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**GILSTON ELECTRICAL  
CONTRACTING LLC.**

**Employee Handbook**

## INTRODUCTION

This Employee Handbook has been prepared to inform you of the philosophy, employment practices, and policies of Gilston Electrical Contracting LLC (the “Company” or “Gilston”), as well as some of the benefits provided to you as a valued employee. This handbook and any other manual or booklet, including operations manuals, employee notices, and benefit manuals are intended solely to be guidelines and are not intended to nor do they create any employment contract for any specified length of time, or any other type of obligation binding to or on the Company.

If you are covered by a Union collective bargaining agreement, that agreement governs and anything contained in this Employee Handbook which is contrary to or inconsistent with the Union agreement is of no force or effect.

It is the employee’s obligation to become familiar with the contents of this Employee Handbook, and to observe or comply with all rules, regulations and policies of Gilston, as or may be put into effect or interpreted.

However, no statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

This Employee Handbook supersedes any and all other previous Company employee manuals or policies, whether written or oral.

**THERE IS NO PROMISE OF ANY KIND BY THE COMPANY CONTAINED IN THIS EMPLOYEE HANDBOOK. REGARDLESS OF WHAT THIS EMPLOYEE HANDBOOK PROVIDES, GILSTON REMAINS FREE TO CHANGE THE PROVISIONS CONTAINED IN THIS HANDBOOK CONSISTENT WITH LAW AND WITH ANY APPLICABLE UNION COLLECTIVE BARGAINING AGREEMENT.**

## Overview

### Welcome to Gilston Electrical Contracting LLC

## Employment Policies

### Equal Employment Opportunity

Gilston is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin, age, disability, marital status, sexual preference or orientation, AIDS, genetic disposition or disorder, or citizenship status, status as a Vietnam-era or special disabled veteran or any other protected group status in accordance with applicable state and federal laws. In addition, Gilston complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Company has facilities. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### Statement of Policy Relating to Equal Employment Opportunity and Harassment

Gilston has adopted a policy of “zero-tolerance” with respect to unlawful employee harassment and discrimination. Gilston expressly prohibits any form of unlawful employee harassment or discrimination based on race, color, religion, creed, sex, national origin, age, disability, marital status, sexual preference or orientation, AIDS, genetic disposition or disorder, or citizenship status, status as a Vietnam-era or special disabled veteran, or any other protected group status in accordance with applicable state and federal laws. Improper interference with the ability of our employees to perform their expected job duties is not tolerated.

Employees should report all incidents of a harassing or discriminatory nature to the attention of management, *regardless of who the offender may be*. Company policy, and the law, prohibit acts of retaliation against persons who report harassing or discriminatory conduct. Management will fully investigate all complaints promptly. Following the investigation, any employee determined to have violated this policy will be subject to appropriate disciplinary action, up to and including termination. Harassment of or discriminatory conduct towards Company employees by outside parties also will not be tolerated and the Company will take appropriate action to remedy the situation.

#### **Definition of Harassment:**

Harassment consists of unwelcome conduct, whether verbal, physical or environmental, which degrades or shows hostility toward an individual because of sex, race, color, religion, national origin, marital status, sexual orientation, age, or disability and/or any other protected category under law.

*Sexual harassment* is specifically defined in the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes; innuendoes; advances or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting, or obscene comments or gestures; display in the workplace of sexually suggestive material, objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Conduct of the nature described above is deemed harassment even if directed against a person of the same sex. Please reference the IBEW Sexual Harassment Guide for further information.

Harassing or discriminatory behavior is unacceptable both in the workplace itself and outside of the workplace where it may reasonably affect an employee's work relationships or working conditions, including business trips, client's offices and business-related social events.

### **Grievance Procedure:**

Individuals who believe they are being harassed or discriminated against must promptly notify management of the behavior which the employee believes is harassing or discriminatory so that prohibited workplace conduct can be eliminated. The following steps should be followed in reporting a harassment complaint.

- **Reporting:**

Individuals who believe they have been subjected to harassment should **promptly** report the incident to your supervisor, superintendent or to the President of Gilston. The Company assures any employee that any harassing supervisor may be by-passed in registering complaints. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Employees are requested to submit their complaints in writing.

- **Investigation:**

Any reported allegations of harassment will be investigated promptly and fairly. The investigation may include interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or who may have relevant knowledge. While every effort will be made to conduct the investigation in a manner designed to protect the privacy of the persons involved, in order to conduct a thorough investigation no promises of confidentiality can be made and confidentiality cannot necessarily be maintained by the investigator. However, to encourage reporting and to protect the reputation of an employee of an unsubstantiated complaint, the complaining party, the claimed harasser and all witnesses are urged to keep the charges and investigative process confidential.

