaliation *continued*

The first time you believe improper conduct in violation of this policy has occurred, you should make your concerns known. You should report any possible harassment to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate or you are uncomfortable contacting your supervisor, you should immediately contact James C. Seabury, III, Chairman & Chief Executive Officer, at 615-493-5005; Lera Q. Pendergrass, Controller, at 615-493-5025; Michael W. Campbell, Vice Chairman & Safety Officer, at 615-493-5019; or Steven C. Chambliss, Vice President, Human Resources at 615-493-5042. You may also contact any of the above at 800-732-9260.

It is the responsibility of all supervisors and managers to enforce this policy. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should immediately advise any officer of the Company.

All reports of possible violations of this policy will be investigated and, where appropriate, corrective action taken up to and including termination. We will keep the investigation confidential to the extent we can under the circumstances. Anyone violating this policy will be subject to disciplinary action up to and including termination of employment. The Company will not allow any form of retaliation against individuals who in good faith report violations of this policy or cooperate in the Company's investigation of those reports. Retaliation is unacceptable. Any form of retaliation will result in disciplinary action up to and including termination.

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105 Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Enterprise Solutions. All employees will be judged by the same performance standards and will be subject to Enterprise Solutions scheduling demands, regardless of any existing outside work requirements.

If Enterprise Solutions determines that an employee's outside work interferes with performance or the ability to meet the requirements of Enterprise Solutions, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with Enterprise Solutions.

Outside employment will present a conflict of interest if it has an adverse impact on Enterprise Solutions.

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201 Employment Categories

It is the intent of Enterprise Solutions to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Enterprise Solutions.

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee's exempt or nonexempt classification may be changed only upon written notification by Enterprise Solutions management.

In addition to the above categories, each employee will belong to one other employment category:

Regular Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Enterprise Solutions full-time schedule, which must be 30 hours or more per week. Generally, they are eligible for Enterprise Solutions benefit package, subject to the terms, conditions, and limitations of each benefit program.

Introductory employees are those whose performance is being evaluated to determine whether continued employment in a specific position or with Enterprise Solutions is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. Satisfactory completion of the introductory period does not alter at-will employment status.

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. All legally mandated benefits (such as Social Security and Workers' Compensation Insurance) are provided to temporary employees. Some other Enterprise Solutions sponsored benefits may also be available, subject to the terms, conditions, and limitations of each benefit program.

Casual employees are those who have established an employment relationship with Enterprise Solutions but who are assigned to work on an intermittent and/or unpredictable basis. They receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security). In addition they are eligible for some of Enterprise Solutions other benefit programs subject to the terms, conditions, and limitations of each benefit program.

ENTERPRISE SOLUTIONS

202 Employment Reference Checks

To ensure that individuals who join Enterprise Solutions are well qualified and have a strong potential to be productive and successful, it is the policy of Enterprise Solutions to check the employment references of all applicants.

The Chief Executive Officer, other company officer, or human resources representative will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to dates of employment, positions held and final wage rate.

ENTERPRISE SOLUTIONS

203 Solicitation/Distribution and Investigative Searches

In the interests of efficiency and safety, employees are prohibited from engaging in solicitation of any kind during work time (i.e., time except for mealtime, break periods, and other specified periods when the employees are properly not performing their work tasks). Employees are also prohibited from engaging in the distribution of materials of any kind during working time (as defined above) or in work areas.

Enterprise Solutions may find it necessary to conduct investigative searches in order to ensure a safe, healthful and efficient work environment free of threats such as drugs, alcohol, theft or firearms. To carry out that objective, Enterprise Solutions may, from time to time, have its supervisors or designated representatives conduct investigative searches without notice. Searches may be made of an employee, an employee's property, and of all areas of Enterprise Solutions or job site property including those designated for the employee's use. Property includes, but is not limited to personal effects, desks, file containers, storage lockers, computers, messages or emails sent or received on Company equipment or Company servers, lunch boxes and vehicles.

Any employee who refuses to submit to a search will be subject to disciplinary action up to and including discharge.

