



AND SUBSIDIARIES

Employee Guide to  
Policies and Procedures for  
a Safe and Professional Workplace

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## **Company History and Philosophy**

The history of the Company starts with Edwards Electrical & Mechanical, Inc.

Don and Ruth Edwards founded Edwards Electrical and Mechanical, Inc., then known as Edwards Electric, in 1968. Edwards Electric started as a small union commercial shop based out of Don and Ruth Edwards' garage. Edwards Electric's business quickly grew and the company moved in 1970 to a two-story house at the corner of East Street and Terrace Avenue in Indianapolis.

In 1972 Edwards Electric changed its operation to a merit based shop and then, only six short years later, in 1978, moved to a 2,500 square foot building at the corner of East Street and Merrill Street. However, by 1981 the East Street location became too small and, working with MacDougall and Pierce, a customer of Edwards Electric at the time, Edwards Electric doubled the size of its building and expanded to 5,000 square ft.

During the 1970's and early 1980's, Edwards Electric generated gross revenue of approximately One Million annually. Edwards Electric changed its name in 1981 to Edwards Electrical and Refrigeration, with refrigeration being added to the Company's product portfolio. In 1986, the Company again changed its name to its current name, Edwards Electrical & Mechanical, Inc.

In 1998 First Energy Corporation, a registered public utility holding company headquartered in Akron, Ohio, acquired Edwards. However, in 2006 Edwards was purchased by majority owner Paul G. Morey, and once again, Edwards Electrical & Mechanical, Inc. became privately and locally owned. Today, Edwards is one of the largest privately owned electrical and mechanical companies in the Midwest.

Since its purchase of Edwards Electrical & Mechanical, Inc., MEP has continued to expand the Company's product portfolio both through organic growth and strategic acquisitions. MEP divisions include E Solutions, Inc., a company specializing in environmental controls applications, E Construction, Complete Facility Solutions, E-Equipment Solutions, MEP Fleet Care, Medallion Entry Systems, and Pinnacle Manufacturing, Badger Boring, MEP Supply, and Southern Avenue Partnership.

### ***Company Core Values and Goals***

It is important that every employee share a common understanding of our organization's most important values and goals, which should guide his or her behavior in everything they do. Specifically, we believe that it is our actions, and not our words alone, that truly represent what we stand for as individuals and as a company. Values drive our behavior and form a basis for reciprocal expectations that should exist between company and employee. The Company strives to be an employer of choice by providing an exceptional working environment, excellent benefits, competitive wages, and the opportunity to learn and develop. In exchange, we expect all employees to be employees by choice. This means that those who are hired to work at the Company are of the highest caliber, committed to excellence, are customer service focused, internally-driven, honest & transparent when communicating, and truly interested in positively building on the Company's reputation.

## ***Company Core Values***

### ***Respect for People***

We regard our employees as our most important asset. We value individual initiative and encourage thoughtful ideas and suggestions. We admire individual and cultural differences, and value diversity, all of which we believe adds to the strength of our Company.

Respect for people includes both our current and future customers. Every day we will work hard to understand our various customers' needs and take whatever actions are reasonably necessary to serve those needs in a superior manner. We seek to be viewed as exemplary members of the local, state, and national communities in which we live and work.

### ***Integrity***

Our concept of integrity embraces the very highest benchmarks of honesty, ethical behavior and exemplary moral character in all that we do. We embrace a corporate philosophy of high ethical standards. Integrity also requires consistently open and honest communications with each other.

### ***Quest for Excellence***

Our quest for excellence requires that we constantly seek new ways to improve the performance of our business in order to become the best at what we deliver. We continually compare our actions and our results with those of other leading companies, both inside and outside our industry. We expect from ourselves the highest standards of performance every day of our careers. We expect nothing less from those with whom we work – nor will they from us.

We desire to keep our Company a Top Place to work. To do so, there must be fair and equal treatment for all; open communication and transparency among employees and managers; and cohesive teamwork. Our employees are the key to the Company's long term success. **You are an important part of the team.**

## ***Company Goals***

The goals that guide Company decisions are:

- to understand our customers' expectations and create solutions to their business needs.
- to provide a safe and fulfilling work environment.
- to deliver exceptionally high quality products and services.