During the course of the investigation, management may take interim steps to address the problem and/or provide a safe working environment for all parties.

- **Resolution:**

If, after investigation, management concludes that harassment has occurred, appropriate action will be taken to remedy the problem. Such action may include, for example, disciplinary actions such as warnings, reprimands, sensitivity training, reassignment or termination, as the Company in its sole discretion determines to be appropriate under the circumstances.

If the complaining party's allegations of harassment are not substantiated, the Company will take any action appropriate to ensure a safe and respectful working environment for all parties. If an investigation results in a finding that the complaining party falsely accused another of harassment knowingly or in a malicious manner, the complaining party will be subject to appropriate disciplinary action, including the possibility of termination.

An employee who is dissatisfied with the resolution of a complaint is entitled to file a written complaint with the President of Gilston who will review the record on the case promptly and notify the complaining party of the Company's decision.

**Retaliation:**

Retaliation against any individual in any manner for reporting harassment or assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be investigated and treated in the same manner as a claim of harassment. Retaliation includes any action taken in an effort to punish an individual or negatively impact on their employment conditions or opportunities as a result of his/her report of harassment. Any action an individual believes constitutes retaliation should be reported immediately in accordance with the procedure set forth above.

**Computers, Electronic Mail, and Voicemail Usage Policy**

Gilston provides computers and an electronic mail ("e-mail") and voice mail system to facilitate communication between certain employees. These systems are to be used for business purposes

only. E-mail and voicemail communications and the contents of an employee's computer are the sole property of Gilston.

These communication systems are not to be used in any way that may be disruptive, harmful to morale, or offensive to others, including the disparagement of others based on race, national origin, marital status, sex, sexual orientation, age, disability, pregnancy, religious or political beliefs, or any other characteristic protected by federal, state or local law. Communications that may be threatening to others, verbal abuse, slander, defamation, or trade disparagement are strictly prohibited. Gilston forbids employees from creating, distributing, or soliciting sexually-oriented messages or images, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature. In addition, the e-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary and/or confidential information, financial information or similar materials without prior authorization.

An employee has no reasonable expectation of privacy in the use of the Company's e-mail and voicemail message systems, and with respect to any information transmitted, received and stored on and/or through the Company's computer system. Any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system including, but not limited to, the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means. Information discovered as a result of such monitoring may be disclosed by the Company if legally compelled to do so, or on a need-to-know basis for any lawful Company purpose including, but not limited to, the reasonable investigation of possible employee misconduct, including but not limited to violations of the Company's Employee Handbook or any other promulgated Company policies and procedures. By using the Company's e-mail and voicemail message systems and other equipment including the Company's computers, each employee knowingly and voluntarily consents to being monitored and acknowledges the Company's right to conduct such monitoring. Employees may be subject to discipline, up to and including termination from employment for intentionally interfering with a co-worker's electronic communications.

The following activities constitute misuse of Gilston's electronic mail network, and can result in discipline, up to and including termination from employment:

- The use of e-mail for any unlawful purpose
- Providing copyrighted material without expressed permission
- Harassing, defaming, unlawfully discriminating against, or otherwise unlawfully injuring others
- The use of profane, abusive, or offensive language in an e-mail message
- The use of e-mail for commercial purposes without prior approval from Gilston

- The use of e-mail for personal matters in a manner that is excessive or interferes with job performance
- The use of e-mail for religious, political, charitable, or other causes
- Violation of the provisions of this e-mail policy.

If you have any questions or if you want to report a suspected violation, please contact the Vice President of Compliance.

### **Company-owned Computer (Including Laptops)**

In order to maintain our computer systems and ensure they run as smoothly as possible, the following is a set of guidelines to be followed concerning the use of company-owned computer equipment.

- Company-owned computers and laptops are to be safeguarded and kept in good working condition at all times
- Games, video and sound files are not to be downloaded onto your computer.
- Chain letters are not to be forwarded to anyone.
- Viruses do exist. Do not open attached files on messages from unknown senders.
- Personal software (screen savers, games, etc.) are not to be installed on your computer. If you want to test a new piece of software, contact the systems administrator.
- Do not attach files that are unreasonably large.
- You should not register your name with any news groups or automatic mailing lists without getting authorization from the systems administrator.
- Confidential documents should not be sent via e-mail.