ENTERPRISE SOLUTIONS

204 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Enterprise Solutions uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Enterprise Solutions may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for sixty (60) continuous days following their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If Enterprise Solutions determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the employment classification for which they were conditionally hired.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Workers' Compensation Insurance and Social Security. They may also be eligible for other Enterprise Solutions provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

ENTERPRISE SOLUTIONS

205 Employment Applications

Enterprise Solutions relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or omissions of requested information in any of this information or data may result in Enterprise Solutions exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

ENTERPRISE SOLUTIONS

301 Employee Benefits

Regular, full-time employees at Enterprise Solutions are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation, state disability, FMLA and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. If you are eligible for benefits, they begin on the first day of the month following sixty (60) days of continuous service. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Holidays
- Cafeteria including (but not limited to):
 - Dental Insurance
 - Medical/Vision Insurance
- Jury Duty Leave
- Meal Allowances (project specific only)
- Parking
- Travel Allowances (project specific only)
- 401(k) Plan (Eligible after 1,000 hours and one (1) year of service, with enrollments in January and July of each year)
- After Tax Programs include (but not limited to):
 - Short Term Disability
 - Long Term Disability
 - Life Insurance
- Certain other benefits that may be included in the future.
- Vacation
- Benefit conversion at termination

ENTERPRISE SOLUTIONS

302 Vacation

Enterprise Solutions will grant vacation days each year to all regular, full-time hourly employees.

Employees begin to accumulate vacation time on the first day of employment. Employees are eligible to take vacation time beginning the first of the month following a sixty (60) day introductory period. Vacation time will be earned only for hours worked. Hours taken as vacation or holidays as well as FMLA and Workers' compensation will not be considered in the calculation.

Vacation time is accumulated based on years of service as of January 1 of each year at the following rates:

<u>Years of Service</u>	<u>Hours of Vacation Earned</u>
0 to 5 years	0.02 hours earned per hour
6 years	0.04 hours earned per hour

Vacation time must be taken in full 8-hour (1 day) blocks. Vacation time must be earned before it can be approved. All vacations must be requested in advance in writing and be approved by the Superintendent and the Project Manager and will only be approved when the work schedule permits. Forty-eight (48) hour notice is required for a one-day vacation. Two (2) weeks notice must be given for vacations in excess of one day.

Up to 40 hours of earned vacation time that is not used in the year it was received may be rolled over into the next calendar year. Any vacation time over 40 hours that is not used in the year that it is received is forfeited and employees will not be paid for unused vacation time. Unused vacation time will only be paid at termination when the termination is the result of a reduction in force or a written two week resignation notice is turned in to your supervisor. Vacation time will be paid at the base hourly rate.

ENTERPRISE SOLUTIONS

303 Holidays

Enterprise Solutions will grant holiday time off to eligible employees on the holidays listed below.

- New Year's Day (January 1)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas Day (December 25)

Enterprise Solutions will grant paid holiday time off to all regular, full time employees the first of the month following sixty (60) days of continuous service. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) multiplied by the number of hours the employee would otherwise have worked on that day.

In order to receive this benefit, eligible employees must work the full scheduled workday before and after the holiday. The only exception is an employee may use accrued and pre-approved vacation time in place of a scheduled work day. Any extended leave of absence will void eligibility.

ENTERPRISE SOLUTIONS

304 Workers' Compensation Insurance

Enterprise Solutions provides a comprehensive Workers' Compensation Insurance program at no cost to employees. This program covers any injury or illness arising out of and in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Enterprise Solutions nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in an off-duty recreational, social, or athletic activity whether or not it is sponsored by Enterprise Solutions.

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305 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Enterprise Solutions health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Enterprise Solutions group rates plus an administration fee. Enterprise Solutions provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Enterprise Solutions health insurance plan. The notice contains important information about the employee’s rights and obligations.

ENTERPRISE SOLUTIONS

401 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Enterprise Solutions to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including immediate termination of employment. It is the employees' responsibility to sign their time records (electronically or ink) to certify the accuracy of all time recorded. The supervisor will review and then initial the time record (electronically or ink) before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Enterprise Solutions has in place a rounding policy for non-exempt employee time keeping. This policy is in compliance with the Federal Fair Labor Standards Act (FLSA). Modifications will be made to the policy for projects in states that have not adopted the federal standard.