To continue to maintain our business advantage and fully serve our customers, we must remain flexible and accept new challenges. This can mean that specific responsibilities for a job may change at any time and without advance notice.

When you respond with your best effort, you not only contribute to the Company's success but to your own personal development as well.

## **Maintaining High Workplace Standards**

### ***“Respect Works Here”***

The Company is committed to creating a workplace that respects all employees and offers them opportunities for a satisfying career. To accomplish this, the Company supports and enforces the principles described in this section, which are part of the Company's “Respect Works Here” program. The Company expects your support as well. If you have any questions about these policies, ask your supervisor or Human Resources.

### ***Equal Opportunity Employer***

The Company desires to provide each individual equal employment opportunities based on the individual's abilities and the interests and needs of the Company. The Company is equally committed to providing a work environment that does not discriminate against any individual because of race, color, religion, gender, sexual orientation or gender identity, national origin, age, citizenship, veteran status, disability, genetic information, or other legally-protected status.

This policy applies to all existing employees as well as all applicants for employment, and to all phases of employment, including hiring, placement, promotion, demotion, transfer, recruiting, advertising, treatment during employment, rates of pay or other forms of compensation, selection for training, and termination of employment.

### ***Religious Accommodation***

The Company will provide reasonable accommodation for employees' sincerely held religious beliefs, observances and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances or practices, and the employee's job requirements without causing undue hardship to the Company and/or safety concerns in connection with the employee's job duties. The Company will determine whether a requested accommodation would create an undue hardship and/or safety concern(s) for the employee in the performance of such employee's duties by reviewing the particular facts in each case.

### ***Reasonable Workplace Accommodations (ADA)***

The Americans with Disabilities Act (“ADA”) protects qualified individuals with a disability from discrimination on the basis of their disability. The ADA also requires the Company to provide reasonable workplace accommodations to qualified individuals with a disability to enable them to perform the essential functions of their job, unless providing an accommodation would create an undue hardship for the Company. An individual with a disability is defined as anyone with a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such an impairment. Reasonable

accommodations may include making existing facilities accessible and usable, restructuring non-essential job duties, providing modified work schedules, reassigning an employee to another job, or purchasing or modifying equipment. If an employee with a disability requires a workplace accommodation in order to be able to perform his or her job, the employee should contact the Human Resources department as soon as possible.

## ***Harassment Prohibited***

### ***Sexual Harassment Prohibited***

Employees can expect a work environment free from sexual harassment. Sexual harassment by anyone—employees, volunteers, or persons doing business with the Company—will not be tolerated. Sexual harassment includes, but is not limited to, unwelcomed or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Examples of Sexual Harassment. Examples of prohibited conduct include, but are not limited to:

- (1) demanding sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of the same;
- (2) continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions;
- (3) verbal abuse of a sexual nature;
- (4) graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies, including social life;
- (5) sexually degrading or vulgar words to describe an individual;
- (6) leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or gestures;
- (7) the display in the workplace of sexually suggestive objects, pictures, posters or cartoons; including display via e-mail or other electronic communication;
- (8) name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex;
- (9) the display of sexually suggestive graffiti;
- (10) retaliation against employees for complaining about such behavior;
- (11) asking questions about sexual conduct or sexual orientation or preferences; and
- (12) harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual.

### ***Other Forms of Prohibited Harassment***

The “Respect Works Here” philosophy prohibits unwelcome speech. Use of inappropriate language (whether expletives or ethnic/racial slurs) to the extent that you, surrounding employees or customers feel upset, insulted or harassed is prohibited and subject to disciplinary action.

### ***Complaint Procedure***

If you feel that you have been or are being discriminated against, or harassed in any manner in violation of these policies, you should report the matter to your supervisor, the person your supervisor reports to, or any member of the Company’s senior management. If you are uncomfortable contacting these individuals, you may report the matter to Human Resources. All complaints will be put in writing and thoroughly investigated.

### ***Investigation Process***

Upon receiving a complaint, the Company will promptly conduct an investigation. During the investigation, the Company will, to the extent possible, keep confidential the nature of the complaint and the employees involved. The results of the investigation will be discussed with the employees involved in separate conferences. The Company requests and expects the full cooperation of anyone with information concerning a complaint of harassment or sexual harassment during the investigation stage.

