

SCS Employee Handbook 2026



2026 EMPLOYEE HANDBOOK



ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with S.C. Swiderski. Please take the necessary time to read it. You are responsible for reading, understanding, and complying with the provisions of this handbook throughout your employment with S.C. Swiderski.

We do not expect this handbook to answer all the questions you may have. We provide this Handbook for general guidelines of expectations and policy, however, SCS reserves the right to modify, change, or remain flexible in its execution and application of this Handbook. For further clarity or more information on any of these policies contact Human Resources or Your Supervisor.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered as, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. S.C. Swiderski adheres to the policy of employment at will, which permits the Company or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Company representative other than CEO or the Owner may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in writing, and it writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and CEO or the Owners.

This handbook supersedes all prior handbooks to this Winter 2026 edition.

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Section 1 - About Us

1-1 Our Mission, Our Vision, Our Values

S.C. Swiderski (SCS), which includes SC Swiderski, LLC., SC Swiderski Construction, LLC., SC Swiderski Management, LLC., and SC Swiderski Land, LLC., was founded in Mosinee, Wisconsin in 1992, is a fully integrated real estate development company. SCS supports the development, design, construction, management, and maintenance of its portfolio. SCS values quality, trust, integrity, community, and innovation in its people and processes. SCS is committed to continuous growth and enhancing the housing industry by concentrating on providing solutions to housing needs.

OUR MISSION

Passionately providing housing that strengthens communities.

OUR VISION

Committing to continuous growth, enhancing the housing industry with a unified purpose.

OUR VALUES



Manage Quality: through finding and evaluating products and people to ensure quality and reliability that benefits long-term sustainability and satisfaction for our employees, customers, and communities.



Build Trust: by leading transparently, communicating clearly and most importantly, by keeping the promises we make to our employees, our tenants and the communities we serve.



Maintain Integrity: Acting in an honest and professional manner aligned with fair and responsible principles with all those we work with, for, and around in all our daily activities.



Develop Communities: Strengthening communities through the application of our knowledge, skills, and abilities, applied with teamwork, mentorship, and responsible project and service delivery.



Celebrate Innovation: by continually striving to find a better way to serve our tenants, employees, and communities. Ultimately, allowing us to set a new standard for our industry.

Our Story: From Duplex to Complex

Our Beginnings

It all started with a duplex. In 1992, S.C. Swiderski invested in our first rental property, a two-unit building in a Mosinee neighborhood. We recognized the need to provide well-maintained quality housing for our tenants. We developed our skills to manage and maintain our properties and decided to expand our portfolio.

Our Growth

Seeing an increased need for rental housing, we welcomed the challenge to manage a multi-family apartment building. Then we learned to acquire land parcels that could accommodate new multi-family dwelling construction. Navigating local zoning regulations, environmental assessments, and financing provided great lessons along the way. We learned to work with the local municipalities, committees, boards, and lenders; convincing them that our projects were viable and beneficial for the community. Speaking to the residents who were concerned about the impact of our developments on their neighborhoods became part of our process, listening to their concerns and addressing the feedback we received. Building designs were crafted to be compatible with the existing landscape and to be efficient and functional to the tenants through continuous evaluation and improvement of processes.

Our Vision

Over the years, S.C. Swiderski has grown from a small property management owner/operator to a large-scale developer and builder. We have hired people with the skills and expertise to handle every aspect of our projects, from land acquisition, planning and design, to construction and management. Bringing our people and processes in-house allows for greater quality control of our services. We have built multi-family complexes in more than 25 Wisconsin cities, offering a variety of housing options for diverse needs and preferences. Our traditional multi-family apartments include studio, 1-, 2-, and 3-bedrooms in multiple floor plans. Our single-level duplexes come with the convenience of attached garages giving the feeling of home-living with apartment amenities. Our single-family homes offer home building made easy with finishes that are included as standard element, not upgrades.

We strive to have a strong reputation for excellence and customer satisfaction. Our goal is to provide high-quality, maintenance-free, and comfortable living spaces for our tenants as well beautiful semi-custom new construction homes. We are committed to contributing to the social and economic development of our communities now and for years to come. We take pride in our story, honoring our past, recognizing our present, and looking forward to our future.

Section 2 - Welcome

2-1 Introduction

Welcome to S.C. Swiderski ("SCS")! We are delighted that you have chosen our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further S.C. Swiderski's goals.

You are joining a dynamic company that provides best-in-class service and goes the extra-mile for our tenants and employees. We sincerely hope you will take pride in being an important part of S.C. Swiderski's success.

While every attempt has been made to create these personalized policies consistent with local, state and federal law, if an inconsistency arises, the policy(s) will be enforced in accordance with the applicable law.

No Employee Handbook can anticipate every circumstance or question about our policies. As S.C. Swiderski, continues to grow, SCS reserves the right to revise, supplement or rescind any policies or portion of the employee handbook as it deems appropriate in its sole and absolute discretion. Employees will be notified of such changes to the Employee Handbook as they occur.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your manager or contact Human Resources at hr@scswiderski.com.

For employees who are commencing employment with S.C. Swiderski ("SCS" or "the Company"), on behalf of S.C. Swiderski, let me extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

We extend our personal best wishes for success and happiness here at S.C. Swiderski. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Nathanael Popp, CEO

Section 3 - Governing Principles Of Employment

3-1 Equal Employment Opportunity

S.C. Swiderski is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. S.C. Swiderski's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources. S.C. Swiderski will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

3-2 Americans with Disabilities Act (ADA) and Reasonable Accommodation

The Company will endeavor to make a reasonable accommodation of a qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Company's business operations.

Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact Human Resources to request an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made. The Company will evaluate requested accommodations, and as appropriate, identify other possible accommodations, if any. The individual will be notified of The Company's decision regarding the request within a reasonable amount of time. The Company treats all medical information submitted as part of the accommodation process in a confidential manner.

3-3 Reasonable Accommodation - Disability

SCS complies with all applicable federal and state laws concerning the employment of persons with disabilities. Furthermore, our policy is not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. If you believe you need accommodation because of your disability, you are responsible for requesting a reasonable accommodation from Human Resources. You may make the request orally or in writing. We encourage employees to make their requests in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The disability related reason you need accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, we will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. SCS encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, we are not required to make the specific accommodation requested by you. Instead, we may provide an alternative, effective accommodation to the extent any reasonable accommodation can be made without imposing undue hardship on SCS.

Medical Information: If your disability or need for accommodation is not obvious, SCS may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, SCS may require that you see a health care professional of SCS's choosing at SCS's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied. SCS will keep confidential any medical information it obtains in connection with your request for a reasonable accommodation.

Determinations: SCS determines reasonable accommodations on a case-by-case basis considering various factors and individualized assessment in each situation. SCS strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made.

3-4 Reasonable Accommodation - Religion

SCS complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local fair employment practices laws. It is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, SCS will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement unless doing so would create an undue hardship for SCS.

If you believe you need an accommodation because of your religious beliefs or practices, or lack thereof, you should request accommodation from human resources. You may make the request orally or in writing. SCS encourages employees to make their requests in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The religion related reason you need accommodation.
- How the accommodation will help resolve the conflict between your religious beliefs or practices or lack thereof and one or more of your work requirements.

After receiving your oral or written request, SCS will engage in a dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs and practices and one or more of your work requirements. SCS encourages you to suggest specific reasonable accommodations that you believe would resolve any such conflict. However, SCS is not required to make the specific accommodation requested by you. Instead, it may provide an alternative, effective accommodation to the extent any accommodation can be made without imposing undue hardship on SCS.

SCS may ask you to provide additional information about your religious practices or beliefs and the accommodation requested. If you fail to provide the requested information, your request for an accommodation may be denied.

We make determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. We strive to make determinations

on religious accommodation requests expeditiously and will inform the individual once a determination has been made.

3-5 Reasonable Accommodation - Pregnancy

Pursuant to the Pregnancy Discrimination Act and state law, SCS does not discriminate on the basis of pregnancy. Pregnancy discrimination is the denial of privileges or benefits of employment because of pregnancy, childbirth, or a related medical condition. SCS will not:

- Terminate a woman's employment because of the woman's pregnancy.
- Deny to the employee who is disabled as a result of pregnancy a reasonable accommodation unless that accommodation poses an undue hardship to SCS.
- Require that an employee take mandatory maternity leave.

If you are subject to pregnancy discrimination of any kind or observe pregnancy discrimination concerning a co-worker, contact Human Resources.

3-6 Reasonable Accommodations & Interactive Dialogue

S.C. Swiderski is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom S.C. Swiderski has notice may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason for accommodation required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact Human Resource Representative. Accommodation requests can be made in writing using a form which can be obtained from your Human Resource Representative. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the employee should contact their Human Resource Representative.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, S.C. Swiderski will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, S.C. Swiderski may initiate an interactive dialogue under certain circumstances, such as when S.C. Swiderski has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event S.C. Swiderski initiates an interactive dialogue with an employee, it should not be construed as S.C. Swiderski's belief an individual requires an accommodation, but will serve as an invitation for the employee to share with S.C. Swiderski any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, S.C. Swiderski will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how S.C. Swiderski may be able to provide a reasonable

accommodation. To the extent necessary and appropriate based on the request, S.C. Swiderski will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. S.C. Swiderski is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, S.C. Swiderski reserves the right to request supporting documentation to the maximum extent permitted by applicable law.

S.C. Swiderski will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

S.C. Swiderski will not allow any form of retaliation against employees who have requested an accommodation, for whom S.C. Swiderski has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact Human Resource Representative.

3-7 Sexual/Workplace Harassment and Complaint Procedure

It is S.C. Swiderski's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, tenants, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by S.C. Swiderski.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Company premises, while on Company business (whether or not on Company premises), business-related social events, or while representing the Company. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

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

Examples of conduct that could violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar (including profanity) gestures, posters, texts, or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.
13. unprofessional and harmful communication (in any form) where workplace safety and well-being are affected, resulting in interruption of business operations or creates a hostile work environment.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy. When an investigation indicates that harassment has occurred, management will take appropriate corrective action, including, but not limited to, placing the harassing employee on unpaid leave or terminating their employment.

Retaliation Prohibited

In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in immediate termination.

Section 4 - Operational Policies

4-1 Employee Classifications

To determine eligibility for benefits and overtime status and to ensure compliance with state and federal laws and regulations, S.C. Swiderski LLC classifies its employees as shown below. S.C. Swiderski, LLC may review or change employee classifications at any time.

Employment Classifications:

Regular, Full-Time Employees (Including Full-Time Field Staff) - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefit program.

Regular, Part-Time Employees (Including Part-Time Field Staff) - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis and who maintain continuous employment status. Part-Time employees generally are not eligible for Company benefits, but are eligible to receive statutory benefits.

Seasonal, Full-Time Employees - Employees who were hired for a specific short-term project, or interns to temporarily supplement the workforce, or on a short-term freelance, per diem, or temporary basis who are scheduled to work the company's full-time schedule for a limited duration. Short-Term employees generally are not eligible for Company benefits, but are eligible to receive statutory benefits. Employment beyond any initially stated period does not in any way imply a change of employment status.

Seasonal, Part-Time Employees - Employees who were hired for a specific short-term project, or interns to temporarily supplement the workforce, or on a short-term freelance, per diem, or temporary basis who are scheduled to work fewer than 30 hours weekly for a limited duration. Short-Term employees generally are not eligible for Company benefits, but are eligible to receive statutory benefits. Employment beyond any initially stated period does not in any way imply a change of employment status.

Fair Labor Standards Act (FLSA):

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws.

Non-Exempt

Any employee who is not classified as exempt is non-exempt. Non-exempt employees working in excess of 40 hours per week are entitled to overtime pay.

Exempt

Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications. Employees must meet certain criteria to be exempt from the Fair Labor Standards Act's (FLSA) wage and overtime standards.

4-2 Your Employment Records

The Company maintains personnel records (resumes, employment applications, job descriptions, attendance records, orientation documents, performance appraisals, and other job-related information) on all employees.

We have established guidelines as to what information should be in personnel files and who may have access to that information. The Company guidelines provide that the Company will:

- Only collect and maintain information about you for employee relations or legal reasons. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.
- Limit access to those with a legitimate reason to know. For employees considering an internal transfer, the department managers may be granted limited access in accordance with anti-discrimination laws.
- Provide to you, upon written request to your manager or supervisor, the opportunity to review your personnel file. This review will be conducted in the presence of your manager or a Human Resources representative. If you disagree with any information in your personnel file and the Company does not change or remove it, you may submit your comments in a written statement to be inserted into your file.
- Electronic viewable records are available via Paylocity. SCS will not provide written or printed copies of electronic records unless required by law.

It is the responsibility of each employee to notify Human Resources of any change in personal status that may affect employee benefits or payroll processing. These changes will be entered within your employee self-service portal in Paylocity and verified by your HR representative.

4-3 Working Hours and Schedule

The normal work week begins on Saturday and ends the subsequent Friday.

S.C. Swiderski, LLC is normally open for business from 8am to 5pm, Monday through Friday.

Employees are expected to work 5 days a week, with 40 hours spread throughout that work week. All modifications to this standard company schedule require manager and Human Resources approval before adjustment.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point S.C. Swiderski may need to change individual work schedules on either a short-term or long-term basis.

Some positions are based on a fluctuating workweek schedule or days and hours may be modified due to weather-related circumstances, material delays, or deadline requirements and include variations in days and hours other than those stated above. Positions requiring fluctuating workdays should be coordinated with your department manager.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

At times, employees may be requested to perform a job outside of their normal duties, work different hours, or work at a different worksite location. Such assignments may be made because of the demands of work scheduling, changes in schedule, staffing changes, material delays, or other business reasons. These changes are often temporary. Employees are required to perform any reasonable work assignment. Refusal to do so may result in disciplinary action up to and including termination.

4-4 Lunch and Meal Breaks

All employees who work an eight-hour day or more are qualified to take an unpaid meal break of 30-60 minutes (which can be flexed if needed) depending upon operational needs. All employees who work more than an eleven-hour day are REQUIRED to take an unpaid meal break of 30 minutes in the middle of the workday. Flexing must be approved in advance by the supervisor or manager to ensure appropriate business coverage and workplace safety is maintained. Employees are to be completely relieved from duty during their meal break. If an employee is required to perform any work duties while on their meal break, the employee will be compensated for the time spent performing work duties, per management's pre-approval. The time spent

working during the meal break will be counted toward the total hours worked. A paid 15-minute break is allotted for every 4 hours worked.

Employees must punch out for all lunch and breaks. An employee who leaves their job location and goes off site is required to take an unpaid lunch and punch out appropriately. Breaks are paid and require the employee to remain at their job location.

Failure of employees to return on time from meal breaks or inaccurately completing time cards will be subject to disciplinary action up to and including termination.

Employees in certain positions that involve commercial driving and operating heavy equipment may be required to take breaks at more frequent intervals to avoid fatigue and ensure safe operations. At minimum, these employees are required to follow the policy stated above. All state and federal regulations apply with regard to proper periods of rest for employees who fall under these classifications; the employee is required to observe these regulations. Employees in certain driving positions where governing entities have enforcement of protocol will be given a handbook addendum along with supplemental materials outlining driving requirements.

4-5 Flex-Time & Make-Up Time Policy

The operating days and hours of S.C. Swiderski, LLC are Monday through Friday, 8:00am to 5:00pm. The traditional work schedule will include 5 work days unless approved by your department manager. All employees are expected to be at work during these hours unless approval is granted for a flexible work schedule (flextime). Construction field team members who work on a set schedule based on construction-site schedules, deadlines, and production schedules are exempt from this policy. Flextime is a work schedule with a time of arrival and departure that differs from the standard operating hours by not more than two hours. If absent from work, make-up time may be approved in lieu of using vacation days or unpaid time on by your manager.

Supervisors will approve flextime or make-up time on a case-by-case basis. Full-time employees who have completed at least three (3) months of employment may be eligible for flextime and make-up time. **The employee must have all schedule adjustments and make up hours approved by their supervisor prior to initializing changes.** Employees will still be charged for attendance infractions due to unapproved absences even if make-up hours are approved. **All missed hours allowed to be made up are strictly approved by the supervisor prior to the schedule adjustment.** The supervisor will approve or deny the flextime or make-up time requests based on staffing needs, the employee's job duties, the employee's work record/performance, attendance, and business needs. A flextime or make-up arrangement may be suspended or canceled at any time. **All employees must be willing to depart from any flextime schedule to perform their jobs as needed and requested; unless a permanent accommodation has been granted following Section 3.6.**

All schedule adjustments must be noted on the time card of the employee by the supervisor prior to submitting for payroll. If questions, please reach out to your HR representative.