The beginning and end of the work shift will be determined by the supervisor and will be based on job requirements. Enterprise Solutions will round the time accordingly, up or down to the nearest quarter hour, allowing 7 minutes on either side. This policy will apply to the beginning and end of the work shift.

Example for Rounding Time:

<u>Clock in/out</u>	<u>Rounding Periods</u>
At the hour (10:00)	between 9:53 and 10:07
At the quarter hour (10:15)	between 10:08 and 10:22
At the half hour (10:30)	between 10:23 and 10:37
At the quarter of mark (10:45)	between 10:38 and 10:52

Employees are expected to report for the work shift on time. Failure to comply is a violation of the Attendance and Punctuality Policy and will result in disciplinary action. Employees must have prior approval from their supervisor to alter any scheduled work shift(s).

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402 Paydays

All employees are paid weekly every Friday. The “work week” begins at 12:01 a.m. on Saturday and ends at 12:00 midnight the following Friday. Our payroll period coincides with the “work week”. In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee’s vacation, the employee’s paycheck will be available upon his or her return from vacation.

ENTERPRISE SOLUTIONS

403 Pay Deductions

The law requires that Enterprise Solutions make certain deductions from every employee's compensation. Among those are applicable federal, state, and local income taxes. Enterprise Solutions also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Enterprise Solutions matches the amount of Social security taxes paid by each employee.

Enterprise Solutions offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor or the Accounting Department can assist in having your questions answered.

ENTERPRISE SOLUTIONS

501 Safety

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Enterprise Solutions has established a workplace safety program. This program is a top priority for Enterprise Solutions. The Safety Director has responsibility for implementing, administering, monitoring, and evaluating the safety program.

Its success depends on the alertness and personal commitment of all.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes.

Enterprise Solutions will not allow any form of retaliation against individuals who, in good faith, report or express concern about workplace safety issues, or cooperate in the investigation of those reports. Retaliation is unacceptable. Any form of retaliation will result in disciplinary action up to and including termination.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Safety Director or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits procedures.

ENTERPRISE SOLUTIONS

502 General Safety Rules

All employees have a safety responsibility to themselves and to fellow workers around them. These safety rules apply to all employees on all jobs. Your Superintendent or Foreman may establish special rules in addition to these.

1. Hard hats, safety glasses and gloves will be worn at all times when on the jobsite. No excuses.
2. All employees must wear company-issued hard hats (including temporary help) for safety and identification purposes. Supervisors and Foreman wear white hard hats while all other employees wear gray hard hats. Hard hats must be worn bill-forward and only OSHA approved devices can be worn under hats.
3. Immediately report unsafe conditions or unsafe acts to your Foreman.
4. Immediately report all injuries, regardless of how slight, to your Foreman.
5. Fighting or horseplay on the job is prohibited.
6. Operate only the equipment authorized by your Foreman or Superintendent.
7. Jewelry that poses a safety hazard to the employee or others is not to be worn during scheduled work hours.
8. Safety shoes are encouraged. Sturdy, heavy-duty work shoes are required. Canvas and loafer type shoes are not to be worn.
9. You will be issued personal protective equipment as the job requires and should be worn at the direction of your Foreman. It will be your responsibility to keep up with the equipment and maintain it.
10. Goggles or face shields must be worn when drilling overhead, shooting powder actuated tools into concrete, or when performing other tasks that produce flying particles.
11. Gloves must be worn at all times. Use caution when installing 2x4 light fixtures, mounting panel cans, installing wireways, working with floor and wall ducts, and when using folding and locking utility knives.
12. Unsafe tools, ladders, defective, or frayed electrical cords, and unguarded machinery should not be used and should be reported to your Foreman immediately.
13. All machinery and equipment should be shutdown for cleaning and fueling and repair. Do not lubricate or repair moving parts of machinery while in motion.