### ***Protection against Retaliation***

Retaliation against any employee who makes a good faith complaint or report of harassment, or who participates in the investigation of a complaint, is strictly prohibited, will not be tolerated and could lead to termination of employment.

### ***Commitment to Corrective Action***

If it is determined that an employee acted in violation of the Company’s policies regarding discrimination or harassment, the employee will be subject to appropriate discipline, up to and including termination of employment.

### ***False Claims***

If it is discovered that a claim of harassment was knowingly false or misleading, or if supporting witnesses give false information, the Company will take corrective action up to and including termination of employment.

## ***Dressing for the Workplace***

### ***Office Personnel***

In order to be consistent in presenting our company image during working hours, business dress and/or business casual will be observed throughout all of the Company locations. Full-length jeans, which are unmarked, and are not tattered or torn are considered business casual acceptable. From time to time, when visitors are expected, the Company may give notice to the employees that jeans will be unacceptable. Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that reveals your back, your chest, too much cleavage, your stomach or your underwear is not appropriate for a place of business, even in a business casual setting. Clothing should be pressed and never wrinkled.

Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Notwithstanding the foregoing, the Company will, as provided in the Religious Accommodation section of this Guide, accommodate the religious needs of its employees including dress dictated by an employee's sincerely held religious beliefs.

As stated above, company image is important to us, but so is the safety of our employees. To assist us with both of these concerns, this policy includes footwear. In order to ensure that everyone is safe, appropriate footwear is required. For office personnel, open toed shoes and formal sandals are acceptable, flip flops and casual sandals are not. However, for office personnel that may visit job sites or be in any area that requires personal protection equipment (PPE), such personnel must follow all OSHA requirements applicable to such site or area, which would, for example, preclude open-toed shoes otherwise permitted for office personnel.

**We ask all employees to remember, the Company's office is a place of business, and your wardrobe should reflect that concept.**

All employees are required to follow the Personal Protective Equipment Guidelines contained in this Guide. These guidelines are established to identify equipment and clothing that should protect you from hazards that may be associated with your job.

### ***Service Technicians & Warehouse Personnel***

Service Technicians are required to wear the Company's uniform consisting of shirts and pants. A Company tee shirt is an approved alternative for Service Technicians and Construction Personnel as well. Tee shirts can be purchased in the Indianapolis office. The Company will supply uniforms for all service technicians and warehouse employees. Additionally, appropriate Company issued Personal Protective Equipment (PPE) must always be worn.

Upon separation from the Company, the separating employee is required to return **all** Company uniforms, including any PPE. If the uniforms are not returned, the employee will be charged the current fee per each missing item. Any such monies being owed will be



deducted from the employee's final paycheck to the extent consistent with and permitted by applicable law. To the extent that any monies remain owing to the Company, but not paid, the Company may seek to collect the amount owed directly or through a debt collector.

### ***Construction Personnel***

The Company will provide uniform shirts and/or tee shirts for Construction Personnel. Long pants, preferably denim, should be worn. Steel toed work boots are required. The Company will provide any PPE required, but all Construction Personnel should wear a hard hat, safety glasses, and "high-visibility" vest or shirt. Note: This is the minimum standard. Many construction sites have additional requirements that must be followed while on that site. Clothing with offensive language, political affiliations, or a competitor's name/logo are unacceptable attire on any Company jobsite.

### ***Lactation/Breastfeeding Policy***

Any employee who is breastfeeding will be provided reasonable break times as needed to express breast milk. The Company has designated a private room for this purpose. Where available, employees may utilize Company owned employee-use refrigerators for the purpose of storing expressed breast milk. If a refrigerator is not available, an employee who is breastfeeding is permitted to bring her own portable cold storage device for the storage of expressed breast milk. Any breast milk stored in a Company refrigerator should be labeled with the name of the employee. Any nonconforming products stored in the refrigerator may be disposed of by Company. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing employee(s) wishing to use this room should request/reserve the room by contacting their supervisor. Employees who work off-site or in other locations will be accommodated with a private area as reasonably possible. The employee should indicate any break period of this nature on the time sheet.