4-6 Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record (by punching in and out) the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason (appointment) or unpaid lunches. This is to be completed in Paylocity on a daily basis. Please reference section 4.4 Lunch and Meal breaks for detailed expectations and requirements.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including termination. Excessive violation of proper time sheet management, entering inaccurate time, or

requiring regular manual entries or corrections by a supervisor is prohibited and may be met with corrective action up to and including termination.

Exempt employees are required to report full days of absence from work for reasons such as leaves of absence, unexcused absences, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time unless drive time is occurring and falling under the company mileage policy. An early start without the manager's approval is strictly forbidden.

It is the employee's responsibility to approve time records to certify the accuracy of all time recorded every week (on Fridays). Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

4-7 Overtime

When S.C. Swiderski experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior management authorization. Any non-exempt employee who works overtime without authorization may be subject to disciplinary action, up to and including termination.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Saturdays and ends 168 hours later at 11:59 p.m. on the following Friday.

4-8 On-Call

Certain positions may require employees to be accessible by telephone or respond to phone calls over night and/or on weekends. Based on the definition under the Fair Labor Standards Act for "On-Call Time", employees who are able to engage in personal activities are not required to be paid on-call time. The company does not pay employees on-call time unless the employee is actually required to perform work during the evening and/or on weekends.

In cases where employees are required to perform work based on calls received at night and/or on weekends, the employee will be paid for actual time spent answering and responding to phone calls, including travel time to and from the site. The employee should include all hours worked on their weekly time sheet and if the hours for the week exceed 40 hours, the employee will be paid overtime based on company policy.

4-9 Safe Harbor Policy for Exempt Employees

It is S.C. Swiderski's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for S.C. Swiderski. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salaries may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- due to company orientation hosted on Tuesdays
- an absence because the Company has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact the payroll department (payroll@scswiderski.com) or any other supervisor at S.C. Swiderski with whom the employee feels comfortable.

4-10 Your Paycheck

Employees may be paid by check or through direct deposit of funds to either a savings and/or checking account at the financial institution of their choice. S.C. Swiderski requires employees to use direct deposit for payroll methods. In the event of a lost paycheck, the payroll department (payroll@scswiderski.com) must be notified as soon as possible to "stop payment" on the lost check and reissue a replacement check.

Please note: First paychecks are always paper checks to allow for pre-note verification for direct deposit in Paylocity. This results in SCS mailing paper checks to the individual's home, causing a delay in receipt due to the postal system.

Employees will be paid bi-weekly for all the time worked during the past pay period; on Fridays by 5:00pm.

If the normal payday falls on a company-recognized holiday, compensation will commence one workday before the holiday.

Payroll stubs itemize deductions made from gross earnings. By law, S.C. Swiderski is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs will also differentiate between regular pay received and overtime pay received. Your paystubs will be available bi-weekly on Paylocity.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 and WT-4 must be submitted to the Human Resources department via Paylocity.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the payroll department immediately so the Company can resolve the matter quickly and amicably.

4-11 Pay Advances

S.C. Swiderski does not provide pay advances on unearned wages (for time worked) by employees.

4-12 Driver's License Verification

Company-owned vehicles may be operated only by employees who possess a current and valid driver's license. The Company may request authorization and may perform periodic checks to verify the employee continues to hold a valid driver's license.

The company requires the employee to provide notice to Human Resources by the end of their next scheduled workday of any suspension or revocation of their driver's license. If suspension or revocation does occur, an evaluation of the situation in relation to the ability of the employee to continue in their current responsibilities will be made and a determination made as to the effect it may have on continued employment.

For employees whose main job responsibilities include driving a commercial motor vehicle or operating heavy equipment, they must notify their manager within 24 hours of obtaining any sort of violation of state or local law and within 30 days of a conviction that may affect their licensing status. Employees in certain driving positions where governing entities have enforcement of protocol will be given a handbook addendum along with supplemental materials outlining driving requirements.

Failure by any employee to inform S.C. Swiderski LLC in the event of a suspension or revocation of their driver's license may result in consequences related to continued employment.

4-13 Performance Review

As a new employee, you will undergo a period of orientation and training. The purpose of this period is to provide Company policies and procedures, and relevant safety training. Employees are encouraged to address specific issues that are not clearly understood and seek clarification of any Company policies.

It is the Company's policy to complete a 90-day evaluation of all new employees. This evaluation will be completed by the department manager/supervisor (or assigned reviewer). This evaluation is to ensure proper training, development, and guide future success. Secondary or interim evaluations may be conducted with employees whose performance is not meeting expectations on an as-needed basis.

Annual evaluations will be completed by the department manager/supervisor (or assigned reviewer) on or around the employee's anniversary date. The employee will be required to complete a self-evaluation as part of the annual review process. Secondary or interim evaluations may be conducted with employees whose performance is not meeting expectations on an as-needed basis.

S.C. Swiderski, LLC will conduct annual reviews based on the employee's position and classification. This review is to engage in the interactive process of assessing employee performance, demonstration of company core values, and development opportunities. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management. Any wage increase that may be awarded will coincide with the evaluation results and will be based on performance, company profitability, and economic conditions. **If an employee**

fails to complete their self-evaluation in accordance to company policy, they will not be eligible for retro pay for any potential increases associated with their annual review.

All performance evaluations will be sent to Human Resources and kept in the employee's Paylocity personnel/performance file.

In addition to these formal performance evaluations, the Company encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

4-14 Internal Transfers/Job Postings

S.C. Swiderski is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and internal transfer opportunities. This policy outlines the online job posting program which is in place for all employees. To be eligible to apply for an open position, the employees must meet the following requirements:

- Be a current, regular, full-time or part-time employee;
- Have been in current position for at least six (6) months;
- maintain a performance and attendance rating of meets requirements or above;
- Not be on conduct/performance-related probation or warning;
- Meet the job qualifications listed on the job posting; and
- Provide their current manager with notice prior to applying for the position.

If employees find a position of interest on the job posting website and they meet the eligibility requirements, an online internal transfer application must be completed in order to be considered for the position (available via Paylocity). Not all positions are guaranteed to be posted. The Company reserves the right to post positions internally and externally simultaneously. Any employee who fails to follow the internal transfer protocol in speaking to their current supervisor and completing applicable forms relinquishes their rights to interview or consideration for the other role. Protocol and all internal application forms are available on the employee self-service portal via Paylocity. SCS will only interview the most qualified candidates both internally and externally posted positions. Candidates who do not meet the requirements will not be considered regardless of application or interest.

For more specific information about the program and an internal transfer application, please contact your manager or the Human Resources Department.

4-15 Temporary Remote Work

S.C. Swiderski, LLC may allow employees to work remotely if their job duties and work performance are determined to be eligible for temporary remote work. Eligibility will be decided on a case-by-case basis by the Company. Remote work will only be approved on a temporary basis and will not be on a permanent reoccurring basis unless dictated by your job description or offer letter.

Exceptions to this temporary remote policy include remote leasing employees who do not report daily to the corporate office but are assigned to tenant building locations as part of their job duties. For these employees, all workplace conduct and terms and conditions still apply.

This policy provides general information regarding remote work/telecommuting. Employees who are approved to work remotely should consult their individual agreement for specific details of their remote work/telecommuting arrangement, such as expected work hours, equipment provided, and other important information.

Any remote work/telecommuting arrangement may be discontinued by the Company at any time and at the discretion of the Company. Employees also may discontinue the arrangement but may not be guaranteed office space at the Company's location.

All company policies must be followed even if authorized for remote work.

At-Will Employment

This policy and any individual agreement addressing this work arrangement does not create a contract of employment and is not intended to be considered or construed as a promise of continued employment.

Employment is at will and may be discontinued at any time by the Company or employee without notice, cause, or liability.

Please reach out to your manager or Human Resources for further clarification and the specific details outlined in individual remote work agreements.

4-16 Outside Employment

Employees are permitted to work a second job as long as it does not interfere or conflict with their job performance at S.C. Swiderski. Employees will be held to the same performance standards and expectations regardless of outside employment requirements. Outside employment will not be considered an excuse for absenteeism, tardiness, refusal to travel or refusal to work overtime or different hours.

Outside employment that constitutes a conflict of interest is prohibited. Performing any work related to outside employment during work hours at S.C. Swiderski is prohibited. If outside work activity causes or contributes to job-related issues at S.C. Swiderski, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

4-17 Political Contributions

No S.C. Swiderski funds may be given directly to political candidates or campaigns by employees. Employees may, however, engage in political activity with their own resources and on their own time.

4-18 Donation Requests

S.C. Swiderski, LLC is committed to positively impacting the communities it serves by providing assistance to local schools, churches, organizations and charities. For internal employees, please complete the electronic request form "Charitable Giving Requests" available via Paylocity. All external requests for donations (event sponsor requests) on behalf of the company should be forwarded to the Marketing Department for review and response.

4-19 Open Door Policy

All employees have the opportunity to express ideas and opinions to management. The Company believes that open communication is essential to a successful work environment, as well as to the Company's success. All employees may express ideas and opinions directly to Company management. Employees who would like to bring an idea or suggestion to the Company's attention, or just simply wishes to discuss an issue not covered by a separate reporting procedure, are always welcome to send an email or make a call to Human Resources.

4-20 Record Retention

S.C. Swiderski acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Company and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Supervisor to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the Company that may have an impact on record retention protocols.

Section 5 - Conflicts Of Interest And Confidentiality

5-1 Conflict of Interest and Business Ethics

It is S.C. Swiderski's policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the Company;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursements, or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Company. Managers may be held responsible if they are aware of a conflict of interest but fail to notify the CEO, COO, or Human Resources.

It may be considered a conflict of interest to directly supervise relatives or close personal friends. However, exceptions can be made with management's approval in situations where temporary and/or part-time help is needed, on a limited basis. Employees may not approve salary recommendations or time sheets for relatives or personal friends. If/when personal relationships become incompatible with professional practices, the Company may adjust the work environment to protect overall working relationships and its own business interests.

Employees may not hold outside positions which interfere with job performance. While obtaining a second job or "moonlighting" is not prohibited by the company, no employee should hold an outside position in any business or trade, civic, governmental, or social association, because of time obligations or subject matter, impairs the employee from fulfilling their job responsibilities with S.C. Swiderski. It may be a conflict of interest for employees to be employed or affiliated with competitors, subcontractors, or independently on one of our job sites and situations such as this need to be brought to management's attention.

SCS will require all employees to complete annual business ethics training covering this policy. If you have any questions regarding what constitutes a conflict of interest situation, contact your manager or Human Resources.

5-2 Confidential Company Information

During the course of work, employees may become aware of confidential information about S.C. Swiderski's business, including but not limited to information regarding Company finances, pricing, products and new

product development, software and computer programs, marketing strategies, suppliers, customers, and potential customers. Employees also may become aware of similar confidential information belonging to the Company's clients, vendors, business partners, and tenants. It is extremely important that all such information remain confidential, and particularly not be disclosed to S.C. Swiderski's competitors. Discussing personal information obtained as part of your employment is strictly prohibited. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-3 Intellectual Property

This policy outlines the ownership and usage rights of intellectual property (IP) created by employees during their employment with SCS. It aims to protect both SCS's business interests and the creative work of employees while ensuring compliance with Wisconsin and federal intellectual property laws.

This policy applies to all employees, contractors, interns, and other individuals who create, develop, or contribute to products, inventions, designs, software, processes, or other intellectual property during their employment with SCS.

Definitions

- **Intellectual Property (IP):** Any creations of the mind, including inventions, designs, developments, concepts, know-how, works of authorship, and any other products that can be protected by copyright, patent, trademark, trade secret, or similar laws.
- **Work Product:** Any IP developed, created, or improved by employees during their employment with SCS, regardless of location or resources used.
- **Confidential Information:** Any non-public information related to SCS's business, clients, or projects, including technical, financial, and operational information.

Ownership of Intellectual Property

1. **Company Ownership:** All IP created, designed, utilized, or developed by employees during their employment with SCS, including outside of normal business hours, and which is related to SCS's business or was created using SCS resources, is considered the property of SCS.
2. **Assignment of Rights:** Employees agree to assign all rights, title, and interest in any work product created or developed in connection with their employment to SCS. Employees must cooperate in signing any additional documents needed to establish SCS's ownership of IP, including patent applications or copyright registrations.
3. **Exceptions:** This policy does not apply to IP created entirely outside of employment and without use of SCS resources if it is not related to SCS's business, actual or anticipated research, or development.

Use of Intellectual Property

1. **Authorized Use:** Employees may only use SCS-owned or authorized IP for purposes directly related to their job responsibilities. Unauthorized use, copying, or distribution of SCS IP for personal gain or outside employment is strictly prohibited.
2. **Transfer of Rights:** Employees are not authorized to license, sell, transfer, or assign any IP created during employment with SCS to third parties without prior written consent from management.

Employees must treat all IP, trade secrets, and other confidential information as proprietary to SCS and shall not disclose such information to any third party during or after their employment, except as necessary for the performance of their duties and as permitted by law.

Employees are required to disclose any inventions, ideas, or other IP developed or utilized during employment with SCS by submitting an IP disclosure form to Human Resources. This must be submitted prior to use of the

IP. This disclosure helps ensure compliance with this policy and allows SCS to evaluate the potential for IP protection.

Upon termination of employment, employees must return all SCS property, including any documents or materials containing IP, confidential information, or work product, in their possession. Employees are prohibited from using or disclosing SCS IP or confidential information after termination.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, as well as potential legal action. Employees should direct questions or concerns about IP rights or obligations to your HR representative.

For questions regarding this policy, please reach out to your HR representative.

5-4 Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, S.C. Swiderski may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment at the discretion of the Company. Accordingly, all parties in any type of intimate personal relationship must inform management. What happens on personal time, the Company will not be involved. However, if personal circumstances or relationships outside of the Company interfere with the business of the Company, the Company reserves the right to act if necessary.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood, marriage, or legal action. Examples include the employee's spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-parent, step-child, aunt, uncle, nephew, niece, grandparent, grandchild, or cousin. The term also includes domestic partners (a person with whom the employee's life is interdependent and who shares a common residence) and a daughter or son of an employee's domestic partner.

Section 6 - Leaves Of Absence

6-1 Personal Leave of Absence

If employees are ineligible for any other Company leave of absence, S.C. Swiderski, under certain circumstances, may grant a personal leave of absence without pay. A written request for personal leave should be presented to management and Human Resources at least three (3) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements, length of service, and the reasons for the requested leave, as well as performance and attendance records.

A leave of absence can be granted for a period of up to eight (8) weeks unpaid. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, and personal days. S.C. Swiderski will continue health insurance coverage for 4 weeks during the leave if employees submit their share of the monthly premium payments to the Company in a timely manner, subject to the terms of the plan documents. Should the employee allow coverage to lapse or 4 weeks pass, they would be COBRA eligible and could re-enroll in the group plan after their return to work at full-time status and satisfy any waiting period.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Company will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Company will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Company-provided Short-Term Disability Leave of Absence and/or Long-Term Disability Leave.

6-2 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that S.C. Swiderski can maintain proper coverage while employees are away.

6-3 Organ and Bone Marrow Donor Leave

Employees may take up to six (6) weeks of unpaid leave in a 12-month period for the purpose of serving as bone marrow or organ donors. Leave may only be taken for the period necessary to undergo and recover from the bone marrow or organ donation procedure.

In order to take leave to serve as a bone marrow or organ donor, employees must provide the Company with advance notice of the bone marrow or organ donation in a reasonable and practicable manner. Employees must make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the Company's operations (subject to the approval of the bone marrow or organ recipient's health care provider).

Employees may substitute paid time off while taking otherwise unpaid leave under this policy, and the substitution of paid time does not extend the length of leave under this policy. If applicable, this leave also will run concurrently with FMLA and/or applicable state law.

If applicable, the Company will maintain group health insurance coverage under the conditions that applied immediately before the leave began. In these cases, the Company reserves the right to require the employee to have in escrow with the Company an amount equal to the entire premium or similar expense for eight (8) weeks of the employee's group health insurance coverage (which may be paid in equal installments at regular intervals over at least a 12-month period and which the Company will deposit in an interest-bearing account).

The Company may require certification issued by a health care provider (of either the employee or the bone marrow/organ recipient, as appropriate) which indicates:

- the recipient has a serious health condition that necessitates a bone marrow or organ transplant;
- the employee is eligible and has agreed to serve as a bone marrow or organ donor for the recipient; and
- the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

When employees return from bone marrow and organ donation leave, the Company will return them to the position they held immediately before going on leave or, if that position is not available, to an equivalent position with equivalent compensation, benefits, working shift, hours of employment and other terms and conditions of employment. If the employee wishes to return to work before the end of the leave as scheduled, the Company will return the employee to the same or a similar position (as described above) within a reasonable time (not to exceed the duration of the originally-scheduled leave).