ENTERPRISE SOLUTIONS

502 General Safety Rules *continued*

14. Seatbelts must be worn in all motorized company vehicles.
15. Before starting and moving any piece of equipment, check the area to be sure everyone is clear.
16. Cranes, shovels, backhoes, or other equipment booms must be operated with caution around power lines. Consult your Foreman for safe operating procedures. Maintain at least 10' clearance for power lines.
17. The use of gasoline for cleaning tools, machinery, or materials is forbidden.
18. Getting on or off a vehicle or equipment while in motion is prohibited.
19. The riding of any construction equipment except by operator or maintenance personnel is prohibited.
20. Know the correct way to lift heavy objects and get help if you need it. (Secure footing, firm grip, back straight, lift with your legs.)
21. Watch where you step. Step—Don't Jump!
22. Stand clear of booms, loads, and swinging equipment.
23. Never throw tools or materials to other employees. Carry or use hand line.
24. Acetylene, oxygen, and other gas cylinders should be stored and used in upright positions and secured by tying or blocking in position.
25. General Duty Clause, Section 5(b) provides that:
Each employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to this Act, which are applicable to his own actions and conduct.
26. Smoking, including e-cigarettes, is only allowed in designated areas and at designated times but in no case is allowed at Enterprise Solutions facilities.
27. Cell phones are not to be used for personal use during work hours. (They can be used on breaks and at lunch only.)
28. The use of intoxicating beverages or drugs, unauthorized firearms, or other weapons on the job are forbidden.
29. Work areas must be kept clean of excess material. Trash must be kept picked up at all times.

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502 General Safety Rules *continued*

30. You will stay in your assigned area unless your Foreman or Superintendent instructs you otherwise.
31. Good housekeeping depends upon everyone's cooperation. Keep alert for protruding nails, wire, tools, and loose objects underfoot. Take a minute and keep your area in safe condition for yourself and your fellow workers.
32. No radios or personal listening devices (i.e. headphones) are permitted on the jobsite at any time.

These rules are for your safety and well-being on the job. Additional safety suggestions will be given full consideration and are encouraged.

ENTERPRISE SOLUTIONS

503 Smoking

In keeping with Enterprise Solutions intent to provide a safe and healthful work environment, smoking, including e-cigarettes, is prohibited throughout the workplace unless otherwise designated. An e-cigarette is defined as a battery power vaporizer.

All company premises and property are smoke-free environments. This is inclusive of all job trailers, storage containers, etc., at job sites and work areas. Employees and visitors are not permitted to smoke in these areas.

Employees who do so may be subject to disciplinary action. This policy applies equally to all employees, customers, and visitors.

ENTERPRISE SOLUTIONS

504 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including immediate termination of employment.

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505 Business Travel Expenses

Enterprise Solutions will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the immediate supervisor. Employees whose travel plans have been approved should make all travel arrangements through Enterprise Solutions designated travel agency or office personnel.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Enterprise Solutions. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees, only for compact or mid-sized cars.
- Cost of standard accommodations in the low to mid-priced hotels, motels, or similar lodgings (double occupancy).
- Taxi fares, only when there is no less expensive alternative.
- A meal per diem will be paid at the established rate.
- Charges for telephone calls, fax, and similar services required for business purposes.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Enterprise Solutions may not be used for personal use without prior written approval.

When travel is completed, employees should submit completed travel expense reports within 15 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including immediate termination of employment.

ENTERPRISE SOLUTIONS

506 E-Mail and Internet Policy

The Company's computer system, which includes E-mail and Internet access, generally shall be used for business purposes. Personal use of the computer is to be kept at a minimum. The computer system is the property of the Company. Therefore all communications, including e-mail and other messages store by Company servers, whether using Company e-mail or private e-mail services, may be monitored and subject to inspection at any time.

The following is a list of examples of E-mail or Internet abuses that could result up to and including termination of employment. Please note that this list is not intended to be a comprehensive listing of all possible abuses for which discipline may be required.

- Transmissions and communications involving racial or sexual slurs. Use of the E-mail or Internet for personal interests such as outside business ventures, political campaigns, religious activities, pornographic messages or web sites, communications with co-workers concerning non-business topics, etc.
- Using a co-worker's password to gain access to the co-worker's files without authorization.
- Use of Company e-mail or use of Company computers to send e-mails to communicate confidential business information such as business plans, bids and pricing strategies concerning the Company or its clients to anyone outside the Company or to any unauthorized person inside the Company without the written permission of his/her supervisor.