### **Internet Usage Policy**

Gilston promotes Internet use for business purposes only (i.e., to communicate with clients, vendors and suppliers, to research relevant topics and to obtain useful business information). Users should be aware that when access is accomplished using Internet addresses and domain names registered to Gilston, they are perceived by others to represent Gilston. Users are advised not to use the Internet for any purpose that would reflect negatively upon Gilston or its employees. Users should be further aware that unnecessary unauthorized Internet usage not only causes network and server congestion, but it slows other users, takes away from work time, consumes supplies, and ties up printers and other resources. Unlawful Internet usage may also expose the Company to significant legal liabilities.

The Internet is not to be used in any way that may be disruptive, harmful to morale, or offensive to others, including the disparagement of others based on race, national origin, marital status, sex, sexual orientation, age, disability, pregnancy, religious or political beliefs, or any other characteristic protected by federal, state or local law. Communications that may be threatening to others or which constitute verbal abuse, slander, defamation, or trade disparagement are strictly prohibited. Gilston forbids employees from creating, displaying, distributing, or soliciting sexually-oriented messages or images, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature.

All users of Gilston's Internet connection are responsible for following existing security policies and procedures in their use of the Internet service and will refrain from any practices which might jeopardize the company's computer system and data files, including but not limited to virus attacks, when downloading files from the Internet.

Monitoring an employee's use of the Internet may be conducted by authorized Gilston employees and information disclosed on a need-to-know basis for any lawful purpose including, but not limited to, the reasonable investigation of possible employee misconduct and no employee should have any expectation of privacy as to his/her Internet usage. By using Gilston's equipment, each employee knowingly and voluntarily consents to being monitored and acknowledges Gilston's right to conduct such monitoring.

### **Violence in the Workplace Policy**

Gilston has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Company or which occur on Company property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at Gilston, or to create a hostile, abusive, or intimidating work environment for one or several employees. All acts or threats of violence must be reported to your supervisor.

### **Drug-free Workplace Policy**

It is the goal of Gilston to maintain a safe and productive work environment for all its employees. The Company recognizes this goal is undermined by employee use or abuse of alcohol and drugs. Employee substance abuse causes absenteeism and tardiness, medical claims due to accidental injuries, damage and theft to Company property, as well as adversely affects the level of health risks to the employee and his/her co-worker. Gilston maintains a strict policy prohibiting the use, sale, dispensing or possession of drugs and alcohol while on Company premises or while engaged in Company business, whether on or off the job site. No employee may report for work or remain on duty while under the influence of or impaired by alcohol or any illegal substance. Any employee violating this policy will be subject to termination.

To enforce this policy, Gilston may require drug testing under the following circumstances:



### **Applicants for employment and re-employment:**

All applicants for employment, including employees returning to work from layoff or leave of absence where re-employment assessments are normally required, are advised that Gilston standard hiring process may require a drug screen test after a conditional offer of employment is made by Gilston to the applicant. Applicants with negative drug test results and an acceptable employment assessment may be offered employment. Applicants with positive test results will not be offered employment.

### **Reasonable suspicion:**

Where there is reasonable suspicion to believe an employee is violating Gilston's drug policy, the employee may be required to submit to a drug screening test. Reasonable suspicion includes, but is not limited to, outright observable impairment such as slurred speech and erratic behavior or subtle changes in the employee's work habits, and performance, such as an increase in absences and tardiness.

If Gilston reasonably suspects an employee of substance abuse, the appropriate management personnel will confront the employee with the observed behavior and offer the employee an opportunity to give a reasonable explanation. If none or an inadequate explanation is given, the Company may request that the employee will be scheduled for a drug test. The Company will decide whether the employee will return to work pending the results of the drug test.

In the event that Gilston requests that an employee submit to a drug test, the employee must execute a consent and waiver form.

Any employee refusing to submit to a drug test will be sent home without pay and will be subject to further discipline up to and including termination.

When an employee who has an alcohol or substance abuse problem voluntarily seeks the Company's assistance regarding rehabilitation, Gilston will make a reasonable effort to assist the employee, will not treat such assistance as a disciplinary matter, and will keep all related information strictly confidential.

Any employee who must take medication prescribed by a physician which can potentially affect the employee's ability to perform his job duties safely or competently in any manner must inform the Company of that fact before the commencement of work, so that any potential problems and any safety issues can be resolved.

## **Workplace Policies**

### **Full-Time Employees**

Full-time employees are those who work at least 35 hours a week. The benefits described in this Employee Handbook apply only to full-time employees, except those benefits which are

governed by a Union collective bargaining agreement, in which case that agreement governs the eligibility of employees for benefits.