When employees end their employment with the Company, any payments in escrow (as described above) will be returned to them. If employees end their employment during or within 30 days after taking bone marrow and organ donation leave, the Company reserves the right to deduct from the amount returned to the employee any premium or similar expense paid for the employee's group health insurance coverage while the employee was on leave under this policy.

Please see Human Resources for more information or to request this leave option.

6-4 Family and Medical Leave (FMLA/WFMLA)

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the Wisconsin Family and Medical Leave Act ("WFMLA"). This policy provides employees information concerning FMLA and/or WFMLA entitlements and obligations employees may have during such leaves. Whenever permitted by law, the Company will run FMLA leave concurrently with WFMLA and any other leave provided under state or local law. If employees have any questions concerning FMLA and/or WFMLA leave, they should contact Human Resource Representative.

I. Eligibility

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," the employee must: 1) have been employed by the Company for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

WFMLA leave is available to "WFMLA eligible employees." To be a WFMLA eligible employee, the employee must: 1) have worked for the Company for at least 52 consecutive weeks and have worked at least 1,000 hours in the 52 weeks preceding the commencement of leave; **and** 2) be employed by an employer that has 50 or more employees.

II. Entitlements

As described below, the FMLA and WFMLA provide eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA and WFMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The WFMLA provides eligible employees up to six (6) weeks of unpaid leave during a calendar year if the leave is due to childbirth or adoption, an additional two (2) weeks of leave for the employee's serious health condition, and an additional two (2) weeks to care for a parent, spouse, son or daughter with a serious health condition (employees, however, are entitled to no more than a total of eight (8) weeks of family/medical unpaid leave, not to exceed 10 weeks within the 12-month period under the WFMLA - see further information below).

For WFMLA the 12-month period is measured by a calendar year from January 1 to December 31.

Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption (or foster care - FMLA only);
- To care for the employee's spouse (or domestic partner WFMLA only), son, daughter or parent (and under the WFMLA parent-in-law) who has a **serious health condition**;
- For the employee's own **serious health condition** (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job); and/or
- Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country. (FMLA only).

Under the FMLA, a **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Under the WFMLA, a **serious health condition** means a disabling physical or mental illness, injury, impairment or condition involving inpatient care in a hospital, nursing home or hospice, or out-patient care that requires continuing treatment or supervision by a health care provider.

Qualifying exigencies for FMLA leave may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA only)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. FMLA leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans".

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA and/or WFMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also may be entitled to take leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member (both FMLA and WFMLA) or the serious injury or illness of a covered servicemember (FMLA only) or birth or adoption (WFMLA only).

D. No Work While on Leave

The taking of another job while on FMLA/WFMLA or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by applicable law.

E. Protection of Group Health Insurance Benefits

During FMLA/WFMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions, including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employees if they qualify as "key employees," if it intends to deny reinstatement and of their rights in such instances. A "key employee" is defined under the FMLA as the employee among the highest paid 10 percent of all employees who are employed within 75 miles of the worksite. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

As with FMLA leave, at the end of WFMLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. There is no key employee exception under WFMLA.

G. Notice of Eligibility for, and Designation of, FMLA and WFMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA and/or WFMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA- or WFMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA and/or WFMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA and/or WFMLA leave. **[Note: There is always risk with retroactive designations.]**

III. Employee FMLA and/or WFLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who wish to take FMLA and/or WFMLA leave must timely notify the Company of their need for FMLA and/or WFMLA leave. The following describes the content and timing of such employee notices

1. Content of Employee Notice

To trigger FMLA and/or WFMLA leave protections, employees must inform Human Resources Representative of the need for FMLA/WFMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA and/or WFMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA/WFMLA-qualifying. For example, employees might explain that.

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- a covered family member (including domestic partner and parent-in-law under WFMLA) are under the continuing care of a health care provider or a condition renders the family member unable to perform daily activities;
- the leave is due to a qualifying exigency cause by a military member being on covered active duty or called to covered active duty status to a foreign country (FMLA only); or
- a family member is a covered servicemember with a serious injury or illness (FMLA only).

Calling in "sick," without providing the reasons for the needed leave will not be considered sufficient notice for leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially leave-qualifying. All employees covered by FMLA are still responsible to follow all attendance and notice requirements set forth in the Company Handbook.

If employees fail to explain the reasons for leave, the leave may be denied. When employees seek leave due to FMLA/WFMLA-qualifying reasons for which the Company has previously provided FMLA/WFMLA-protected leave, employees must specifically reference the qualifying reason for the leave or the need for FMLA and/or WFMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA and/or WFMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA and/or WFMLA notice obligations, may have leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of the employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require employees to attempt to make such arrangements, subject to the approval of the employees' health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave, to the extent permitted by law.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of leave sought, employees may be required to submit medical certifications supporting their need for FMLA/WFMLA-qualifying leave. As described below, there generally are three types of medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests employees to provide medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The Company will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven (7) calendar days to cure deficiencies. The Company will deny leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than the employee's direct supervisor) may contact the health care provider to authenticate or clarify completed and sufficient medical certifications. If the employee chooses not to provide the Company with authorization allowing it to clarify or authenticate the certification with the health care provider, the Company may deny leave if the medical certification is unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a family member's serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before

leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee, to the extent permitted by applicable law.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification. Please reach out to Human Resources for the recertification forms.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, the employee returning to work from leave that was taken because of their own serious health conditions that made the employee unable to perform their job must provide the Company medical certification confirming the employee is able to return to work and the employee's ability to perform the essential functions of the employee's position, with or without reasonable accommodation, to the extent permitted by law. The Company may delay and/or deny job restoration until the employee provides a return to work/fitness for duty certification, subject to applicable law.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the Company may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA and WFMLA Leave

Employees may use any accrued paid time while taking unpaid FMLA leave. Employees may elect to use any accrued paid time while taking unpaid WFMLA leave. The substitution of paid time for unpaid FMLA and/or WFMLA leave time does not extend the length of FMLA and/or WFMLA leaves and the paid time will run concurrently with the employee's FMLA and/or WFMLA entitlement.

During the leave, employees may be eligible for compensation, such as temporary disability benefits, family leave benefits or workers' compensation benefits. Any compensation or leave taken in connection with any other policy/plan shall run concurrently with any FMLA/WFMLA leave entitlement. Upon **[written]** request, the Company will allow employees to use accrued paid time to supplement any paid disability benefits and workers' compensation benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA/WFMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Company upon leave.

IV. Coordination of FMLA/WFMLA Leave with Other Leave Policies

The FMLA and WFMLA do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. However, whenever permissible by law, the Company will run FMLA leave concurrently with WFMLA and any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA/WFMLA leave is either not available or exhausted, please consult the Company's other leave policies in this handbook or contact Human Resource Representative.

V. Questions and/or Complaints about FMLA/WFMLA Leave

If you have questions regarding this FMLA/WFMLA policy, please contact Human Resource Representative. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA/WFMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their rights have been violated, they should contact Human Resource Representative immediately. Company will investigate any complaints and take prompt and appropriate remedial action to address and/or remedy any violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

6-5 Leave for Emergency Responders

Eligible employees who are volunteer firefighters, emergency medical technicians, first responders or ambulance drivers for a volunteer fire department, a public agency or a nonprofit corporation ("volunteer provider") are eligible for unpaid leave to respond to an emergency prior to the time they are to report to work.

Employees who become a member of a volunteer provider must notify S.C. Swiderski in writing within 30 days that they are a volunteer firefighter, emergency medical technician, first responder or ambulance driver. Additionally, if the employee's status changes, including termination of that status, the employee must notify the Company of the change in status.

Employees who are going to be late or absent from work due to an emergency that involves their service as a volunteer firefighter, emergency medical technician, first responder or ambulance driver, must make every effort to notify the Company that they may be late or absent from work due to the emergency. If prior notification is not possible, the employee must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service explaining why prior notification was not possible. Following being late or absent from work due to responding to an emergency, employees must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service certifying that they were responding to an emergency and indicating the date and time of the response to the emergency.

6-6 Bereavement Leave

The death of a close family member is a time when employees wish to be with their families. If the employee is full-time and loses a close family member, the employee will be allowed paid time off of up to 3 days to assist in attending to obligations and commitments.

For the purposes of this policy, a close family member includes a spouse, domestic/civil union partner, child, parent, sibling, step-sibling, stepfather, stepmother, children (including a lost pregnancy), stepchildren or any other relation required by applicable law. Funeral leave for a brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, nieces, nephews, aunts, uncles, grandparents, grandparents-in-law, and grandchildren will be one (1) day. Paid bereavement leave days may only be taken on regularly scheduled, consecutive workdays on or around the funeral arrangements. **Bereavement leave may be extended by using PTO or unpaid-time off, upon approval from your manager.** Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, S.C. Swiderski may require verification of death.

Bereavement hours do not count as "time worked" and therefore will not be considered when calculating overtime pay. All requests for bereavement are to be submitted via Paylocity.

6-7 Jury Duty

S.C. Swiderski realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the Company during such week. Jury duty hours do not count as "time worked" and therefore will not be considered when calculating overtime pay.

6-8 Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. An employee is entitled for up to three consecutive hours to do so without pay. Such time will be paid if required only by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting/election day. Due to business necessities, the Company reserves the right to designate the time of the day designated for the voting time.

Section 7 - Benefits

7-1 Benefits Overview

In addition to good working conditions and competitive pay, it is S.C. Swiderski's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as PTO and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs S.C. Swiderski provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resource Representative. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, S.C. Swiderski (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Company intends to maintain these employee benefits, it reserves the right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact Human Resource Representative or visit the SCS HR Portal via Paylocity.

7-2 Paid Holidays

Effective from your hire date, all regular full-time employees will be eligible for holiday pay. Part-time or temporary/seasonal employees are not eligible for holiday pay. The following holidays are observed by S.C. Swiderski, LLC as paid holidays and normally observed on the date provided by state or federal law. However, if the holiday falls on Saturday, the company will observe the holiday on the preceding Friday. If the holiday falls on a Sunday, the company will observe the holiday on the Monday immediately following. Below are the holidays the company observes:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the company.

Full-time employees are granted eight (8) hours of pay on scheduled holidays. Holiday hours are not included in the calculation of overtime compensation, unless that time is actual hours worked. To receive holiday pay,

employees must work or have the time off approved by their supervisor or manager for the day prior or immediately following the holiday.

If circumstances require, and an hourly employee is required to work on a scheduled holiday, they will earn double time for the hours worked and they may take their holiday time on another day. Exempt employees are not eligible for double time.

S.C. Swiderski, LLC will not compensate a full-time employee for holiday pay while on unpaid FMLA, disability, Worker's Compensation or personal leave in collaboration with such leave and where such governing principles apply. If an employee is on a short-term reduction in hours, holiday pay will be prorated based upon their hours worked in the previous 28 days.

7-3 Paid Time Off

S.C. Swiderski appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. S.C. Swiderski fully encourages employees to get this rest by taking paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs. **PTO can be taken in minimum half hour (30 min) increments.** PTO hours do not count as "time worked" and therefore will not be considered when calculating overtime pay.

Full-time employees accrue paid time off as follows:

S.C. Swiderski, LLC's PTO year begins on January 1st. **Paid Time Off is prorated for the first and last years of employment. Employees who resign (with good standing) and have unused accrued PTO will be paid out the earned hours on their final paycheck. Employees who do not provide a two-week notice, walk-off the job, and are terminated for violation of company policies, or performance related issues, will not be paid out for any unused earned hours. A deduction will be made on an employee's final paycheck for employees who have used more than the prorated PTO hours for the time worked during their final year of employment.** An employee may be approved to use unaccrued PTO up to a negative forty (-40) hours with manager and Human Resource approval, noting the above prorated rules for first and last year of service still apply as well as the requirement to accrue to relieve this negative. If an employee runs out of PTO, time would be unpaid upon manager approval.

In order to effectively plan for fluctuations in the workload, whenever possible, PTO should be scheduled in advance with your manager. If employees wish to use three (3) or more full days of paid time off consecutively, submit a request to their manager at least two (2) weeks in advance of the requested time off, allows management to arrange coverage for your absence from work. Similar notice should be provided for planned time off of shorter duration. Every effort will be made to grant requests, consistent with operating schedules and business needs. However, if too many people request the same period of time off, the Company reserves the right to choose who may take time off during that period on a first come, first served basis. The more prior notice an employee gives for paid or unpaid time off, the more likely the request will be granted.

If employees will be out of work due to illness or due to any other emergency for which notice could not be provided, they must call in and notify their supervisor at least one hour prior to the start of their workday. If they call in sick for three (3) or more consecutive days, they may be required to provide their supervisor with a doctor's note on the day they return to work.

Employees who have been with the Company for at least one year will be given an additional 8 hours of time off to be utilized as an Employee Appreciation Day (EEAPP) upon their anniversary. This is requested as "EEAPP" in Paylocity and still requires manager's approval. All full-time employees are also given two (2) Personal Holidays (PHOL) to use at their discretion. This is requested as "PHOL" in Paylocity and still requires manager's approval and is to be submitted 14 days in advance following the time off procedures. The intention of this benefit is not to be used for last minute attendance infractions. These time off types are not eligible for payout upon the employee's separation and are on a use-it or loose-it basis. Unpaid time will still be available upon manager's approval, but the employee will be required to use PTO if the manager requires it.

Regular, full-time employees are granted PTO hours based on length of service as follows:

- Start Date - Dec 31st = Prorated 3 weeks
- Year 1 - Year 2 = 3 weeks (120 hours)
- Year 3 - Year 5 = 4 weeks (160 hours)
- Year 6+ = 5 weeks (200 hours)

Regular, full-time employees working more than 30 hours but less than 40 hours per week will be granted a prorated PTO amount based upon their average hours worked per week based on a 12-week look back period.

The maximum PTO hours an employee is allocated each year is 200 hours. Paid time off should be taken during the year received, unless otherwise required by law. The maximum allowed PTO "bank" is 120 hours at any time. If an employee reaches 120 hours in their PTO bank, the employee will not accrue PTO. If any PTO goes unused or the employee maxes out their bank and stops accruing, it will be forfeited, and the PTO will not be paid out.

Exempt employees are not allowed to "bank" hours over 40 to use as flex time or for additional time off. Exempt employees work anywhere from 40-50 hours weekly. The PTO week is defined as 40 hours.

Advanced but unaccrued paid time off will be deducted from the employee's final paycheck, to the extent permitted by law.

Please reach out to your supervisor for clarification before taking any time off.

7-4 Lactation Accommodations

S.C. Swiderski will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Company will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult Human Resource Representative with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

7-5 Workers' Compensation

On-the-job injuries are covered by S.C. Swiderski's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how small, they should report the incident immediately to their supervisor. Failure to follow Company procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

Should a workplace injury that requires any treatment, including first aid, or appears to have the potential of needing treatment in the future, such as a sprain or strain, occur, you are required to work with a supervisor to call our occupational health professionals at MedCor (1-844-334-6477) for evaluation and recommended treatment advice, **at the time of injury.**

Should a workplace accident or illness due to exposure of certain elements occur, it is the responsibility of the employee to work with their supervisor to complete a First Report of Injury/Illness Report (no matter how small) and provide that to their respective supervisor/manager and Human Resources within 24 hours of the incident. All forms are available via the SCS Safety Portal via Paylocity. It is the responsibility of the supervisor to notify Human Resources/Safety Specialist and follow the appropriate checklist criteria based on report-only or recordable accidents. Non-compliance by the employee to report and complete the incident paperwork could potentially jeopardize payment of the claim.

Although a claim may be covered under Worker's Compensation Insurance, the employee is not void of disciplinary action if the injury was a result of a safety infraction or if the employee failed to immediately report an on-the-job injury/illness, no matter how significant. S.C. Swiderski LLC requires you to request a physician's statement regarding the nature of your injury, your inability to work, and your suitability to return to work, consistent with law. Medical treatment for workers' compensation claims will include post-accident drug testing. Please consult with Human Resources for additional details on the nature of this coverage and the claim process.

7-6 Medical, Dental, and Vision Insurance

S.C. Swiderski, LLC currently provides individual health, dental, and vision insurance benefits for regular full-time and exempt employees who are regularly scheduled to work a minimum of thirty (30) hours per week. Coverage options begin on the 1st of the month following an employee's hire date. Premiums will be deducted with payroll on a semi-monthly basis per employee's payroll status. Per guidelines under the Affordable Care Act (ACA), S.C. Swiderski LLC has complied with all regulations regarding offering affordable, qualified health insurance plans, and contributes above the mandated employer contribution level.

Employees will be notified and presented with insurance options at orientation and apprised of when the first day their coverage will begin. New employees will have 30 days to complete their benefit elections and turn in the enrollment documents to Human Resources. Their effective date will be back-dated to the 1st of the month following their hire date and premiums may be deducted to correlate as such. This may result in double deductions to catch up on employee contribution premiums. **If the employee fails to complete their new hire enrollment elections within 30 days of hire, they have waived their rights to enroll in company-offered benefits until open enrollment or a qualified life event occurs.** All benefit elections will be completed in Bswift via Paylocity.