All employees of the Company are required to provide their computer and E-mail passwords to either the Chief Executive Officer or Chief Operating Officer of Enterprise Solutions.

ENTERPRISE SOLUTIONS

601 Family and Medical Leave

Enterprise Solutions provides eligible employees up to twelve (12) weeks unpaid family or medical leave under the Family and Medical Leave Act.

Eligibility

To be eligible for this leave, an employee must have worked at least 12 months or 52 weeks (need not be consecutive) with Enterprise Solutions and at least 1,250 hours during the 12 months immediately preceding commencement of the leave. In addition, there must be at least 50 Enterprise Solutions employees within a 75 mile radius of the employee's worksite.

Amount of Leave Available

Enterprise Solutions determines how much FMLA leave is available to an employee by looking at the 12-month period measured from the employee's hire date and subsequent anniversary dates. If a husband and wife both work for Enterprise Solutions, and each wishes to take a leave for the birth of a child, adoption or placement of a child in foster care, the husband and wife may only have a total of twelve (12) weeks of leave.

Purpose of Leave

FMLA leave will be given under the following circumstances: (1) to provide employees the ability to care for a new child in the family (by birth, adoption or placement into foster care) (12 weeks); (2) to care for a spouse or parent who has a serious health condition (12 weeks); (3) for the employee's own serious health condition that prevents him or her from performing his or her job (12 weeks); (4) to assist with a covered family member's active duty or call to covered active duty in the Armed Forces (12 weeks); or (5) to care for a covered injured or ill service member (26 weeks).

Types of FMLA Leave

Generally, FMLA leave may be taken in consecutive full-day periods, or, may be taken intermittently or on a reduced leave (part time basis). However, any leave for the birth or adoption of a child must be taken on consecutive full days and cannot be taken in partial days or intermittently. When intermittent or reduced schedule leave is requested, Enterprise Solutions may temporarily assign the employee to a different position to avoid disruption of company's operations.

How to Request FMLA Leave

Requests for FMLA leave should be made in writing to the Human Resources Department as soon as possible, at least 30 days before the start of the leave. An employee undergoing planned medical treatment or whose covered family member is undergoing planned medical treatment is required to make a reasonable effort to schedule treatment to minimize disruption of job duties and company operations. If emergency circumstances exist or the need for FMLA leave is otherwise unforeseeable, the 30-day requirement does not apply, but the employee must give notice to Enterprise Solutions as soon as possible once the need for leave becomes known.

ENTERPRISE SOLUTIONS

601 Family and Medical Leave *continued*

Required Documentation

An employee making a request for FMLA leave based on the serious medical condition of the employee or a covered family member must submit to Human Resources a written certification from a health care provider covering the date the condition began, the probable duration of the condition, key medical facts about the condition, and an explanation that the employee either is needed to provide care for the family member or is unable to perform the duties of the employee's position with the company. This form must be provided to Enterprise Solutions within fifteen (15) days of the day Enterprise Solutions requests medical certification.

When a leave to assist with a covered family member's active duty or call to active duty in the Armed Forces is requested, the employee must provide proof of the qualifying family member's call-up or active military service before leave is granted. When a leave to care for an injured or ill service member is requested, the employee requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks. When leave is requested for purposes of caring for an adopted or foster child, Enterprise Solutions may require the employee to submit proof of legal adoption or custodial arrangement.

Verification of Request

Upon receipt of a request for FMLA leave from an eligible employee, Enterprise Solutions will generally provisionally grant the leave, subject to verification that the leave has been requested for an FMLA-qualifying reason. Enterprise Solutions may request clarification of a medical certification provided by the employee, or may, at its discretion and expense, obtain a second opinion from a health care provider. If the second medical opinion conflicts with the first, a third medical opinion will be obtained at Enterprise Solutions expense from a health care provider selected jointly by the employee and Enterprise Solutions.