### ***No Solicitation Policy***

Solicitation is prohibited during working time. Distribution of literature of any kind during working time or in working areas at any time is also prohibited. An employee who is not on working time, such as an employee on break or lunch period, may not solicit an employee who is on working time for any cause or distribute literature of any kind to that person.

The Company doesn't permit employees to sell products or services for their own profit during work hours. Management may authorize employees to ask for contributions or sell merchandise for charitable organizations, schools and other nonprofit organizations only during non-working time and only in non-working areas. Sign-up forms for school-related and/or sports-related fundraisers may be placed in the breakroom for up to one week, but employees should not solicit participation through email or conversation. Ask your supervisor for more information.

### ***Substance-Free Workplace***

Drug and alcohol abuse in the workplace puts the safety of all employees at risk. The Company has a responsibility to provide a safe workplace. The Company's Drug and Alcohol Abuse policy is intended to both prevent an employee from working while under the influence of alcohol or unauthorized or illegal drugs, and to eliminate drug and alcohol abuse from the Company's facility.

No employee may possess, use, sell or buy intoxicants, illegal drugs or controlled substances (except when prescribed for them) on Company property. No employee may report to work if under the influence of any alcohol or illegal drug, or prescription controlled substance that affects the employee's ability to perform his or her job responsibilities.

Employees who refuse to submit to or fail a drug/alcohol test are subject to appropriate disciplinary action, up to and including termination of employment.

### ***Pre-Employment Testing***

All employment offers will be made with the condition that the applicant passes any required physical examination and/or drug/alcohol test. Tampering with the drug testing sample or refusing to submit a sample will be a violation of the Company's drug policy.

### ***Testing for Existing Employees***

Current employees may occasionally be required to take a drug/alcohol test under the following conditions:

- (1) *Random Testing*** - Employees may be selected at random for drug testing at any interval determined by the Company.
- (2) *For-Cause Testing*** - The Company may ask an employee to submit to a drug test any time the Company determines there is reasonable suspicion that the employee may be under the influence of drugs and/or alcohol. "Reasonable suspicion" includes, but is not limited to, a report of an employee acting or appearing in an unusual manner such as slurred speech, glassy eyes, unsteady walk, disorientation, lapses of concentration, emotional outbursts, mood changes, or reporting to work with alcohol on the breath.
- (3) *Post-Accident Testing*** - Any employee involved in an on-the-job incident is required to submit to a drug and/or alcohol test. "Involved in an on-the-job incident" means not only the employee who was injured or caused damage, but also any employee who potentially contributed to the incident in any way.
- (4) *Annual Testing*** - Employees who are members of the Coalition for Construction Safety Program (CCS) will be sent for drug testing on an annual basis. The annual drug tests are paid for by the company.

### ***Zero-Tolerance for Violence***

The Company has adopted a “**Zero Tolerance Policy**” to workplace violence because the safety and security of our employees is of vital importance. The costs of workplace violence are great, both in human and financial terms, and have been recognized as a growing problem nationwide.

Workplace violence includes, but is not limited to, any act of physical violence, any attempt to act or threat of physical violence, any act with the intent to cause a harmful or offensive contact, harassment, intimidation, or other threatening, disruptive behavior that occurs at the job site. Non-work related situations such as domestic violence or “road rage” that lead to violence occurring on the job, or acts by an employee or to an employee because of their employment relationship (even if off the job) are covered under our Zero Tolerance Policy. Workplace violence can affect or involve employees, clients, and other individuals including but not limited to the public.

**The Company prohibits the presence or use of firearms and other weapons on either customer or Company property, including Company owned vehicles, regardless of whether or not the person is licensed to carry the weapon.**

This policy is intended to comply with all applicable laws regarding employees’ rights to lawfully possess or store firearms in locked trunks, gloveboxes or out of sight in an employee’s personal vehicle that is locked. The following weapons are not permitted in the possession of any individual on any property owned or operated by the Company:

- firearms;
- explosive devices;
- any device which launches or shoots any projectile;
- knives or sharp edged devices, other than those which have a four inch (4”) blade or smaller and folds (commonly referred to as pocket knife); or
- any other weapon or device, which the Company, in its discretion considers unreasonably dangerous.