Once elections are made, they are fixed for the remainder of the plan (calendar) year. Changes in family/life status, as defined in the Plan Document, allow employees to make mid-year changes in coverage consistent with the family status change. At the end of each calendar year, open enrollment (December) allows employees to change elections for the following calendar year.

Should employment be terminated for any reason, medical, dental, and/or vision insurance will expire at the end of the respective month. Employees are responsible for their share of the premiums until the month's end, which will be deducted from their final paycheck. All employees currently on the company-sponsored medical plan are eligible to elect COBRA coverage upon termination; all COBRA regulations are in effect.

Wisconsin has recognized same-sex marriage and the spousal-coverage requirement applies equally to both same-sex and opposite-sex spouses for insurance benefits. Wisconsin does not legally recognize civil unions and domestic partners for insurance benefit purposes, the Company has chosen to follow suit.

Eligibility for participation in any benefit plan is governed by the terms of the Plan Document. For more information regarding benefit programs, please refer to the company Summary Plan Description (SPD) which was provided during orientation or the annual benefits meeting. Contact Human Resources or visit the SCS HR Portal with any additional questions. S.C. Swiderski, LLC reserves the right to change or eliminate health, dental, and/or vision insurance at the company's discretion.

7-7 Retirement Plan (401K)

Eligible employees are able to participate in S.C. Swiderski's retirement plan. Plan participants may make pre-tax contributions to a retirement account. S.C. Swiderski LLC currently provides a dollar for dollar company match for each dollar the employee contributes up to 4% of the employee's wage. To be eligible to join the plan, employees must be at least twenty-one (21) years of age. Once the criteria has been met, the employee can join the plan on the first of the month following their hire date. All elections will be completed electronically via Paylocity/Transamerica. Deductions will be made on a bi-weekly basis (26 pay-periods) per employee's payroll status.

Upon becoming eligible to participate in this plan, employees will receive a Summary Plan Document (SPD) describing the plan in greater detail. The Company reserves the right to discontinue the employer match at anytime. Please refer to the SPD for detailed plan information. Of course, feel free to speak to Human Resource Representative if there are any further questions.

7-8 Health Savings Account (HSA)

As part of the company's benefit plan, we currently offer an employee-funded health savings account (HSA) to regular full-time employees who have elected to participate in one of the company's High Deductible Health Plan (HDHP) only for medical insurance. Employees enrolled in the company-sponsored HDHP are eligible to enroll in the HSA at any time during the calendar year, allowing for capacity provisions and falling under IRS regulations. Elections may be deducted from an employee's payroll on a pre-tax basis. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical, vision, or dental insurance deductibles, co-payments, prescription medications, long-term care expenses, and out-of-pocket costs. Deductions will be made on a bi-weekly basis (26 pay periods) per employee's payroll status. Unlike a Flexible Spending Account (FSA), HSA funds are not subject to a "use-it-or-lose-it" rule. Unused funds roll over each year and remain in the account, providing long-term savings for future medical expenses, including into retirement. For more information regarding qualified medical expenses or questions regarding HSA, please refer to the HSA Information Guide (<https://www.healthcare.gov/high-deductible-health-plan/hdhp-hsa-work-together/>) or contact Human Resources.

7-9 Flex Spending Account (FSA)

As part of the company's benefit plan, we currently offer an employee-funded flex spending account (FSA) to regular full-time employees who have elected to participate in the company's **Non-High Deductible Health Plan** only for medical insurance. Employees enrolled in the company-sponsored **Non-HDHP** are eligible to enroll in the FSA at the beginning of each calendar year as part of the Annual Open Enrollment or if you experience a qualifying life event. Elections may be deducted from an employee's payroll on a pre-tax basis.

Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical, vision, or dental insurance deductibles, co-payments, prescription costs, certain over-the-counter items, and out-of-pocket costs. Deductions will be made on a bi-weekly basis (26 pay periods) per employee's payroll status. In compliance with IRS regulations, unused FSA funds do not carry over to the following year and will be forfeited if not used by the deadline. For more information regarding qualified medical expenses or questions regarding FSA, please refer to the FSA Information Guide (<https://www.healthcare.gov/have-job-based-coverage/flexible-spending-accounts/>) or contact Human Resources.

7-10 Short-Term Disability Benefits

Full-time employees are eligible and auto-enrolled into SCS's provided Short-Term Disability plan from Equitable, subject to all terms and conditions of the agreement between S.C. Swiderski and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence section of this handbook for more information.

Enrollment and eligibility of this benefit ends upon termination on the last day of employment of the employee.

Please request eligibility and verification paperwork from your HR Rep to initiate a claim.

7-11 Long Term Disability Benefits

Full-time employees are eligible to participate in the voluntary Long-Term Disability plan, subject to all terms and conditions of the agreement between S.C. Swiderski and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence section of this handbook for more information.

Please request eligibility and verification paperwork from your HR Rep to initiate a claim.

7-12 Life Insurance

Full-time employees are eligible and auto-enrolled into SCS's provided Life Insurance plan from Equitable, subject to all terms and conditions of the agreement between S.C. Swiderski and the insurance carrier.

This is solely a monetary benefit. The amount of the employee life insurance is 1x annual salary (up to \$50,000) with no Evidence of Insurability (EOI) required. This benefit is paid out to beneficiary's upon an employee's death.

Enrollment and eligibility of this benefit ends upon termination on the last day of employment of the employee.

Please request eligibility and verification paperwork from your HR Rep to initiate a claim.

7-13 Company Clothing Allowance

S.C. Swiderski, LLC prefers that all employees working outside the corporate office to be identified as S.C. Swiderski, LLC employees. This enables our tenants, subcontractors, and other service personnel to identify our employees who may assist or direct them as necessary. To assist employees with being properly identified as a S.C. Swiderski, LLC employee, we have created a policy and clothing benefit allowance for employees.

On an annual basis, the company will provide the denominations below based on classifications as listed:

- \$225.00 for full-time, non-exempt, and exempt employees
- \$100.00 for regular part-time employees and realtors
- \$40.00 for seasonal employees, interns, and apprentices

First year benefits will be awarded following orientation. Per IRS regulation, the company provided clothing purchase is a taxable employee fringe benefit and as such, the amount of clothing ordered by an employee up to the annual benefit amount will be reflected on the employee's paycheck as a taxable fringe benefit. This purchase will be subject to shipping charges as appropriate.

The company has selected approved options on our company clothing portal. Additional items such as work boots, work gloves, and other safety glasses (outside of what is provided), may be approved and purchased using these benefits. Please see your manager and Accounting to ensure proper reimbursement and approval prior to purchase.

If an employee wishes or needs to purchase clothing exceeding the company's provided benefit limit, an after-tax payroll deduction from the employee's paycheck will be processed for the cost of the employee's purchase when the items are ordered. Items exceeding the annual benefit are considered an expense of the employee and, as such, are not a taxable fringe benefit.

All annual benefits will be loaded and available by February 1st annually. All purchases for the year must be completed by December 1st for end of year processing. All eligible allowance that goes unused will be forfeited.

7-14 Employee Referral Awards

S.C. Swiderski encourages all employees to refer qualified job applicants for available job openings.

All employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source or notify the hiring manager that a candidate is applying on your recommendation. If the referral is hired and completes six (6) months of service and the referred employee is still an employee of the Company, the referring employee is eligible to receive a monetary award. The reward is currently a gross amount of \$250.00 for all hourly hires and \$500.00 for regular exempt (salaried) hires. For any employees who have questions regarding this policy or to initiate a referral, please reach out to Human Resources.

Program Rules

- The referral date cannot be earlier than the date the job requisition is posted. The hiring of a referred employee must occur within six (6) months from the initial referral date.
- The referral must represent the candidate's first contact with the company. Temporary, seasonal, contract, or former employees are not eligible candidates for referral awards.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with S.C. Swiderski LLC's policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- All referral payments will be paid within two weeks after the referred employee has completed six (6) months with the Company.
- Referral Awards will not be issued post-hire of the candidate. Referral eligibility and referee's communication to Human Resources must occur prior to the start date of the eligible employee.
- **Managers/supervisors who refer potential new hires for their own departments or work groups are not eligible for employee referral awards.**

7-15 Education Assistance

S.C. Swiderski, LLC believes that continuing education and developing professionally is critical to the growth of our organization. S.C. Swiderski, LLC will reimburse an employee in a company-decided amount (*case-by-case*) for continuing education through an accredited program, required certifications and licenses for continued employment, college credit courses, seminars, and certification tests that are job-related. As each of these programs vary in cost, S.C. Swiderski, LLC reserves the right to decide how much or if any the company will contribute towards education that either offers growth in an area related to an employee's current position, may lead to promotional opportunities, applies to or will grow the business. All applications will be considered, but due to multiple factors, not all applications will be approved for financial assistance. Please submit all Education Assistance requests prior to the event or beginning of curriculum.

Eligibility: Full-time, regular employees who have completed six (6) months of employment are eligible to apply. *This does not guarantee approval for financial assistance.*

Some examples of considered continuing education programs: CDL Licensing and testing, Real Estate licensing, OSHA certifications, professional certifications, corporate training, postsecondary degrees, online courses, and industry associations and conferences.

S.C. Swiderski is an at-will employer. All education assistance agreements will have identified terms and conditions as part of this program.

For questions on how to apply for this program, please see your department manager, Human Resources, or the SCS HR Portal via Paylocity.

7-16 On-Site Living Employee Discount

To encourage employees of S.C. Swiderski to live on-site for easier convenience and closer to on-call needs, S.C. Swiderski has created an employee rent discount for living on-site at any of our rental properties. Rent discounts are based on the ease of convenience of an employee being on-site for on-call and emergency business purposes on behalf of the company.

Discount Rates:

- Leasing Employees: 30%
- Maintenance, painters & cleaner employees: 20%
- All other Full-Time SCS employees: 10%
- All other Part-Time SCS Employees: 5%

The employee tenancy is month-to-month, which also allows for a 30-day notice to vacate. This arrangement provides flexibility to end the tenancy or change the rent back to market rent in the case of termination (voluntary or involuntary).

An employee will not be required to provide proof of income during the application process but must have a confirmed gross income of 3x the rent rate. If you are applying with other individuals who are not SCS employees, you will be required to supply their accurate wage details and proof of income per normal leasing requirements. To qualify for a discount, an employee must meet all other screening criteria, comply with all other rules and regulations of the property, and agree to and sign the **SCS-Provided Housing Damage Deduction Policy**, and the **SCS-Provided Housing Damage Deduction Authorization Form**.

Please see the Employee HR Portal, or reach out to Human Resources and the Leasing Department for further clarification.

need to be flexible, that flexibility must have limits, and those limits need to be applied uniformly, consistently, and most of all, fairly. Excessive absenteeism or tardiness will result in disciplinary action up to and including termination.

S.C. Swiderski provides numerous ways for our staff to take time away from their jobs: pre-approved PTO/Vacation Days, Jury Duty, Bereavement Leave & Holiday Policy, as well as any time off granted under the Family Medical Leave Act of 1993 (FMLA) and the Uniformed Services Employment and Re-employment Rights Act of 1993 (USERRA) to name a few. Time off in these circumstances is protected by various Federal and State laws and, as such, are not considered absences in the context of our Attendance Policy. Absences occur when an employee is not available for work when they are scheduled to work, outside the reasons listed above. Absences come in the following form:

- **Tardy** – Punching more than 10 minutes before, or more than 5 minutes after the employee’s scheduled start time.
- **Unexcused Absence** – Absent from work without prior notice, at least 1 hour prior to the employee’s scheduled start time.
- **A No Call/No Show Absence** – Absent from work with no notice, or less than 1 hour prior to the employee’s scheduled start time. (No Call/No Show)

Attendance issues of these three types are all considered part of the same infraction. These groups simply help to define the severity of the attendance issue and will carry out different assessments of attendance points and the implementation of our progressive disciplinary process, as discussed below.

Our Attendance Points policy has been designed to provide a way for us to inform our staff about our expectations with regard to attendance issues, while also guiding their adherence to those expectations through an escalating set of consequences, based on the frequency and severity of their actions. The following schedule allows us to apply those consequences evenly across our organization in an efficient and effective manner.

Infractions accumulate attendance points at different levels for each occurrence, depending on the severity of the infraction. Attendance points are retained on a 12-month rolling calendar basis. Older violations are forgiven, and subsequently roll off the counts as indicated in the table below. Only one Disciplinary Warning or Suspension is needed to cover all types of attendance issues, and once a manager has had that disciplinary discussion, another discussion is not needed by that Manager, or any other Manager in our organization. Similarly, once the Disciplinary Warning level is reached, the employee only needs to incur the incremental Attendance Points to reach the next level: Suspension or Termination.

Type	Points per Incident	Performance Discussion	Disciplinary Warning	Unpaid Suspension	Termination
Tardiness	½ Point	2 points	4 points	6 points	8 points
Unexcused Absence	1 point	2 points	4 points	6 points	8 points
No Call/No Show	3 points	1 incident (> 2 points)	2 incidents (> 4 points)	N/A	3 incidents (> 8 total points)

Examples

1. **Employee A:** has 2 Unexcused Absences and is given an Informal Warning where the importance of their attendance, and the consequences of Employee A’s continued absences (Suspension or Termination) is discussed. Subsequently, Employee A has two additional absences, and in this case are Unexcused Absences, because the call informing management of the absence was made the night before their scheduled workday. The two additional absences triggered a Disciplinary Warning.

Section 8 - General Standards Of Conduct

8-1 Workplace Conduct

S.C. Swiderski endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including termination, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing S.C. Swiderski property or a co-worker's property, tenant's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Falsifying employment related information including but not limited to: employment application, timesheet, expense reports, and other information documented as part of the job.
5. Violation of safety rules and policies.
6. Violation of S.C. Swiderski's Drug and Alcohol-Free Workplace Policy.
7. Fighting, threatening or disrupting the work of others or other violations of S.C. Swiderski's Workplace Violence Policy.
8. Failure to follow lawful instructions of a supervisor.
9. Sleeping while on the job.
10. Absenteeism or habitual tardiness.
11. Any form of dishonesty.
12. Misuse or unauthorized use of S.C. Swiderski, LLC credit cards or property.
13. Discourteous treatment of tenants, subcontractors, or employees, or the use of profanity or threatening language.
14. Failure to perform assigned job duties.
15. Gambling on Company property.
16. Wasting work materials.
17. Performing work of a personal nature during work time.
18. Violation of S.C. Swiderski's Harassment or Equal Employment Opportunity Policies.
19. Violation of any technology security policies.
20. Unsatisfactory job performance.
21. Failure to submit to a drug or alcohol screen.
22. Theft or misappropriation of property belonging to or once belonging to tenants.
23. Unauthorized disclosure of business practices or confidential proprietary information.
24. Any form of workplace harassment, bullying, and retaliation.
25. Any other violation of S.C. Swiderski policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and S.C. Swiderski reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, S.C. Swiderski will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

8-2 Punctuality and Attendance

We need our staff to report to work when scheduled, if we are to keep the promises that we've made to all our stakeholders, which include our customers, vendors, communities, and fellow employees. While we want and

- Termination) is discussed. Subsequently, Employee A has two additional absences, and in this case are Unexcused Absences, because the call informing management of the absence was made the night before their scheduled workday. The two additional absences triggered a Disciplinary Warning.
2. **Employee B:** does not call and does not show up for a scheduled work shift, resulting in three attendance points for a No Call/No Show attendance incident. A Disciplinary Warning where the importance of their attendance, and the consequences of Employee B's continued absences (Suspension or Termination) is issued and discussed. In the coming weeks, Employee B had an Unexcused Absence incident, which earned them 1 attendance point, bringing their total to 4, which would result in an unpaid disciplinary suspension.
 3. **Employee C:** has had 5 Tardiness Incidents in the last year, which earned them a Disciplinary Warning about the importance of their attendance, and the consequences of Employee C's continued absences (Suspension or Termination). As the anniversary date of some of these Tardies came up, they were forgiven, down to the count of 3, which is below the Disciplinary Warning level. Additional Attendance Incidents would be added to only the current balance and escalated based on the rolling 12-month counts going forward.

In practice, the following incremental count tallies allow for an effective integration into our Progressive Disciplinary Policy

Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism. Employees with poor attendance records may be asked to provide a medical or doctor's note/verification to justify an absence due to illness or injury.

Under the Americans with Disabilities Act (ADA), special consideration will be taken for employees who may fall under the covered entity. All employees using FMLA are required to follow all absence reporting procedures set forth in this policy.

Any employee who does not report to work for two (2) consecutive days or does not provide proper notification of absences for 48 hours to the Company is considered to have resigned voluntarily from the Company.