If the employee fails to follow up by providing medical certification or other requested information to Enterprise Solutions supporting an FMLA leave request, or if, upon receipt of requested information from an employee, Enterprise Solutions determines that the stated reason is not FMLA-qualifying, the FMLA leave request will be denied, the provisional FMLA leave grant revoked, and any absences related to the leave which have already occurred may be counted as unexcused under the company's attendance policy, possibly subjecting the employee to disciplinary action.

ENTERPRISE SOLUTIONS

601 Family and Medical Leave *continued*

FMLA and Other Leave

FMLA leave is unpaid. However, employees must substitute any paid leave time which is earned or accrued in place of the FMLA leave until this earned or accrued leave has been fully used. Accordingly, the paid leave and the FMLA leave will run concurrently, and any remaining FMLA leave will be unpaid. If paid short-term or long-term disability benefits apply, you will not be required to substitute any other paid leave during your absence from work. However, the short-term or long-term disability leave will still run concurrently with FMLA leave. When a work-related injury qualifies for FMLA leave and you are receiving workers' compensation benefits, you will not be required to substitute any paid leave during your absence. However, the leave taken for the work-related injury and the FMLA leave will run concurrently.

Benefits During FMLA Leave

Employees on leave under the Family and Medical Leave Act are required to continue the employee-paid portion of insurance premiums during the leave. If your portion of the premium is not paid in a timely manner, your coverage under applicable benefits plans may lapse. If you do not return to work after your FMLA leave, Enterprise Solutions reserves the right to recover all premiums paid by the company on your behalf during your leave.

Employer Designation of FMLA Leave

When an employee is absent due to an FMLA-covered reason or event, even if the employee does not request FMLA leave, Enterprise Solutions may designate such leave as FMLA leave and may count all such absences against the employee's 12-month FMLA leave allotment. Enterprise Solutions will notify an employee when leave has been designated as FMLA leave, whether or not a request has been made.

Outside Employment

Employees out on FMLA leave are expected to abide by Enterprise Solutions Outside Employment Policy. In some instances, outside employment during FMLA leave may be deemed evidence that the employee has misrepresented the facts supporting his request for FMLA leave, or that such facts have changed so that the employee is no longer entitled to FMLA leave. In such instances, the employee may be subject to denial of further FMLA leave, revocation of a prior grant of FMLA leave, and/or disciplinary action, up to, and including termination.

ENTERPRISE SOLUTIONS

601 Family and Medical Leave *continued*

Leave Status and Return to Work

While on leave, employees may be requested to report as frequently as every two weeks to Enterprise Solutions regarding their status and expected return to work date.

Enterprise Solutions may request re-certification of medical conditions after 30 days unless the employee's health care provider certifies the leave for more than 30 days. An employee absent due to his or her own serious health condition must provide a medical certification from his or her treating healthcare provider which states that the employee is able to resume work. Employees who do not provide such certification may not be permitted to return to work. An employee returning from FMLA leave will be placed in the same position or an equivalent position. Enterprise Solutions prohibits retaliation against employees who request or take FMLA leave or otherwise exercise their rights under the FMLA.

The Genetic Information Nondiscrimination Act (GINA) prohibits employers and other entities covered by GINA from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, Enterprise Solutions will not ask you to provide any genetic information when responding to a request for medical information. "Genetic information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Contact Human Resources

Employees who request FMLA leave will receive further information and instructions regarding their leave request. An employee's failure to comply with such instructions or with the notice, medical certification, or other requirements set forth in this policy may result in the delay or denial of FMLA leave requests, and/or disciplinary action. Please contact Human Resources to receive further information regarding a leave of absence under the Family and Medical Leave Act.

ENTERPRISE SOLUTIONS

701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Enterprise Solutions expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination of employment:

- Theft or inappropriate removal or possession of property without permission
- Dishonesty, misrepresentation, or falsification
- Timecard misuse, including but not limited to failing to accurately record all time actually worked, altering or tampering with a timecard, misrepresenting or falsifying information on a timecard, or entering time on another employee's timecard
- Working under the influence of alcohol, intoxicants, or illegal drugs: Possession, distribution, sale, transfer, or use of alcohol, intoxicants, illegal drugs or prescription drugs not prescribed for the employee in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace, or on Company property or time
- Any conduct that interferes with the ability of any employee to perform work
- Negligence or improper conduct leading to misuse of, damage to, or destruction of employer-owned or customer-owned property
- Insubordination
- Violation of safety or health rules
- Violation of the Company's Substance Abuse Policy, including refusal to submit to drug/alcohol testing
- Sexual or other unlawful or unwelcome harassment or discrimination
- Carrying or possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace, or on Company property or time, except to the extent permitted by law
- Absence from work without proper notification or excuse, or excessive absenteeism
- Unauthorized absence from work station during working hours or otherwise leaving the job or regular place of work during working hours without authorization
- Unauthorized use of telephones, mail system, computers, or other employer-owned equipment
- Unauthorized disclosure of business "secrets", trade secrets, business plans and other confidential business information
- Unauthorized entry to any Company property (filing cabinets, desks, computers, etc.)
- Violation of personnel policies
- Unsatisfactory job performance including but not limited to mistakes due to carelessness, low productivity, and/or the inability to perform assigned tasks

Employment with Enterprise Solutions is at the mutual consent of Enterprise Solutions and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

ENTERPRISE SOLUTIONS

702 Drug and Alcohol Use

It is Enterprise Solutions desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Enterprise Solutions premises and while conducting business-related activities off Enterprise Solutions premises, no employee may use, possess, distribute, sell, attempt to distribute or sell, or be under the influence of alcohol or illegal drugs. The legal use of drugs prescribed for the employee is permitted on the job only if it does not endanger the employee or other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program in the Company's discretion. Such violations may also have legal consequences.

Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) for testing to determine the illicit, illegal, or prohibited use of drugs and/or alcohol. Refusal to submit to such testing may result in disciplinary action up to and including immediate termination of employment. When requested, tests are to be taken within one (1) hour of the request. Tampered with, adulterated, or diluted drug test results will be grounds for immediate termination. Employees requested to take either a random test or test based on suspicion of use will be taken to the testing facility by a supervisor. Post-accident tests will be performed as part of the accident investigation.

Employees who have been convicted of or who have pleaded guilty to drug-related activity occurring in any workplace (not just the workplaces of Enterprise Solutions) as an adult or who perform work for a government contract or grant must notify Enterprise Solutions of such convictions or guilty pleas. The report must be made within five days of the conviction or guilty plea.

In accordance with the above, it is the policy of Enterprise Solutions that employees shall not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics or drugs prescribed by a physician in any manner that may impair an individual employee's ability to perform assigned duties; and, further, that employees shall not be under the influence of or possess alcoholic beverages in association with working hours. This policy shall apply to all persons performing work for Enterprise Solutions or visiting company property.

ENTERPRISE SOLUTIONS

702 Drug and Alcohol Use *continued*

1. In keeping with this policy, employee involvement with the unlawful possession, use, sale, or the attempted sale, or transfer of drugs or narcotics during working hours or on company property shall not be permitted. In addition, unlawful involvement with drugs or narcotics outside of working hours, on or off company property, shall not be permitted.

- a. The unlawful use of drugs, narcotics, or alcoholic beverages by an employee at any time on company property, during work hours or during breaks and/or meal periods, will constitute grounds for immediate termination of employment.
- b. Employee participation in the sale, attempted sale, or transfer of drugs, narcotics, or alcoholic beverages on company property will constitute grounds for immediate termination of employment.
- c. The unlawful possession of drugs, narcotics, or alcoholic beverages on company property, including paraphernalia or a container with the residue of a drug, narcotic, or alcoholic beverage, either on an employee's person or in an employee's personal vehicle or other personal property, will constitute grounds for immediate termination of employment.
- d. The unlawful involvement with drugs or narcotics off company property will constitute grounds for severe disciplinary action up to and including termination of employment.
- e. Alcoholic beverages shall not be consumed at business-related functions, nor served at a company function during work hours and/or on company property, without the prior approval of the responsible officer.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor, the Chief Executive Officer or Chief Operating Officer without fear of reprisal.