It is recognized that many company-issued or personally owned tools may have a blade or sharp edge beyond that of four inches (4”). Such tools are for performing work responsibilities and are not to be used in any manner which would be perceived to be against this or any Company policy. Any employee using such tools in an inappropriate manner is subject to disciplinary action up to and including termination of employment. The employee’s cooperation in making the workplace an environment that promotes an atmosphere of safety and well-being is greatly appreciated.

### ***Violations of the Zero-Tolerance Violence Policy***

Appropriate disciplinary action, up to and including termination of employment will meet employees who violate this policy. Non-employees, including agents of the Company, engaged in violent acts on Company property or job sites will be reported to the proper authorities and the Company will cooperate with prosecution to the fullest extent permitted by law. To make deliberate false accusations of workplace violence will also be considered a violation of the Company's Workplace Violence Policy. In such instances, the complainant will be subject to appropriate disciplinary action, up to and including termination of employment. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation.

Any individual that is either aware of or is a victim of workplace violence is encouraged to report the incident immediately to his or her supervisor, or to a member of senior management. Part of your responsibility as an employee is to participate in making the Company free of workplace violence. Your failure to timely report known instances of workplace violence is a violation of the Company's Workplace Violence Policy and may have serious consequences both to the victim and to other employees later. Employees who report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation. Any employee who believes he or she has been the victim of retaliation for reporting workplace violence or cooperating in an investigation should immediately contact senior management.

## **Working at the Company**

### ***About This Section***

This section describes the Company's day-to-day procedures and practices, as well as conduct standards. You'll see that situations dealing with many areas are covered, from working schedules to safety and employee courtesy.

### ***Starting Your Employment***

A job applicant may be required to provide authorization for prior employment verification, reference and background checks as well as a pre-employment drug screen. The applicant may also be subject to a post job offer physical exam depending on position. Technical skills tests may be required for specialized positions.

The first ninety (90) days of employment are considered your probationary period. During your probationary period, you have the opportunity to learn your job and discuss any difficulties with your supervisor. You are expected to perform your job according to Company standards, which include safety and commitment to excellence and quality.

Your supervisor will evaluate your performance throughout your first ninety (90) days of your employment. During this probationary period, acceptable performance is determined in a fair and equitable manner at the sole discretion of your supervisor. This determination may not necessarily follow the specific standards documented in this Guide, which apply to employees who have

successfully completed their probationary period. If at any time during your probationary period your performance is not acceptable or you receive any formal disciplinary action, your employment may be terminated. Of course, either you or the Company can end your employment at any time, for any reason, during or following successful completion of the probationary period.

### ***Direct Line of Communication Process***

We encourage open communications between employees and management. Because we emphasize the use of an informal, “open door” approach, every employee should feel free to talk with any resource person who is in a position to help him or her with a concern or question.

### ***Courtesy to Others Policy (Includes Tobacco Use)***

- Respect for your coworkers is an important part of teamwork and creating a good work environment.
- Please think how your actions may affect others, and follow these guidelines:
  - Help maintain sanitary conditions; don’t contribute to unacceptable conditions (this includes keeping your company-issued vehicle tidy); report any such unsafe conditions that you find.
  - Keep noise levels you can control to an appropriate level.
  - For your safety and to maintain a clean workplace, tobacco products or other herbaceous material, the use of e-cigarettes or similar devices, and chewing tobacco or snuff, are not permitted in any Company building or in any company vehicle. **Use of tobacco products in a company vehicle could result in a \$250 cleaning fee charge from the warehouse.**
  - Employees who wish to smoke tobacco products or other herbaceous material, use e-cigarettes or similar devices, or chew tobacco or snuff, must do so only in areas designated for such use. When using tobacco or similar products in the designated areas, properly dispose of cigarette butts, vape cartridges, and/or any other traces of litter in appropriate containers provided in the area.
  - While working with or at a customer’s occupied site, employees are required to refrain from smoking tobacco products or other herbaceous material, using e-cigarettes or similar devices, and/or chewing tobacco or snuff.

### ***Open Door Policy***

Everyone has the right to be heard. Do not hesitate to discuss your ideas or suggestions with your supervisor and/or senior management.