8-3 Employee Dress and Personal Appearance

S.C. Swiderski, LLC prefers all employees working outside the corporate office to be identified as a S.C. Swiderski LLC employee. This enables our tenants, subcontractors, and other service personnel to identify our employees who may assist or direct them, as necessary. To assist employees in being properly identified as an S.C. Swiderski LLC employee, we have created a policy and clothing benefit allowance for employees. Please refer to the Company Clothing Allowance for additional information regarding this policy.

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position and calendar. Some employees may be required to wear uniforms or safety equipment/clothing.

As a representative of the company, all employees are expected to dress in a professional manner in clean, tear-free (no rips, holes, or frayed hems) clothing. In all situations, the company asks employees not to wear clothing such as traditional flip flops or sport sandals, short-shorts, short skirts or short dresses, or any other apparel that contains printed material or logos which could be offensive to tenants or other employees. In office roles, sweatpants and hats/baseball caps are not acceptable business-wear. Consideration should be given to assure the clothing is not inappropriately revealing and is an appropriate length when bending, reaching, and lifting. Employees who regularly deal with the public on behalf of the company or company business are required to dress in appropriate business attire for those meetings.

For occasions where an employee may be asked to perform tasks outside their normal duties, a spare set of clothing can be kept in the office or the employee's vehicle in order to minimize damage to professional

clothing. When representing the company to ground breaking or grand opening events, wearing official S.C. Swiderski LLC is preferred, but professional business attire is acceptable.

While the company adopts a casual Friday policy, the above-mentioned clothing articles are still considered unacceptable options. The company catalog offers many other options that are acceptable business attire options for our employees for the duration of the work week.

All employees are required to wear closed-toed shoes and required construction PPE when visiting active construction sites. This includes high-vis, safety glasses, hearing protection, hard hat, and hard-soled shoes.

S.C. Swiderski, LLC expects employees to exercise good judgement regarding their appearance and hygiene, including regular bathing, wearing deodorant and/or anti-antiperspirant to reduce body odor and to refrain from wearing strong fragrances that may offend others.

Due to certain situations, (religious, medical, moral, ethical, etc.), employees may request an exception or accommodation as necessary to temporarily or permanently amend a portion of the dress code. Please reach out to Human Resources with requests or further questions.

If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire. Employees will not be compensated for failure to comply with the dress code.

8-4 Smoking

Smoking is strictly prohibited in company-owned buildings, equipment, and vehicles. All S.C. Swiderski owned buildings are smoke-free buildings in which a minimum distance of fifteen (15) feet from any building (structure) must be maintained when using tobacco products such as cigarettes, e-cigarettes, cigars, vaping, chew, or pipes of any kind. Please note we are a professional workplace environment and tobacco products and actions of using those products cannot become a distraction or deterrent from SCS's workplace or business. Our apartment sites are smoke-free residences and, as such, it is the responsibility of all employees to abide by the smoke-free regulations. Smokers and users of tobacco products must dispose of the remains in a respectful manner to ensure a neat and clean environment for employees and tenants. **No additional smoking breaks are permitted above and beyond what the company allows for break and meal periods.** Smoking cannot become a nuisance to others or interrupt production and deadlines. Any employee who violates this policy will be subject to disciplinary action, which may include suspension without pay up to and including termination.

8-5 Telephone & Teams Etiquette

The Company's primary business is customer service orientated and expects all incoming phone calls to be conducted in a timely, friendly, and courteous manner. In situations where incoming calls are related to complaints or are of an escalated emotional nature, please use courteous and respectful communication skills to understand the situation. Listen to the caller to determine what is required to correct the complaint and take the necessary action to resolve the matter. Follow up with further communication if the situation warrants. It is imperative that communication on behalf of the Company is to be conducted in a respectful and courteous manner in all situations. Many of our employees work in tight office environments - please remain respectful of volume, context, and professional language when conducting telephone or Team's business on behalf of SCS.

8-6 Use of Social Media

S.C. Swiderski respects the right of any employee to maintain a blog or web page or to participate in a social networking on or through websites or services such as X (formerly Twitter), Facebook, Threads, LinkedIn, YouTube, Instagram, TikTok, SnapChat, or similar sites/services (collectively "social media"). However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with Company equipment or property, unless it is within the employee's job duties to do so (i.e Marketing & HR).

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, and social networking platforms, such as X, Facebook, LinkedIn, or similar social media sites. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed on a blog, web page, or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, X, or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions that could pose an actual or potential conflict of interest with the Company, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, X, or similar social media site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. Company policies apply equally to employee social media usage.

S.C. Swiderski encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

8-7 Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, harassment, and loss of productivity, as well as inappropriate disclosure of confidential information, no employee may use a camera phone function on any phone on S.C. Swiderski LLC property. The only exclusions are when the phone function is used solely for legitimate business purposes.

The possession or use of tape recorders, Dictaphones or other types of voice recording devices anywhere on Company property, including to record conversations or activities of other employees or management, or while performing approved work for the Company, is also strictly prohibited, unless the device was provided to you by the Company and is used solely for approved legitimate business purposes.

SCS utilizes many technological tools such as Microsoft Teams for company business operations. Many meetings or Team's interactions are recorded and transcribed. These recordings are company property, to be used for business operations, and are not to be shared without prior approval.

8-8 Surveillance & Camera Systems

SCS is committed to maintaining a safe and secure work environment for all employees, clients, and visitors. To support this commitment, surveillance cameras are used on company premises for security, safety, and property protection purposes.

This policy applies to all employees, contractors, visitors, and other individuals on SCS property. It covers all surveillance cameras installed and managed by SCS on its premises, including but not limited to entrances, exits, parking areas, common areas, and other high-traffic locations. Surveillance cameras will not be installed in private areas such as restrooms, locker rooms, or private offices, except where legally permissible and necessary for security.

Surveillance cameras may be used to:

- Enhance security for employees, clients, and visitors
- Deter theft, vandalism, and unauthorized access
- Investigate security or safety incidents, including accidents, harassment, and suspected misconduct
- Monitor and protect SCS property and assets

Access to recorded surveillance footage is restricted to authorized personnel, such as members of the security team, HR, or management, on an as-needed basis. Surveillance footage is treated as confidential and is stored securely. Surveillance footage is stored for a specified period as determined by SCS based on business needs and legal requirements, after which it is deleted, unless required for an active investigation or legal matter.

Employees who misuse or tamper with surveillance systems, attempt unauthorized access to surveillance footage, or interfere with cameras or equipment may face disciplinary action, up to and including termination.

SCS complies with all federal, state, and local laws related to workplace surveillance. Employees are encouraged to speak with HR if they have concerns regarding surveillance practices or believe that surveillance may violate their rights.

8-9 Inspections

To the maximum extent permitted by applicable law, S.C. Swiderski reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

8-10 Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for S.C. Swiderski. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

8-11 Bulletin Boards & HR Portal

Important notices and items of general interest are continually posted on S.C. Swiderski bulletin boards and the company HR Portal. Employees should make it a practice to review bulletin boards and the HR Portal frequently. This will assist employees in keeping up with what is current at S.C. Swiderski. To avoid confusion, employees should not post or remove any material from the bulletin board without permission.

8-12 Publicity/Statements to the Media

All media inquiries regarding the position of the Company to any issues must be referred to Director of Business Development. In the absence of the Director of Business Development, the CEO, CFO or COO, Marketing Manager, or Human Resources can be contacted. Only the Director of Business Development is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by Director of Business Development, are authorized to make those statements on behalf of the Company.

Our Marketing Department is responsible for maintaining a positive corporate image, ensuring accuracy and consistency in how S.C. Swiderski is identified and for managing liability as it relates to broadcasted messages.

If an employee receives calls, letters, faxes, electronic messages, or other contact from local, trade, or national media representatives, please forward them to the Director of Business Development immediately. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the Director of Business Development.

8-13 Disciplinary Procedure

At S.C. Swiderski, we've agreed to a set of work rules, standard practices and behavioral expectations that are designed to ensure the safety of the people working together, increase the likelihood of achieving our goals and mission, protect our stakeholders' interests, including those of our employees, customers, vendors, and community members, or to stay in compliance with local and federal laws and regulations.

Our disciplinary process starts with education and progresses through a series of consequences that increase in severity until, ultimately, it is determined that an employee really doesn't belong in the organization.

It is designed to help both leadership and staff understand and expect the consequences of their actions, but also to be flexible enough to be fair and reasonable to our staff and other stakeholders we work with.

Our disciplinary process includes the following steps:

Performance Discussions – If we observe a behavior that violates a work rule or behavior expectation, we will discuss the work rule or expectation that was broken, why the rule or expectation is important, and what can happen if the rule is broken again. They are informative, not punitive, in nature. They won't affect your wages, promotions, or standing/status as an SCS employee. They are meant to set and communicate expectations.

Disciplinary Warning – If the work rule or expectation is broken again, we may issue a written warning to document that the rule was broken, knowingly and willfully, and to inform the employee that any additional infraction could result in suspension or termination of employment at S.C. Swiderski.

Suspension/Demotions – If continued infractions are observed, an employee may be suspended, with or without pay, from their employment at S.C. Swiderski. In some cases, the employee may be demoted, with or without a reduction in wages, depending on the circumstances of the infractions.

Terminations - After multiple willful infractions, or after a sufficiently severe infraction, an employee can be determined to be unfit for continued employment with S.C. Swiderski, which will result in the termination of the employment relationship between S.C. Swiderski and the employee.

Depending on the severity and/or frequency of infractions, and any other mitigating factors that exist, at the discretion of S.C. Swiderski, any of these disciplinary process steps may be repeated or skipped, in order to provide a fair and appropriate response to work rule infractions.

8-14 Problem Resolution

S.C. Swiderski is committed to all employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the company's management.

S.C. Swiderski strives to ensure fair treatment of all employees. Employees are expected to treat each other with mutual respect. Employees are encouraged to offer and receive positive and constructive feedback accordingly.

If employees disagree with established rules of conduct, policies, or practices, they can express concerns through the problem resolution process. No employee will be penalized or retaliated against formally or

informally for voicing a complaint to the company in a reasonable, business-like manner or for using problem resolution guidelines set forth below.

If a situation occurs when an employee believes a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the guidelines at any step.

1. An employee presents the problem to the manager. If their manager is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem to any other member of management or Human Resources.
2. The manager or Human Resources responds to the problem during discussion or after consulting with appropriate management, when necessary. Manager or Human Resources documents the discussion.
3. If a problem is unresolved, the employee presents the problem in writing to the COO.
4. The COO reviews and considers the problem. The COO informs the employee, in writing, of the decision and forwards a copy of the written response to management as necessary and Human Resources for the employee's personnel file. The COO has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop respect and confidence in each other. This is important to the operation of an efficient, successful, and harmonious work environment.

8-15 Fraud, Theft, and Employee Dishonesty

S.C. Swiderski is an employer at will. As such, the Company will terminate and will legally prosecute to the full extent of the law permits, any employee found guilty of fraud, theft, or dishonesty when handling company assets or acting on behalf of S.C. Swiderski. As an employer, S.C. Swiderski expects every employee to behave and conduct transactions with honesty and integrity. All concerns should be directed to the Human Resources department.

In all cases and in order to protect the reputation and integrity of an employee, accusations and/or charges brought against an employee for suspected fraudulent or dishonest activity must be handled in a confidential manner. Depending on the situation, police or outside investigative services may be brought in to determine if and to what extent, illegal activity has occurred. In all situations, management will perform an investigation of the allegations, and proceed with action/resolution and potential disciplinary action up to and including termination as necessary.

8-16 If You Must Leave Us

Resignation (Voluntary): Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign from employment. Resigning employees are encouraged to provide two (2) weeks' notice in writing to facilitate a smooth transition out of the organization; managers are encouraged to provide a thirty-day (30) written notice. Management reserves the right to accept an immediate dismissal. If an employee provides less notice than requested, the Company may deem the individual to be ineligible to be rehired depending on the circumstances regarding the notice given. Employees who do not provide proper notice are not eligible for unused PTO payout and if overspent, will have the overage deducted on their final check.

Retirement: Retiring employees are encouraged to provide a thirty-day (30) notice in writing to facilitate a smooth transition out of the organization and give the company an opportunity for succession planning.

Job Abandonment: Any employee who does not report to work and does not provide proper notification to their Supervisor for forty-eight (48) hours is considered to have resigned voluntarily. Employees who are separated due to job abandonment may be ineligible for rehire. Employees who are separated due to job abandonment are not eligible for unused PTO payout and if overspent, will have the overage deducted on their final check.

Termination (In-voluntary): Employees of S.C. Swiderski are employed on an at-will basis and the company retains the right to terminate an employee at any time, with or without cause. Employees who are terminated due to violation of company policy, or performance related issues, who do not provide a two-week notice, or walk-off the job, are not eligible for unused PTO payout and if overspent, will have the overage deducted on their final check.

All Company, property including, but not limited to, keys, security cards, vehicles, laptop computers and other technology, safety equipment/PPE, uniforms, credit cards, tools, etc., must be returned at separation. Employees also must return all of the Company's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged Company property. **As noted previously, all employees are employed at-will and nothing in this handbook changes that status.**

All requests for information regarding a current or former employee of S.C. Swiderski should be forwarded to the Human Resources Department. Employees should not release any personal or employment information regarding other employees.

Rehire: Former employees who left S.C. Swiderski in good standing may be eligible for re-employment. Supervisors or Managers must obtain approval from Human Resources prior to rehiring a former employee. A resume and a letter of intent shall be submitted to Human Resources and the applicant must meet all minimum qualifications and requirements of the position. Rehired employees begin benefits just the same as any new employee, unless the law requires otherwise. Any applicant or employee who is terminated for violating company policy or who resigns in lieu of termination from employment due to a policy violation are not eligible for rehire. All previous employees are not eligible for rehire and will be approved on a case by case basis.

8-17 Exit Interviews

Employees who resign are requested to participate in an online exit interview, or, if preferred, with a company representative. This interview will be conducted by your supervisor/manager, Human Resources, or via online survey to discuss your employment and reason for leaving the company.

8-18 References

S.C. Swiderski will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide references or release current or past employee information.

Section 9 - Workplace Safety

9-1 Health and Safety

The health and safety of employees, tenants, subcontractors, and others on Company property are of critical concern to S.C. Swiderski. The Company intends to comply with all health and safety laws applicable to our business.

Accident prevention and safety is everyone's responsibility. To this end, the Company must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. When performing tasks related to your employment, always be aware of the impact your actions may have on co-workers and other individuals in the vicinity of your work area. Garbage should be placed in the proper containers and work areas should be maintained free of debris to assure safe working environments. When working on a job site under construction or while performing maintenance repairs, employees should always lift objects appropriately and ask for assistance when necessary. Dollies are available and should be used when moving appliances and heavy objects. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be minor or corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process, or business practice for which the Company is responsible should be brought to the attention of management immediately.

As part of the orientation process, employees will participate in safety awareness training as it relates to their position within the organization, along with introduction and acclimation to personal protective equipment (PPE). Proper safety attire, including but not limited to hard hats, safety shoes/boots, safety glasses, hearing protection, fall protection, work gloves, and long pants and shirts should be worn to minimize risks to employees while operating equipment and working in hazardous areas. All employees are required to wear closed-toed shoes and required construction PPE when visiting active construction sites.

For employees driving company vehicles, and/or operating company equipment are required to complete the visual pre-trip and post-trip inspections of the vehicles. For employees towing a trailer, the driver is required to ensure that the load is secured and all safety protocols are in place prior to dispatch. Should an employee operating a commercial motor vehicle pull off the road, they must observe all requirements necessary for proper off-road techniques including activating the flashers and proper placement of the warning triangles. Employees in certain driving positions where governing entities have enforcement of protocol will be given a handbook addendum along with supplemental materials outlining driving requirements.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident. It is the responsibility of the employee to complete w/their supervisor, a First Report of Injury/Illness Report within 24 hours of the incident and notify and provide the report to Human Resources within 24 hours. It is the responsibility of the supervisor to notify Human Resources and follow the appropriate checklist criteria based on report-only or recordable accidents. Non-compliance by the employee to report and complete the incident paperwork could potentially jeopardize payment of the claim. Although a claim may be covered under Worker's Compensation Insurance, the employee is not void of disciplinary action if the injury was a result of a safety infraction or if the employee failed to immediately report any on-the-job injury/illness, no matter how significant.

9-2 Drug-Free and Alcohol-Free Workplace

Drug & Alcohol-Free Workplace

It is the policy of SC Swiderski to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. SC Swiderski also prohibits reporting to work or performing services while impaired by using alcohol or consuming alcohol while on duty or during work hours.