2. Incidents of known or suspected involvement with drugs, narcotics, or alcoholic beverages shall be promptly investigated. The company will utilize investigative techniques, including available testing and analysis as required to detect violations of this policy. An employee's failure to submit to such test(s) will constitute grounds for disciplinary action, up to and including immediate termination of employment. Interference with or manipulation of the testing process, will also constitute grounds for disciplinary action, up to and including immediate termination of employment.

3. Any evidence obtained by the company of the unlawful use, sale, attempted sale, or possession of drugs or narcotics will be turned over to law enforcement agencies for appropriate action; and, further, any evidence obtained will be provided to any federal, state, or local agency requesting such information as it relates to proceedings against the company.

ENTERPRISE SOLUTIONS

702 Drug and Alcohol Use *continued*

4. The following procedures are applicable:
 - a. Where known or suspected involvement with unlawful drugs, narcotics, or alcoholic beverages results in a determination that the employee should not remain on the job, the first line supervisor shall have the authority to suspend the employee from work pending investigation and review of the matter for appropriate disciplinary action.
 - b. Each officer is responsible for insuring that managerial and supervisory personnel are adequately informed of this policy.
 - c. You are required to take and pass a Drug Screen test before being employed at a project.
 - d. You must be willing and able to take and pass a Urine Drug Screen test in accordance with this Drug & Alcohol Policy at any time while employed by Enterprise Solutions.

ENTERPRISE SOLUTIONS

703 Attendance and Punctuality

To maintain a safe and productive work environment, Enterprise Solutions expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Enterprise Solutions. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Employees are allowed six (6) unpaid excused absences in a calendar year. In addition to these six (6) days, excused absences are defined as any of the following:

- Vacation
- Holiday
- Jury Duty
- Bereavement Leave
- Military Leave
- Workers' Compensation Injury
- FMLA Leave
- Job Shutdown
- Inclement Weather
- Lack of Work

Lack of work is defined as insufficient work available for that day. Job shutdown, inclement weather, and lack of work are determined by the Superintendent.

Any absences after an employee has used their six (6) excused absences will be considered unexcused. We consider excessive **unexcused** absenteeism to be when the number of unexcused absences exceeds six (6) days in a calendar year. Employees with excessive absenteeism may be disciplined up to and including discharge as indicated below:

<u>Number of Unexcused Absences in a Calendar Year</u>	<u>Level of Discipline</u>
7 days	First Warning
9 days	Final Warning
11 days	Termination

We consider excessive tardiness to be when an employee is late more than two (2) times within any thirty (30) calendar day period. Tardiness is tracked separately from absenteeism but is subject to the same type of discipline procedure which is identified as follows:

<u>Number of Excessive Tardiness in a 30-Day Period</u>	<u>Level of Discipline</u>
3 times	First Warning
4 times	Final Warning
5 times	Termination

Employees who are absent for three (3) consecutive workdays without notice to their supervisor are presumed to have voluntarily resigned their position. Absences covered by the Family and Medical Leave Act will not be counted against an employee's attendance record.

ENTERPRISE SOLUTIONS

704 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Enterprise Solutions presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

ENTERPRISE SOLUTIONS

705 Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Enterprise Solutions property immediately upon request or upon termination of employment.

Where permitted by applicable laws, Enterprise Solutions may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Enterprise Solutions may also take all action deemed appropriate to recover or protect its property.

ENTERPRISE SOLUTIONS

706 Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with Enterprise Solutions. Although advance notice is not required, Enterprise Solutions requests at least two weeks written resignation notice from all employees.

ENTERPRISE SOLUTIONS

Employee Acknowledgement of Receipt of Employee Handbook

My signature below acknowledges that I have received my copy of the Employee Handbook. I have read it and have been given the opportunity to ask questions that I may have concerning any of the Company's policies and procedures.

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

I understand that I am employed subject to a 60 calendar day introductory period and that my status as an at-will employee may not be changed except in writing by either the Chief Operating Officer or the Chief Executive Officer of the Company. I also understand that successful completion of the introductory period does not change my status as an at-will employee.

Print Full Name: _____

Signature: _____

Date: _____

NOTE: THIS FORM SHOULD BE SIGNED AND RETURNED TO THE HOME OFFICE WITHIN THREE (3) DAYS AFTER RECEIVING YOUR EMPLOYEE HANDBOOK.