### **Probationary Period:**

Each new full-time employee is on probationary status for thirty (30) days.

### **Absence or Lateness**

From time to time, it may be necessary for you to be absent from work. Gilston is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days, vacation days, and personal days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor.

When you call in to inform the Company of an unexpected absence or late arrival, ask for your supervisor. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

If you are absent because of an illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor.

Absence from work for two (2) consecutive days without notifying your supervisor or the personnel administrator may be considered a voluntary resignation.

### **Customer Relations**

The success of Gilston depends upon the quality of the relationships between the Company, our employees, clients, professional colleagues and the general public. Our clients' impression of the Company and their interest and willingness to work with us is formed by the people who serve them.

Below are several things you can do to help give customers a good impression of the Company. These are the building blocks for our continued success.

- Act competently and deal with customers in a courteous and respectful manner.
- Follow up on requests and questions promptly, provide businesslike replies to  
Communicate pleasantly and respectfully with other employees at all times.
- Inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.

## **Standards of Conduct**

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to the Company and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

### **Unacceptable Activities:**

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination.

- Violation of any Company rule; any action that is detrimental to the Company's efforts to operate profitably.
- Violation of security or safety rules or failure to observe safety rules or the Company safety practices; failure to wear required safety equipment; tampering with equipment or safety equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on Company premises, except medications prescribed by a physician which do not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on Company property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Company premises or when representing the Company; fighting or provoking a fight on Company property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on an assignment.
- Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.

- Engaging in an act of sabotage; negligently causing the destruction or damage of Company property, or the property of fellow employees, clients, suppliers, or visitors in any manner.
- Theft or unauthorized possession of Company property or the property of fellow employees; unauthorized possession or removal of any Company property, including documents, from the premises without prior permission from management; unauthorized use of Company equipment or property for personal reasons; using Company equipment for profit.
- Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reasons for a leave of absence or other data requested by the Company; alteration of Company records or other Company documents.
- Giving confidential or proprietary Company information to competitors or other organizations or to unauthorized Company employees; working for a competing business while a Company employee; breach of confidentiality of personnel information.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on Company property.
- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
- Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
- Sleeping or loitering during working hours.
- Excessive use of Company telephone for personal calls.
- Smoking in restricted areas or at non-designated times, as specified by department rules.
- Creating or contributing to unsanitary conditions.
- Posting, removing or altering notices on any bulletin board on Company property without the permission of an officer of the Company.

- Failure to report an absence or late arrival; excessive absence or lateness.
- Obscene or abusive language toward any manager, employee or client; indifference or rudeness toward a client or fellow employee; any disorderly/ antagonistic conduct on Company premises.
- Failure to immediately report damage to, or an accident involving, Company equipment.
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours or at a time or place that interferes with the work of another employee.

## **General Employee Safety**

Gilston is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues concerning you or another employee must be reported immediately to your supervisor. Gilston has adopted the NY HERO Act- Airborne Infectious Disease Exposure Prevention Plan for the Construction Industry. Please see the attached NY HERO Act Supplement to this document.

## **Smoking**

Smoking is strictly prohibited within all project sites. Please be courteous and concerned about the needs of your fellow employees and others. Please do not smoke in restricted areas.

## **Cell Phone Use**

We ask that during business hours, you limit personal cell phone use to emergencies only.

## **Gifts**

Advance approval from management is required before an employee may accept or solicit a gift of any kind from a client, supplier or vendor representative. Employees may accept advertising and promotional materials such as pens or desk calendars. Employees are not permitted to give unauthorized gifts to clients or suppliers, except for Company promotional “premiums” imprinted with the Company logo or information about the Company’s products.

## **Personal Use of Company Property**

Employees may not be allowed to borrow certain Company equipment for their own personal use without prior management approval. Even with management approval, in no instance may this be done off our premises. You understand and agree that the Company is not liable for personal injury incurred during the use of Company property for personal projects. As a Company

employee, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment, during the use of company property for personal projects. You are responsible for returning the equipment or tools in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

## **Immigration Law Compliance**

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work, you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, the Company may be obliged to terminate your employment.

## **Wage Policies**

### **Working Hours**

Working hours are set by your supervision and may differ depending upon the department in which you work. The scheduling of lunch breaks is in the sole discretion of your departmental supervision who must insure that one person from each department is available at all times before leaving for their lunch break. Employees may be required to come in prior to their usual start time and/or stay later than their usual departure time.