Working while under the influence of alcohol and/or other drug abuse is strictly prohibited for SC Swiderski, LLC. employees. This is a 0-tolerance issue and applies to both legally prescribed and illicit drugs and alcohol. Employees found to be operating/working while under the influence of alcohol and/or other drug abuse are to be immediately removed from the workplace and either suspended, pending further investigation, and/or terminated. There are no exceptions to this rule.

SC Swiderski will use three tiers of testing and monitoring to determine if workers are breaking this work rule. Each of these tiers differs in the triggers that determine their use:

Tier 1: Incident Related

Monitoring and testing are done in response to incidents that result in equipment and/or facility damage or personal injury and near misses. This type of testing is required and can be initiated on-site by the supervisor or manager over the employees involved. If needed, human resource staff can provide guidance on filling out the incident report. This type of post-incident testing is an integral part of our accident investigation process and can help us determine the causes of accidents at SC Swiderski.

Tier 2: Reasonable Suspicion:

When SC Swiderski Management has a reasonable suspicion that an employee is in violation of this policy, and that suspicion is shared by at least one other person, the company reserves the right to ask an employee to undergo drug and/or alcohol testing and to search clothing, lockers, lunch boxes, wallets, desks, briefcases, handbags, backpacks, and motor vehicles on company premises, worksites or other designated parking areas.

Tier 3: Random Testing

SC Swiderski reserves the right to implement a short or long-term random drug testing process among its workers.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Any employee who violates this policy is subject to discipline, up to and including termination, for the first offense.

9-3 Substance Abuse Policy

S.C. Swiderski, LLC is committed to protecting the safety, health, and well-being of all employees, tenants, subcontracts and other individuals in our workplace and on all our properties. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain a safe work environment. We encourage employees to voluntarily seek help with these addictions and reach out to Human Resources for additional resources or support.

The use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. S.C. Swiderski, LLC also prohibits reporting to work under the influence of alcohol, illegal or synthetic drugs, or misuse of legal drugs, such as taking drugs prescribed for someone else, or in excess of the amount prescribed by your doctor.

Where there is reasonable suspicion that an employee is under the influence of illegal drugs or alcohol while working on S.C. Swiderski, LLC premises or operating company-owned vehicles or equipment, the employee may be required to promptly submit to a drug and/or alcohol test.

All employees and subcontractors who are involved with, who may have contributed to, an incident that results in property damage or requires treatment beyond first aid are required to submit to a drug screen and alcohol test. The company may also require a drug screen and/or alcohol test for incidents resulting in first aid treatment.

Employees who test positive, attempt to delay submission, or refuse to submit to a drug and/or alcohol screening will be subject to discipline, up to and including immediate termination. Subcontractors will be immediately removed from the workplace and may be banned from working on S.C. Swiderski, LLC job sites.

9-4 Workplace Violence

S.C. Swiderski is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

S.C. Swiderski does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, S.C. Swiderski specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, S.C. Swiderski does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent that maintaining confidentiality does not impede S.C. Swiderski's ability to investigate and respond to complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action, which may include suspension without pay up to and including termination.

Employees should promptly inform Human Resources of any protective or restraining order that they have obtained that lists the workplace as a protected area. If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Company to be aware of any potential danger in its offices or worksites. Indeed, the Company wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else. The Company is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to such violence.

9-5 Workplace Bullying

S.C. Swiderski, LLC defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the company Code of Ethics which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Any employee violating this policy or retaliating due to reporting will be subject to disciplinary action, which may include suspension without pay up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Company considers the following types of behavior; examples of bullying:

- Verbal bullying: To slander, ridiculing or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks; and gas-lighting.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
- Mental & Emotional bullying: Psychological related to the mind and emotions, cognitive relating to the process of knowing, understanding, and thinking, intellectual involving the intellect or reasoning, emotional concerning feelings, confidence, and self-worth, Cyberbullying, trolling, flaming, and keyboard bullying.
- Gesture bullying: Non-verbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

9-6 Safety Equipment

Certain articles of clothing are required for safety and are not part of the annual benefit allowance. A high visibility vest and/or shirt and hard hat will be provided for each applicable employee. It is the responsibility of each employee to keep these items secured and available for wear everyday while on the job site. If an employee is negligent in keeping and maintaining their required safety items, replacement items will be provided for the employee and a possible deduction made from the employee's paycheck to cover the cost of replacement. If your safety items become worn or become defective at any time, employees are required to notify their supervisor, project manager, or Human Resources to obtain a replacement.

If an employee fails to return issued safety equipment in good condition, the company reserves the right to deduct the cost of the unreturned or damaged equipment from the employee's last paycheck. Please see Human Resources with any questions regarding this policy.

All company property and safety equipment is to be returned to the supervisor or human resources within 24 hours of the last day of work.

9-7 Return-to-Work Program

Under Wisconsin Worker's Compensation law, there is no legal guarantee that a job will be available to you after an injury. The employer is not required to hold a position open or create a new position once you are released to return to work. S.C. Swiderski is committed to utilizing its resources to provide a safe work environment for all employees. If a work-related injury does occur, S.C. Swiderski is committed to returning the injured worker to productive employment as soon as possible.

S.C. Swiderski will make every effort to provide transitional work assignments or project work until an injured employee is able to resume their normal duties. All modified work is on a temporary basis and is intended to facilitate return to the employee's regular work duties when medically feasible. This program will be managed and monitored to ensure the employee reaches the end of healing.

Refusal to participate in the modified/restricted duties and/or failure to follow the Return-to-Work-Program may result in worker's compensation benefits being limited or suspended.

9-8 Fires, Severe Weather and Other Emergencies

The safety of our employees is a priority for S.C. Swiderski. Employees must know where emergency exits and fire extinguishers are located. It is everyone's responsibility to ensure that electrical panels, aisles, fire exits, stairs, doorways, and extinguishers are not blocked.

Severe thunderstorms may develop into tornadic activity. A tornado watch indicates tornadoes are possible. Remain alert for approaching storms in your area. A tornado warning indicates a tornado has been sighted or indicated by weather radar. In the event of a tornado warning, take shelter immediately. If your location has an accessible basement, take shelter there. If your location does not have a basement, go directly to an enclosed, windowless area in the center of the building. Make sure this location is away from glass and on the lowest floor possible. If you are in an office space with multiple floors, make sure you follow the buildings' specific instructions, if it has them. Once there, crouch down and cover your head.

Please see your supervisor, site-superintendent, or department manager for questions about our emergency procedures in your area. Additional resources for emergencies are available on the SCS Safety Portal via Paylocity.

Section 10 - Equipment & Company Property

10-1 Personal and Company-Provided Portable Communication Devices

S.C. Swiderski-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Company's networks, and the PCD must be provided for inspection and review upon request.

All conversations, text messages, and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles. Using a Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving are prohibited in all circumstances.

10-2 Use of Communications and Computer Systems

S.C. Swiderski's communication and computer systems are intended primarily for business purposes, with limited personal use permitted under specific conditions. This policy ensures the proper use, security, and oversight of Company systems, including email, voicemail, text messages, Teams messages, internet, and other IT resources.

1. Permitted Use:

Company communication and computer systems must be used for business purposes. Limited personal use is allowed if:

- It does not interfere with the performance of job duties.
- It does not violate any Company policies.
- It complies with the Company's Acceptable Use Policy.

2. Monitoring and Privacy:

Employees should have no expectation of privacy when using Company communication and computer systems. The Company reserves the right to:

- Access voicemail, email, telephone calls/messages, and internet usage logs for business purposes.
- Monitor communications for system maintenance, compliance with laws, and investigation of suspected misuse.
- Retain or delete electronic communications based on data retention policies.
- Employees must provide management with any private access codes or passwords upon request to ensure proper access to systems for business continuity.

3. Prohibited Activities:

Misuse of systems includes, but is not limited to:

- Sending harassing, offensive, or discriminatory content.
- Unauthorized duplication or use of copyrighted software or materials.
- Accessing another employee's system without authorization.
- Using Company systems for illegal activities, such as hacking or distributing malware.
- Accessing non-business-related websites or services excessively during work hours.

4. Cybersecurity Awareness and Phishing:

Employees must remain vigilant about cybersecurity threats, including phishing attempts and other scams. To mitigate risks:

- Report suspicious emails or activity immediately to IT.
- Refrain from clicking on unknown links or downloading unauthorized attachments.
- Only download approved software via the Company Portal.
- Complete mandatory cybersecurity training annually.

5. Remote Access and Security:

- Employees accessing Company systems remotely must:
- Use approved secure methods, such as VPNs, for connecting to Company networks.

- Ensure their devices meet Company security standards, including up-to-date operating systems, antivirus software, and encrypted storage.
- Avoid using public or unsecured Wi-Fi networks without a secure connection protocol in place.

6. Data Retention and Disposal:

To comply with legal and operational requirements, data retention policies are as follows:

- General Communications (e.g., email, voicemail): Retained for a period of one year unless required for ongoing investigations or business purposes.
- Financial Records and Reports: Retained for a minimum of seven years to meet regulatory requirements.
- Client and Project Data: Retained according to project-specific guidelines, typically five years post-completion unless otherwise specified.
- Sensitive Personal Data (e.g., employee records): Retained for the duration of employment and up to seven years after separation, unless legally required to retain longer.
- Employees must follow the Company's data disposal protocols to ensure secure deletion of expired records, including the use of approved data-wiping tools.

7. Access Control and Authorization:

- Employees must only access systems, data, and applications they are authorized to use. Any unauthorized access, whether intentional or accidental, must be reported to management immediately.
- Sharing login credentials or access with unauthorized individuals is strictly prohibited.
- SCS uses Dashlane for password management - all employees are required to use this password manager.

8. Incident Reporting and Policy Violations:

All employees must report:

- Suspected or confirmed breaches of Company systems.
- Any misuse or policy violations by others.
- Please report all concerns to your HR rep.

Employee Responsibilities:

- Use Company systems appropriately and adhere to this policy at all times.
- Complete all mandatory cybersecurity and acceptable use training.
- Protect Company systems at all times.
- Violators of this policy may result in disciplinary action, up to and including termination.

10-3 Acceptable Use Policy

The purpose of this policy is to outline the acceptable use of computer equipment at S.C. Swiderski. These rules are in place to protect the employee and S.C. Swiderski. Inappropriate use exposes S.C. Swiderski to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to the use of information, electronic and computing devices, and network resources to conduct S.C. Swiderski business or interact with internal networks and business systems, whether owned or leased by S.C. Swiderski, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at S.C. Swiderski and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with company policies and standards, and local laws and regulations. This policy applies to all equipment that is owned or leased by S.C. Swiderski.

General Use and Ownership

S.C. Swiderski proprietary information stored on electronic and computing devices, whether owned or leased by the company, the employee or a third party, remains the sole property of S.C. Swiderski. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of S.C. Swiderski proprietary information. You may access, use or share company proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties. Employees are responsible for exercising good judgment regarding the reasonableness of personal use dictated by their supervisor or manager. For security and network maintenance purposes, authorized company individuals may monitor equipment, systems, usage, security, and network traffic at any time with or without notice to the employee. The company reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy with or without notice to employees.

Security and Proprietary Information

All personal mobile and computing devices that connect to the internal network must be approved by the IT department for use on the internal network prior to use. This does not apply to devices connecting to the *Guest* Wi-Fi network. System level and user level passwords must be kept secure in an encrypted password managing program and not shared. Storing passwords in spreadsheet formats or plain text is strictly prohibited. Providing access to another individual, either deliberately or through failure to secure access, is prohibited. All computing devices must be secured with a password-protected screen. SCS uses password managers (Dashlane) and multi-factor authentication protocols. No employee is authorized to bypass these policies. You must lock the screen or log off when the device is unattended. Postings by employees from a S.C. Swiderski email address to newsgroups and social media platforms should contain a disclaimer stating that the opinions expressed are strictly their own and not those of S.C. Swiderski. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware or malicious data.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration). Under no circumstances is an employee of the company authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing S.C. Swiderski owned resources. The list below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to the installation or distribution of "pirated" or other software products that are not appropriately licensed by S.C. Swiderski.
- Unauthorized copying of copyrighted material including, but not limited to, digitization of distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which S.C. Swiderski, LLC or the end user does not have an active license.
- Accessing data, a server or an account for any purpose other than conducting S.C. Swiderski business, even if you have authorized access, is prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to the export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a S.C. Swiderski computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any company account.

- Making statements about warranty, expressly or implied, unless it is part of normal job duties.
- Effecting security breaches or disruptions of network communication.
- Executing any form of network monitoring which will intercept data not intended for the employee's host unless this activity is a part of the employee's normal job duties.
- Circumventing user authentication or security of any host, network, or account.
- Providing information about, or lists of, S.C. Swiderski's employees to parties outside of the company.

An employee found to have violated this policy may be subject to disciplinary action up to and including termination.

10-4 Removable Media Policy

Removable media is a well-known source of malware infections and has been directly tied to the loss of sensitive information in many organizations. S.C. Swiderski staff may only use company-provided removable media on their work computers. Company removable media may not be connected to or used in computers that are not owned or leased by the company without explicit permission from the IT Manager. Sensitive information should be stored on removable media only when required for the performance of your assigned duties or when providing information required by other state or federal agencies. When sensitive information is stored on removable media, it must be encrypted in accordance with the S.C. Swiderski acceptable encryption policy.

Examples of Unauthorized Personal Removable Media:

- Smartphones or external hard drives used to transfer data.
- Tablets or iPads connected to company devices for data transfer.
- Personal USB flash drives (thumb drives) for non-approved use.
- SD cards or memory cards from personal cameras or devices.
- CDs/DVDs used for storage or data transfer.

Examples of Acceptable Use Cases:

- Company-issued encrypted USB drives for transferring project data between offices.
- Removable media approved by IT for specific temporary tasks, with prior authorization.
- Media used in compliance with the organization's encryption and security protocols.

Restricted actions related to removable media:

- Using unapproved personal devices to transfer or store sensitive company data.
- Connecting personal devices to the network without explicit IT approval.
- Using media that bypasses the organization's security policies (e.g., unencrypted USB drives).

Violations of this policy may result in disciplinary action, up to and including termination.

10-5 Software Installation Policy

To maintain security, compatibility, and compliance with organizational standards, S.C. Swiderski has adopted a centralized approach to software management using Microsoft Intune and the Company Portal application. This ensures that all software is approved, tracked, and securely deployed.

1. Centralized Software Deployment via Intune:

- All company devices are managed through Microsoft Intune.
- The Company Portal app is the designated platform for accessing and installing approved software.

- All applications required for company operations must be packaged, tested, and deployed through Intune before they are made available in the Company Portal.

2. Approval Process for New Software:

- Any software not currently available in the Company Portal must go through a formal approval process, regardless of whether it is free or paid.
- Employees must submit software requests, including:
 - A justification for its necessity.
 - Any similar applications already in use that the software may replace or complement.
- Requests must be approved by the employee's manager and then forwarded to the IT department for evaluation.

3. Deployment Timeline:

New software requires time to prepare before deployment. This includes:

- Security assessments.
- Compatibility testing with existing systems.
- Packaging the software for deployment via Intune.
- Quick installations outside of Intune are not permitted under any circumstances.

4. Web-Based Services:

- Web-based services or software as a service (SaaS) platforms fall under this policy. Usage of such services must be approved by IT to ensure compliance with security and data protection policies.

5. Prohibited Actions:

- Installing software or browser extensions directly from the internet without prior IT approval.
- Using personal software or web services on company devices without formal authorization.
- Circumventing the Company Portal to add applications directly.

6. Enforcement and Consequences:

Unauthorized installations or use of unapproved software may result in:

- Immediate removal of the software by IT.
- Disciplinary action for policy violations.
- Legal consequences in cases of pirated, unlicensed or non-compliant software use.

Employee Responsibilities:

- Submit detailed requests for new software well in advance of anticipated need, considering preparation and deployment timelines. Please complete this request via the Help Desk Ticket Request process.
- Use only applications available in the Company Portal for work purposes.
- Report any issues with existing software to IT through the appropriate channels.

IT Responsibilities:

- Evaluate new software for security, compatibility, and compliance with organizational standards.
- Package, test, and deploy approved software through Intune and make it available in the Company Portal.
- Regularly review and update the list of approved applications in the Company Portal.

Violations of this policy may result in disciplinary action, up to and including termination.

10-6 Artificial Intelligence

The Company recognizes the potential of Artificial Intelligence (AI) tools, including Microsoft Copilot, to enhance productivity and support job performance. However, the use of AI tools must align with organizational goals, security standards, and compliance requirements to mitigate risks such as data breaches, misuse of confidential information, and legal exposure.

1. Approved AI Tools:

- The Company has licensed Microsoft Copilot, which is integrated into Microsoft 365 applications.
- Microsoft Copilot Chat is available to all employees as part of the Company's Microsoft 365 licensing.
- Certain roles have enhanced access to additional Copilot functionality based on their job requirements.
- All other AI tools, applications, or services fall under the Software Installation Policy and must:
 - Be reviewed and approved prior to use.
 - Follow the same approval process as other software, including security and compatibility testing.