### **Pay Cycle**

Payday is every Monday by the end of the day for services performed during the previous week period ending Wednesday. The weekly pay schedule is made up of fifty-two pay periods per year.

### **Paycheck Distribution**

Paychecks will be distributed on the pay dates specified above or direct deposited into the bank account specified by you.

### **Mandatory Deductions From Paycheck**

The Company is required by law to make certain deductions from your paycheck each time that a paycheck is issued. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information, you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from a Human Resources representative immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings and the proper amount of deductions.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever the Company is ordered to make such deductions.

### **Errors in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

### **Overtime Pay**

All overtime must be approved in advance in writing by your supervisor. You will be eligible to receive overtime pay of one and one-half times your regular hourly wage for approved hours worked over seven (7) hours in one day or over 35 hours in one week.

### **No Compensatory Time Off**

Gilston does not offer compensatory time off to any Company employee in lieu of overtime pay for overtime hours worked.

### **Expense Reimbursement**

You must have a designated Company representative's written authorization (usually by way of a requisition or purchase order) prior to incurring an expense on behalf of Gilston. To be reimbursed for all authorized expenses, you must submit an expense report or voucher accompanied by receipts, and it must be approved by a designated Company representative. Please submit your expense report or voucher each month as you incur authorized reimbursable expenses. In order for the Company to keep records and accounting accurate and current, expense reports or vouchers older than three (3) months may not be honored.

### **Your Personnel File**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any personal information, including those listed below, please be sure to notify the Payroll Department as soon as possible.

## **Benefits**

### **Eligibility for Benefits**

You are eligible for the benefits and benefit programs provided in the applicable Union collective bargaining agreement, in accordance with the eligibility requirements for those benefits and benefit programs, such as the Pension, Hospitalization and Benefit Plan of the

Electrical Industry, Dental Benefit Plan of the Electrical Industry, and other benefit programs. You should refer to that agreement for specific information about those benefits and contact those plans directly for further information.

## **Workers' Compensation**

You are entitled to workers' compensation benefits, which are provided through a benefit program under the applicable Union collective bargaining agreement. All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Employees returning to work after being absent due to a work-related injury must report to their supervisor prior to beginning work and must bring a doctor's clearance before the Company will permit the employee to return to work.

## **Leaves**

### **Holidays**

You are entitled to holidays as provided in the Union collective bargaining agreement. You should refer to that agreement for specific information about your holiday entitlement.

### **Vacations**

You are entitled to vacations as provided in the applicable Union collective bargaining agreement. You should refer to that agreement for specific information about your vacation entitlement.

Gilston will try to let you use your vacation time as desired, but vacations cannot interfere with the operation Company business. Therefore, your vacation must be approved by your supervisor. If any conflicts arise in vacation requests, preference will generally be given to the employee with the longest term of continuous service.

Specific vacation dates must be approved by your supervisor at least one (1) month in advance if possible. Your supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs.

### **Jury Duty**

To be governed by Union Collective Bargaining Agreement.

### **Family and Medical Leave Act (FMLA)**

Gilston will provide FMLA leave to all employees eligible for such leave under the statute. Eligible employees must have been employed for at least twelve months, have worked at least 1,250 hours in those twelve months and have provided thirty days notice of intention to use the FMLA, when the need is foreseeable. The FMLA entitles eligible employees up to 12 weeks of unpaid job protected leave in a 12-month period for specified family and medical reasons



including the birth and care of a newborn child, placement with the employee of an adopted or foster child, to care for an immediate family member with a serious health condition, or to take medical leave when the employee is unable to work due to a serious health condition. Gilston reserves the right to require use of accrued paid leave (such as sick, vacation or medical leave) to be counted towards some or all of the twelve weeks available under the FMLA. If an employee's leave extends beyond twelve weeks, the Company does not guarantee the return of the employee to his/her former position or any other position in the Company.

## **Separation of Employment**

### **Insurance Conversion Privileges**

According to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with the Company or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

### **Return of Company Property**

Any Company property issued to you, such as product samples, computer equipment, keys, parking passes or Company credit card, must be returned to Company at the time of your termination. You will be responsible for any lost or damaged items.

## Receipt and Acknowledgment of Company Employee Handbook

I have received and reviewed the attached copy of the Employee Handbook of Gilston. I have been given the opportunity to discuss any part of this handbook that I do not understand with a member of the Human Resources Department. I understand the policies and benefits described in this handbook are subject to change at the sole and absolute discretion of the Company at any time.

\_\_\_\_\_  
Employee's Printed Name  
Position

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_