2. Approval Process for New AI Tools:

Employees wishing to use AI tools outside of those provided by the Company (e.g., Microsoft Copilot) must:

- Submit a detailed request to their manager, explaining the tool's intended use and potential business benefits.
- Obtain management approval and IT evaluation before use.
- Ensure compliance with the Software Installation Policy, including any necessary deployment through Intune.

3. Confidential Data Protection:

Employees must not upload, input, or share confidential, proprietary, or protected data with any AI tool without written approval from the Head of Human Resources.

- Prohibited data includes:
 - Customer, employee, or partner information.
 - Internal project details or sensitive financial information.
 - Third-party copyrighted or confidential content.
 - Use Microsoft Copilot Chat with caution, ensuring no sensitive data is shared unless explicitly approved.

4. Access Control:

AI tools approved for business use must not be shared with unauthorized individuals, including:

- External vendors or contractors.
- Personal use by employees outside of their job duties.
- Access to Microsoft Copilot or any other AI service must follow standard access control policies (e.g., strong passwords, secure login credentials).

5. Security and Compliance Standards:

Employees must apply the Company's existing security best practices when using AI tools:

- Use strong, unique passwords.

- Keep software updated with the latest patches.
- Follow the Company's data retention and disposal policies.

6. Evolving Nature of AI:

As AI is a rapidly evolving technology, the Company reserves the right to:

- Regularly review and update this policy.
- Apply this policy flexibly based on new developments or changes in AI tools and services.
- Make discretionary decisions on the use of emerging AI tools to align with the Company's business objectives and security standards.

7. Prohibited Actions:

- Use of unauthorized AI tools that have not been reviewed and approved.
- Sharing AI-generated output that includes sensitive or confidential information without proper vetting and authorization.
- Bypassing Company policies for AI access, such as using personal accounts to interact with AI tools for business purposes.

Employee Responsibilities:

- Use only Company-approved AI tools for work purposes.
- Ensure compliance with the Software Installation Policy for all non-Microsoft Copilot AI tools.
- Stay informed about updates to this policy and attend required training sessions on responsible AI use.

Company Responsibilities:

- Provide employees with access to approved tools like Microsoft Copilot.
- Evaluate and test new AI tools before approval to ensure security and compatibility.
- Communicate updates to this policy and AI tool access as the technology evolves.
- This policy ensures the responsible use of AI tools, protects Company and client data, and adapts to the rapidly changing AI landscape.

10-7 Company Property

The company has purchased equipment for use by its employees to maintain business property and to conduct company business. It is expected that employees handling company-owned equipment will foster an ownership mentality, use reasonable precautions and safety measures when operating, storing, and transporting such equipment. Any damaged or inoperable equipment must be immediately reported to the respective department manager to assess the need for replacement or repair. Employees are responsible for the maintenance and efficient operation and security of all tools assigned to them and on the job sites. Employees who mishandle or abuse equipment in such a manner that the equipment is rendered inoperable or considered unsafe to operate may be disciplined up to and including termination. Accessories or modifications made to company equipment and/or vehicles that may alter the safety performance are not permitted.

Upon separation from the Company, all company-owned property should be returned according to the following criteria:

1. Returned in the same condition it was loaned.
2. Any employee who has excessively broken or worn equipment will be charged for replacement or cost of repairs.
3. The value of any excessive damaged, lost or broken property (or the cost of repairs) may be deducted from the employee's final paycheck according to state law.

4. All electronic devices must have personal files or preferences removed, including personal email; company-owned programs with passwords to any programs must be provided with integrity to Human Resources, department manager, or the IT department.
5. The property must be returned within 24 hours of the employee's separation (last day of work). If it is not returned within 24 hours without prior arrangements, the employee will be charged with replacing the missing property (according to state law) at fair market value. This will be deducted from the employee's last paycheck.
6. Missing property must be replaced or paid for within seven (7) days without prior and agreed upon arrangements with the company.

Further, the company is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

10-8 Scrap Policy

During the course of employment, an employee may be working on a jobsite in which materials, furniture, or appliances are discarded or abandoned by their employer, owner, or a tenant. If a discarded or abandoned item has a scrap value and an employee is willing to transfer and scrap-out the item on their own time, the employee may, with manager's permission, **claim the item and come back after hours to pick it up in their own vehicle**. Because maintaining an unobstructed, safe work environment is a priority of S.C. Swiderski, LLC, moving the item(s) out of the way for normal business activities is allowed during the employee's work hours. Using a company vehicle to remove and transport items is at the department manager's discretion. **It is essential that the employee collect abandoned items on their own time.**

Items to be scraped need to be removed from S.C. Swiderski, LLC property promptly and should not be stored in garages or the warehouse for any extended time.

In the case of abandoned tenant property, please see Abandoned Tenant Property policy.

10-9 Operation of Company Vehicles

Employees may be provided a company vehicle based on their job responsibilities in order to improve efficiency in conducting company business or as part of being on-call and responding to emergency situations. Employees living within 30 miles from the corporate office can take company vehicles home under the Vehicle Commuting Policy and be charged \$1.50 per way. Special conditions will apply to employees living further than thirty (30) miles from the main office in Mosinee, WI. This may include reporting some commuting charges on the employee's W-2 as taxable income and the amount of paid travel time allowed. Employees are not allowed to use company vehicles for personal use. It is required for business and tax purposes that all employees operating a company vehicle keep a daily log of the miles traveled and the purpose of the trip.

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Company property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Company-owned or leased vehicles may be used only as authorized by management.

Because safety is a high priority of the company, guidelines have been imposed both on a company level and due to federal and state regulations for the safe operation of company vehicles. The guidelines are as follows:

- No driver shall operate a company motor vehicle if the driver's ability or alertness is impaired through fatigue, illness or any other cause that may mitigate safety.

- Extreme caution should be exercised when hazardous conditions such as those caused by snow, ice, sleet, fog, mist, rain, dust or smoke adversely affect visibility or traction; speed shall be reduced when conditions exist. If conditions become dangerous, the operation of the vehicle shall be discontinued until it can be safely operated.
- No driver shall be on duty and possess, be under the influence of, or use drugs or alcohol while operating a company vehicle. Alcohol is not allowed to be transported in company vehicles. Certain governing entities require the monitoring of said practice through random, reasonable suspicion and post-accident drug testing.
- Certain positions may require the driver to hold and maintain a Medical Examiner's certificate where a photocopy is retained in the employee qualification file and the card is to be kept on their person at all times while working.
- Certain positions and responsibilities require an employee to maintain detailed Hours-of-Service logs.
- Employees must provide confirmation of a valid driver's license prior to driving company vehicles; regular verification will be done. Employees must notify their manager of any change of status on their license within 24 hours of obtaining any sort of violation of state or local law and within 30 days of a conviction that may affect their licensing status.
- Employees are to refrain from possessing firearms in company vehicles without pre-authorized permission from their manager.
- Employees are to observe all speed limits and abide by safe driving practices while in a company vehicle; radar detectors are not allowed to be used in a company vehicle.
- Seat belts are always to be worn by the driver and all passengers.
- Any transportation of additional fuel must be transported in Wisconsin Department of Commerce approved containers only.
- Employees are not to drive any company vehicle unless they are satisfied that the appropriate care has been taken to ensure the vehicle is in good working order prior to departing. Vehicles weighing (or a combined weight) over 10,001 lbs. require the daily logging of pre and post-trip inspections.
- No company vehicle should be driven unless the driver is satisfied that the emergency equipment is in place and available for use if needed.
- For employees hooking up to a trailer, all safety equipment per DOT requirements must be in place prior to departure. Drivers must ensure that all cargo weight is distributed properly and safely secured. Red markers must be on loads extending past the trailer.
- Employees with a vehicle weighing over 10,001 lbs. or a combination thereof, must stop at all weigh stations when open and within 50 feet of all railroad crossings.
- **All accidents (no matter how small) must be reported to your supervisor and an incident report completed and submitted to Human Resources within 24 hours. All incident report forms are available on the SCS Safety Portal.**
- All company vehicles are smoke-free vehicles that include tobacco, vape pens, pipes, and e-cigarettes. Smoking while fueling a company vehicle is prohibited. If a vehicle returned by an employee has been smoked in and violates this policy, the employee will be responsible for cleaning charges based on cleaning needs.

Company vehicles present an image of our company to the public and provide advertising when parked or being driven. Therefore, preserving a clean, well maintained (including periodic maintenance) vehicle is very relevant to the public's perception of our overall company and to protect the company's assets. **All employees who drive company vehicles to company public events will ensure that their company vehicle is ready for public viewing inside and out (car wash completed).**

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted

by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

10-10 Company Vehicle Employee Fringe Benefit Policy

In order to comply with IRS requirements regarding employer provided vehicles as taxable fringe benefits, the following policy will govern when the use of a company provided vehicle is a taxable fringe benefit to the employee.

Certain positions within the company may require the use of a vehicle on demand or be required to perform employment related activities for the company. Examples include Maintenance Technicians, snow plowing, hauling equipment or supplies and performing maintenance or construction work for which a certain type of vehicle is required on demand.

Maintenance Vans: Per IRS regulations, maintenance vans are excluded as a taxable fringe benefit to the employee taking such a vehicle home because S.C. Swiderski maintenance vehicles are clearly marked with permanently affixed decals, special painting or other advertising associated with the trade, business or function and have a seat for the driver only (or the driver and one other person) and either of the following items.

- Permanent shelving that fills most of the cargo area.
- An open cargo area and the van always carries merchandise, materials, or equipment used in trade, business or function.

Company Provided Vehicles in Which no Personal Use is Allowed: S.C. Swiderski provides vehicles marked with the company logo to employees to identify company employees to our tenants. For employees who routinely use the company-provided vehicle for on-site purposes, snow plowing, hauling or performing maintenance or construction type work, the use of a company vehicle for traveling from home to work will be assessed a commuting charge of \$1.50 one way or \$3.00 per day and will be deducted from the employee's paycheck. The employee is required to notify Payroll if the company provided vehicle is not used during a pay cycle and the deduction is to be removed.

Company Provided Vehicles in which Personal Use is Allowed: All company provided vehicles are limited as to no personal use unless an agreement is made with the owner of the company as part of the employee's compensation agreement. In such instances, the Lease Value Rule will be used to calculate the amount to be included as taxable on the employee's W-2. Under this valuation rule, the taxable amount is based on the percentage of personal miles driven divided by the total number of vehicle miles for the year, multiplied by the lease value of the vehicle. The lease value of the vehicle is based on the IRS table for vehicle type, make and model.

Section 11 - Tenant Policies

11-1 Permissions for Entering a Residence

In compliance with state statutes, the owner of leased property may, upon advance notice and at reasonable times, enter a leased apartment for inspections or repairs and may, without giving advance notice, enter a leased apartment in cases of emergency or to preserve and protect the premises. In non-emergency cases, the company is required to give a twelve (12) hour notice to a tenant prior to entering a residence. It is preferable to give a written notice, but verbal notice over the phone is acceptable. Written notices can be inserted under the door and should state a date and time. A copy should be kept and placed in the tenants' file in the business office. Respect for the privacy of our residents should be a guiding influence when entering an apartment. If you have questions regarding this policy, please see the Leasing Manager or an Area Property Manager for clarification.

11-2 Abandoned Tenant Property

S.C. Swiderski, LLC will not be held liable nor be involved with any restitution or legal proceedings generated by the disposal of abandoned items.

As agreed upon in the Residential Lease, according to Act 142: Disposition of Personal Property Left by Tenant.

- Unless otherwise agreed to in writing, if Tenant removes from the Premises and leaves personal property, Landlord will not store Tenant's personal property. Landlord may presume the personal property owned by Tenant or by others is abandoned and may dispose of the abandoned personal property any manner deemed appropriate by Landlord. If the personal property is prescription medication, prescription medical equipment, or a titled vehicle, Landlord shall hold the property for seven days from the date on which the Landlord discovers the property. At that time, Landlord may dispose of this property in the manner that Landlord determines is appropriate but shall promptly return the property to Tenant if landlord receives a request for its return before disposing of it.

If abandoned items are identified, the Property Manager must be notified immediately. The Property Manager will determine if any items can be disposed of or should be stored while the prior tenant is contacted. In the case where there is no response from the tenant, after thirty (30) days the Property manager can decide which course of action to take:

- Dispose of the items via trash/recycling
- Donate the items to charity
- Disperse them among employees

All tenant property dispersed to employees is not to be transported via company vehicles and on company time.

Section 12 - Expense Management Policy

12-1 Company Charge Cards

Our company may provide employees with credit cards which can be used for business-related expenses. Having these cards helps us track and process our expenses, prevent fraud and make payments more efficiently. This policy applies to all employees who are eligible and issued to use a company credit card (Wells One, Lowes, Kwik Trip, etc). It also applies to employees who have the right to approve the use of a company card for their team members. When issued a credit card, you will be required to sign and abide by a credit card agreement. Alternatively, you can pay for business-related charges yourself and expense it via Wells One or Paylocity. If it meets our requirements, the expense will be reimbursed by the next pay period. We have the right to withdraw a company credit card from an employee at any point.

You can use a company card to pay for work-related expenses only. Absolutely no personal purchases should be included in sales receipts paid for using the company card.

Receipts for all credit card purchases need to be submitted to the Corporate Office and your manager within 48 hours of purchase. **The purchaser needs to legibly print or sign their name on the receipt and ensure the location of purchase is clearly visible prior to submitting into Wells One or Paylocity.** Apartment numbers (if applicable) are required so the expense can be allocated properly and charged back to a tenant if they are responsible for repairs or replacement parts. If the fuel purchase is for a vehicle or piece of equipment, please indicate the vehicle identification number and mileage or specify "off-road" on the receipt.

All company purchases should follow the below guidelines:

1. Car washes should be ordered at the pump when using the fuelman (Kwik Trip) cards.
2. Corporate Credit Cards (Wells One) cards are for last minute purchases and are the last resort in the form of payment.
3. Direct billing is ideal prior to any use of company cards.
4. Shopping around is required - trying to find the lowest available price within reason is ideal.
5. All capital purchases of \$2500.00 or more must be approved by the COO and the department manager prior to purchasing.
6. If an employee is receiving travel per diems - meals, fuel, and personal items are not approved purchases.
7. Personal items are never to be mixed with business-related purchases.
8. Cardholders may not use their company credit cards to obtain cash advances from banks, credit unions, nor automatic teller machines. The prohibition similarly extends to cash equivalents such as bank checks, traveler's checks, and electronic cash transfers.
9. Never allowed to purchase large amounts of alcohol, or any drugs, and weapons on company credit cards.
10. All receipts must be signed by the purchaser and entered into Paylocity within **48 hours** of purchase.
11. All expense reports must be submitted **weekly** and approved by the manager.
12. Employee Credit Card agreements for each card are required prior to use.
13. Company credit cards are never to be given to unauthorized people.
14. Employees are responsible for all receipts. In case an employee loses an original receipt, they will be required to fill out the form "Lost Receipt Information". This is provide a version to submit with your expense report. However due to the need for original receipts, employees who fail to submit 3 original receipts in 1 year will automatically have purchasing power and all card spend suspended and will face disciplinary action up to and including termination.

Rebates, Perks, Rewards, Promotions: Occasionally, rebates, perks, rewards, or promotions may be offered on products and purchases, purchased at various vendors for the company. Employees are expected to take advantage of applicable rebates when available. All perks, promotions, gifts, rebates, etc. are company property. In such situations, the rebate offer and receipt should be forwarded to the Accounting Department to be completed and mailed in on the Company's behalf.

Corporate Credit Cards: Credit limits and transactions are in place to ensure proper approval workflow. The majority of credit limits will be less than \$250.00-\$2000.00 and based on the role and nature of purchases on behalf of the company. The majority of transaction limits will be less than \$500.00 and based on the role and nature of purchases on behalf of the company. You may apply for an exception if absolutely necessary. Inform our Accounting Department with manager approval about the expense you want to purchase. We may adjust these limits **temporarily** based on your job's specific needs at that time. All permanent credit increases must be approved by your department manager. If you aren't sure about the limits of your company credit card, ask our Accounting Department.

Your responsibilities as a company representative with a credit card:

- Protect it to the best of your ability.
- Report it stolen or lost as soon as possible.
- Use it only for approved reasons.
- Sign legibly all receipts and submitted into Sage Intacct within **48 hours of the transaction being loaded.**
- Document all expenses - noting business related purpose and send weekly credit card expense reports.
- Confirm that the particular expense is allowed under this policy.
- Mind the credit limit and the transaction limit, so you can plan business expenses properly.

S.C. Swiderski, LLC reserves the right to release and withdraw the company credit card any time, with or without cause. Cardholder transactions will be scrutinized to ensure compliance with this policy. A failure to provide receipts or credible explanation and expense details for the unsupported expenditure could result in a deduction from the violator's paycheck (for the cost) and/or disciplinary action up to and including termination. Any prohibited purchases without the manager's approval will be deducted from an employee's paycheck. Any abuse of this policy may result in a suspension, loss of the company's credit card, or disciplinary action up to and including termination. Making prohibited purchases or mis-management of company expenses/funds may result in disciplinary action up to and including termination.

Prior to departure or separation of duties with S.C. Swiderski, LLC, the card holder must reconcile all expenditures on their card account from the last statement. It is the responsibility of the departing employee to ensure that their account is settled prior to departure. All company credit cards must be surrendered upon separation of employment to your manager, Human Resources, or the Accounting Department within 24 hours.

12-2 Travel Expenses & Reimbursement

Employees are eligible to be reimbursed for all reasonable travel and other work-related expenses with the prior approval of your manager is required to travel outside the normal course of your job description. The following items are reimbursable.

- **Travel:** Plane, bus or train fare or use of your own automobile with reimbursement based upon the mileage rate as stated below.
- **Lodging:** Rates for lodging expenses should be pre-approved by the department manager prior to reserving a room.
- **Meals:** There will be no meal reimbursements for single-day trips not requiring overnight stays unless approved by the manager. For travel requiring overnight stays, meals will be reimbursed at \$15.00 per day for the travel day and \$35.00 per day for full days during an overnight, out-of-town trip. No employee is eligible for both this per diem rate and company credit card purchases for meals during their stay.
 - Example #1: The employee leaves at 7:00am Monday to travel to a conference out of town and returns at 5:00pm Tuesday. The employee would be reimbursed \$30 for meals (\$15 each day as they are both travel days).
 - Example #2: The employee leaves at 7:00am on Monday and returns at 5:00pm on Wednesday. The employee would be reimbursed \$65 for meals, (\$15+\$35+\$15). Monday and

Wednesday are travel days and the meal allowance is \$15 per day plus \$35 for Tuesday, which is a full day that requires staying overnight.

- Mileage: Use of a personal vehicle for miles traveled while conducting work-related activities will be reimbursed at a mileage rate of \$0.45 per mile, only if a company vehicle is not available.
 - Carpooling of employees in company-provided vehicles is strongly encouraged.

All employees are required to submit their expense reports (including per diems, and mileage) on a weekly basis via Paylocity. These are due every Friday by 11pm. If the employee fails to complete this in a timely manner, anything over 60 days old will be forfeited for payment/reimbursement. All questions regarding entering your expenses are to be directed to your supervisor. Additional training resources are available on the HR Portal.

12-3 Requisition Approval Policy

S.C. Swiderski, LLC has agreements in place for most facilities, vendors, and services. In addition, we have set up a supervisory hierarchy for approvals based on requisition amounts. Nicole Blum is S.C. Swiderski, LLC's COO and therefore has the designation of top level approver in the supervisory hierarchy.

All purchase requisitions should be submitted via Sage Intacct. They once submitted will be approved and converted by the level of approval needed based on the purchase request amount.

Depending on the purchase amount, the requisition may be auto-approved, or must go through one, two, or three levels of supervisory approval following the guidelines below:

1. If the amount is less than or equal to \$50 then auto-approval with the reason provided by the purchaser.
2. If the amount is between \$50 and \$500 then one level of supervisory approval is required.
3. If the amount is between \$500 and \$2500 then two levels of supervisory approval are required.
4. If amounts are greater than \$2500 this is considered a capital expense and will require the approval of COO prior to purchase.

Example: Sue (property manager) needs a vacuum for her location. The vacuum costs \$110. Sue prior to purchase will require the approval of her Area Property Manager to purchase the items from an approved vendor (i.e. Amazon, Complete Office, Menards, Lowes, Walmart, etc.) Sue receives approval from her direct supervisor (Area Property Manager) and is allowed to place the order. She orders from Amazon and notes the reason when processing, filling out the PO, and sending the order to her supervisor for final approval. The order is approved by the supervisor and delivered to Sue for use.

Any questions on purchase limits should be directed to your manager.

Section 13 - Travel Policies

13-1 Home to Work Travel Policy

Employees with Company Vehicles Assigned:

S.C. Swiderski, LLC is implementing the following travel policy in fairness to all employees. Under IRS regulations for normal commuting travel, when a company provides a vehicle for the employee as part of their services to the company, a taxable fringe benefit is incurred by the employee and must be included in the employee's pay unless the law specifically excludes it. To comply with the commuting rule, S.C. Swiderski, LLC will deduct a commuting fee of \$1.50 one way (\$3.00/day) if an employee takes a company vehicle home or is not left in a community location for other employee use. Maintenance vehicles will be exempt from the commuting rule as their vehicles meet IRS modification regulations and the Maintenance Technician often requires the items stored in the vehicles to complete repairs on demand. If the employee is not traditionally assigned a company vehicle but uses one for business purposes and takes the vehicle home, that employee will also be charged the daily commute charge accordingly.

General Travel with Employee Owned Vehicle:

As a multi-location company and as part of the normal course of a workday, our business requires employees to travel to various locations at the start of their workday. This policy was created to establish a standard across the company distinguishing between normal home to work, work to home travel, and paid travel time. The standards stated below will establish when an employee's workday will begin and end and when reimbursable mileage occurs when you are driving your personal vehicle.

- Home to office travel time is not paid time. (I.e - Property Location, Corporate Office, 301 Main, Warehouse)
- Home-to-work-site and return-to-home travel is paid-time after 30 minutes. (I.e - Construction Job Sites)
- Home-to-work site mileage is paid after 30 miles when driving a personal vehicle, only if a company vehicle is unavailable.
- Special assignments out of town will be paid-time and mileage reimbursed minus any normal daily commute time/mileage.
- Mileage and time are calculated based off Paylocity Expense (mileage calculator).

When your work assignment requires you to travel directly to the work site (variable construction job site), it is the policy of S.C. Swiderski, LLC that travel time of 30 minutes and under is considered normal home to work or work-to-home travel and paid time begins when you reach the work site location. When ending the workday, employees traveling less than 30 minutes from work to home will end their paid time when they leave the last work location prior to heading for home. At the beginning of the workday, if your travel time exceeds 30 minutes, your workday begins after 30 minutes of travel time. At the end of the workday, your paid time ends 30 minutes prior to reaching your home.

- **Example #1:** You live in Wausau and your work assignment for the day is in Wisconsin Rapids, a 45-minute drive spanning 50 miles from your home. You leave your home at 7:00 AM and drive directly to the work site in Wisconsin Rapids. The start of your paid time is 7:30 or 30 minutes after leaving your home. If you are driving your personal vehicle, you can claim 20 miles (50 - 30) as reimbursable mileage. You work on site not leaving until the end of the day at 5:00. It is a 45-minute drive to your home. Under these circumstances, you continue to accumulate paid time for 15 minutes of the drive home, and you can claim 20 miles as reimbursable mileage for the return trip home.
- **Example #2:** You live in Wausau and your work assignment for the day requires you to come to the office per your manager's request or with your manager's approval. After the required stop at the office, you will be working in Wisconsin Rapids for the day which is 40 miles away. At the end of the day, you will be leaving the job site and going directly home. Under this situation, your travel time from home to the office is considered normal home to work travel and is not paid time. Paid time begins when you start your work at the office. When you leave the office, travel time to the work site is paid time and if

you are driving a personal vehicle, mileage from the office to your work site destination is reimbursable mileage. At the end of the day, your paid time ends 30 minutes prior to reaching your home. Reimbursable mileage is paid if your commute home exceeds 30 miles.

- **Example #3:** You live in Wausau, 20 miles from your work site assignment for the day, and you leave home at 7:10 a.m. You arrive at the work site at 7:30. Your paid time begins at 7:30 when you show up at the work site. You cannot claim mileage since it is under the 30-mile limit. Once you are on the job site, you need to travel to Menards on company business using your personal vehicle, and it is 7 miles there and back (14 miles total). Your travel time to Menards is paid time, and you can claim the 14 miles as reimbursable mileage. At the end of the day, you are leaving the job site, and you are asked to go to Menards to return items purchased but not needed. Menards is on your way home. Your paid time ends when you have completed the return process and are leaving the parking lot at Menards. You are eligible to be reimbursed for 7 miles (one way) since that is the distance from the work site to Menards. The miles traveled from Menards to your home is not reimbursable mileage since it is under 30 miles.

13-2 Employees Out of Town Work Policy

As the opportunities for S.C. Swiderski, LLC projects extend to sites beyond a reasonable daily commute, the company must address the work hours and concerns of employees working on these sites as well as cost management of project budgets to continue our growth and development.

Consideration is given to coordinating work schedules of all employees and subcontractors working on sites, as well as timing and commitments for project schedules. Therefore, S.C. Swiderski, LLC implements the following policy for work hours, travel and lodging.

- Employee time is paid after 30 minutes of travel.
- Mileage is paid after 30 miles, subject to use of company vehicle, group travel or personal travel exceptions as noted below.
- If one-way travel surpasses 1 hour 30 minutes (1.5 hours) and if the assignment lasts more than one day, overnight lodging arrangements will be made.
- Overnight lodging is determined by management personnel.
- Required overnight lodging arrangements will be made by the management or construction office assistant (construction only).
- Mileage and time are calculated based off Paylocity Expense (mileage calculator).

Booking: All construction lodging will be coordinated through Hotel Engine. Please refer to Process Form: Hotel Engine and Project Ops Manager/Construction Office Assistant for further information.

Conditions: Out of town travel arrangements will be determined by the Department Manager. Collective meeting locations may be determined to minimize personal use of vehicles. If a company vehicle is used employees will be reimbursed for time only. If the use of an employee's personal vehicle is required, that employee will be reimbursed for mileage based on the company mileage guidelines.

Exceptions: If, for personal reasons, an employee chooses not to travel collectively with other employees and chooses to drive a personal vehicle or the employee chooses to forego hospitality arrangements, the employee takes on the additional travel costs (accommodations, meals, mileage, etc), outside the S.C. Swiderski, LLC travel policy.

If you have concerns with your lodging arrangements or received poor accommodation/services at a hotel, all complaints should be directed to your supervisor for review. All personnel issues at lodging sites should be directed to the employee's supervisor at all times.

13-3 Work Hours

The normal workday for staff working out of town is between eight (8) to ten (10) hours per day. Normal workdays are Monday-Friday each week. Overtime is paid for over forty (40) hours per week. Work day extensions or shortened workdays will be determined by the department manager or site superintendent.

Changes to the above work schedule may be affected by various situations including, but not limited to, project management requirements, material delays, or weather-related conditions. If changes to the above schedules are required, these changes will be communicated to affected employees as soon as possible so employees can utilize work and personal time effectively in Paylocity.

If Friday is a scheduled work day for employees working out of town and requiring overnight accommodation (the previous night), the following work hours will be required:

- Minimum of eight hours of work time (excluding travel time)

Please note: The department manager or site superintendent may increase the previous days' hours to finish projects and remove the need to stay/lodge an additional night due to project completion as needed.

In the event an employee who is scheduled to work out of town becomes ill or is unable to work due to health conditions while out of town, the absence is treated the same as any other unexcused absence. Employees are eligible to take PTO hours if they have time available or the time will go unpaid. All absences must be reported to your supervisor one (1) hour minimum prior to the start of your work day. All accommodations pre-arranged and paid for by the company may be required to be paid by the employee if the employee is unable to work as part of the out-of-town work schedule.

13-4 Overnight Lodging

S.C. Swiderski, LLC will arrange accommodations and payment at an agreed-upon rate with a standard, quality hotel if an employee's one-way trip surpasses 1.5 hours (from home) and lasts for more than one scheduled day. If an employee chooses not to accept the arrangements provided by S.C. Swiderski, LLC, the employee may make alternative arrangements. If an employee chooses alternative accommodations, they will need to provide their transportation to and from the alternative location as well as be responsible for all expenses incurred (cost of hotel, meals, etc.).

The department manager will determine when/who is required to stay overnight on projects. If overnight stays are required, the following policy will prevail:

- If an employee's first day commute to a job site is more than 2 hours (from home), their adjusted scheduled start time will be 8am to allow for reasonable travel and arrival time.
- A hotel room will be provided for all staff required to stay overnight. The room will be reserved for two employees of the same gender per room and will have two beds.
- Crew leads, Site Superintendents, and Field Supervisors will have the option to stay the night prior to the start of the work week if a job site is more than 2 hours (from home) to ensure timely arrival at the job site to manage business operations at normal shift start times.
- Management will be provided a single room (in Construction, this is Site Superintendent and above) with the option to share a room with another employee of the same gender. (See the following segment for Site Superintendent's alternative lodging option).
- Employees with certain medical conditions may request a single room. Not all requests will be approved. Please see Human Resources for a confidential evaluation for reasonable accommodation.
- If an employee chooses not to share a room or make their own arrangements, this employee will be reimbursed 45% of the negotiated rate of the hotel we are providing per night (up to four nights, unless overtime is pre-authorized) and will be required to pay for the room out of pocket (up-front). Employees not required to share a room will be reimbursed 90% the negotiated rate of the hotel we are providing. Receipts for paid lodging along with a manager-approved monthly expense report will be required for reimbursement.

- If an employee stays at a location other than an approved hotel, (example: Airbnb, personal cabin, friend or relative's home, etc.) no lodging reimbursement will be paid.
- In all cases, S.C. Swiderski, LLC may consider alternative lodging options as needed.
- Guests while lodging overnight (outside of company employees) are not allowed.
- Lodging costs for additional nights or extended personal travel are not eligible for reimbursement. Employees are required to check out at required booking times. If an unapproved extended stay occurs, the employee will be deducted those costs from their paycheck. All reimbursable expenses will cease as of the expected return date and time.
- Exceptions are made at the manager's discretion.
- Any issues regarding company-arranged accommodations should be directed to the employee's supervisor to initiate a possible adjustment in future accommodations. Due to the nature of hotel availability, booking notice, and billing, changes in accommodation may not be made.

Site Superintendent Alternative Lodging Option

Construction Site Superintendents working on job sites where lodging for the duration of the project is required will now have the option to stay in an S.C. Swiderski, LLC apartment home or alternative lodging solutions, instead of a hotel in which the Company will cover the cost of the rental unit, including the security deposit.

Employees taking advantage of this option will be held responsible to the S.C. Swiderski, LLC Residential Lease, Rules and Regulations, Non-Standard Rental Provision and Maintenance Issues, as non-employee tenants would be. Employees are responsible for scheduling maintenance requests as needed, and will be held financially responsible for any damages incurred during their tenancy and are responding for turning over a properly cleaned unit at the time of their move-out. Employees wishing to take advantage of this alternative lodging option have to speak with their Project Manager to handle the accommodations.

Please note these accommodations may be required based on business needs at any time.

13-5 Employee Conduct

Employees are responsible for accurately tracking, calculating, and reporting travel time on their time sheets in accordance with timekeeping policies. Employees are representatives of the company at all times while traveling for work purposes. All employees are required to follow company workplace conduct while lodging in hotel accommodations. Any employee who violates company policies, workplace conduct guidelines or fails to behave in a professional manner while traveling for work on behalf of SCS, may be issued disciplinary action up to and including termination. Please see General Standards of Conduct for further clarification.

All personnel issues or concerns while employees are traveling on behalf of SCS should be forwarded to the personnel's supervisor right away.

Section 14 - Closing

14-1 A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about S.C. Swiderski. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, S.C. Swiderski, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management or Human Resources if they have any questions about the Company or its personnel policies and practices.

Further resources are readily available on the Employee HR Portal via Paylocity.

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help employees become acquainted with S.C. Swiderski. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of S.C. Swiderski's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of S.C. Swiderski other than CEO or the Owners may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

The signed original copy of this acknowledgment will be stored in your electronic employee record, and will be filed in your personnel file.

Receipt Of Non-Harassment Policy

It is S.C. Swiderski's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, tenants, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by S.C. Swiderski.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on Company premises, while on Company business (whether or not on Company premises), business-related social events, or while representing the Company. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

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

Examples of conduct that could violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar (including profanity) gestures, posters, texts, or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;

8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.
13. unprofessional and harmful communication (in any form) where workplace safety and well-being are affected, resulting in interruption of business operations or creates a hostile work environment.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to any member of management. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy. When an investigation indicates that harassment has occurred, management will take appropriate corrective action, including, but not limited to, placing the harassing employee on unpaid leave or terminating their employment.

Retaliation Prohibited

In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in immediate termination.

I have read and I understand S.C. Swiderski's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

The signed original copy of this acknowledgment will be stored electronically in your employment record, and will be filed in your personnel file.