



## **Employee Handbook**

### **General Handbook Requirements**

This handbook is directed to Tri-Tex Electric employees. From time to time, we revise this handbook to keep up with changes. We cannot republish the handbook each time a change occurs; therefore, some material may become obsolete without prior notice to you. If any information contained in this booklet conflicts with information published at a higher level of authority within the company, the information in those bulletins, policies, etc., will prevail. As the contents of this booklet change, you will be notified. You are solely responsible for regularly updating your handbook.

Tri-Tex Electric reserves the right to modify, change, disregard, suspend, or cancel at any time, without written or verbal notice, all or part of the handbook's contents as circumstances require.

### **Customer Service**

Our business depends completely on our customers and their satisfaction. Our success depends on your customer service. You are expected to deliver extraordinary service during every contact that you have with customers.

### **Employee Conduct and Responsibilities Attendance**

Few things have a negative impact on customer service or the morale of Tri-Tex Electric and/or other employees as employees not reporting to work when scheduled. It can hurt the quality and efficiency of customer service and create burdensome additional work for others.

### **Tardiness**

Employees are expected to be at work at the time their shift begins. In the event you are unable to arrive at your scheduled time, you should call the manager/owner prior to the start of your shift. More than three occurrences of tardiness will result in a written warning.

### **Absenteeism**

We believe our employees are committed to their respective roles and are absent only due to unexpected illness or injury or other serious conditions. If you find it necessary to miss a scheduled work shift, you should call and speak directly to the manager/owner at least one hour prior to the start of your shift. An absence is defined as an unscheduled failure to report to work for your shift for any reason (i.e., employee illness, illness of a family member, car trouble, etc.).

More than five occurrences of absences will result in a written warning. Multiple absences (consecutive or otherwise) for the same illness will be considered one occurrence. Exceptions to this policy may be made depending on whether absences are covered under the Americans with Disabilities Act and the Family Medical Leave Act.

A doctor's note may be required for absences of more than one day.

An employee who fails to notify manager/owner of an intended absence is subject to termination.

### **Leaving Property During Work Hours**

It is recognized that, at times, an employee must leave the property during working hours to conduct personal business. When it is necessary to leave the property at any time during working hours, you must:

- Obtain permission from the manager/owner before leaving the property
- Check back in with the manager/owner at the time of your return



## **Personal Time Off**

**Requested Absence:** Occasionally an employee may need time off from work to attend important personal matters that must be handled during normal work hours. This time off from work may need to be for brief periods of time or a full day. The time off must be scheduled as far in advance as possible to allow company functions to continue with minimal disruption. Employees may have the opportunity and/or be required to make up lost time by working additional hours during the same work week. Excessive personal time off may lead to time off without pay, disciplinary action and or termination.

**Jury Duty:** Employee wages will NOT be paid or reimbursed for absences due to jury duty or as a court witness in accordance with local or state law. Employee must present any summons to appear as a juror or court witness to management/owner within the time frame prescribed by local ordinance or state law that has jurisdiction. This is necessary for the company to prepare for the employee's absence.

## **Pay Period**

All employees will be paid on a weekly basis, with the pay period starting on Saturday and ending on Friday. Hours worked for employees who work on project sites will be recorded through T-Sheets. T-Sheets is an App that's installed on the employee's mobile device. It's the Employee's responsibility with the help of qualified management to ensure hours are being properly recorded. It's the employee's responsibility to possess a fully functioning mobile device to run this App.

## **Payday**

Employees will be paid every Friday for the previous work pay period. If payday falls on a recognized Company Holiday, management will inform of an alternate payday for that payday. There will be NO advancements against payroll for any employee. Unless previous arrangements have been made, an employee's paycheck may NOT be delivered to anyone but that employee. If employee is not available to personally receive their check, it will be mailed to address listed on application documents. Paychecks that are due while an employee is on vacation will be held at the main office unless management is instructed otherwise.

## **Garnishments**

When served with a court ordered notice of garnishment, Tri-Tex Electric will begin to deduct from an employee's pay the appropriate dollar amounts as ordered. With some garnishments, Tri-Tex Electric may assess the garnishee any allowable fees associated with that garnishment. Tri-Tex Electric cannot reduce or remove a garnishment without an order from the court of jurisdiction that issued the original garnishment order.

## **Company Vehicles**

Only authorized and qualified employees may operate Tri-Tex Electric owned/leased vehicles. This includes job site and service vehicles. State and local traffic laws and their associated fines will be the responsibility of the operator. Drivers and passengers must wear seat belts at all times. Company vehicles must be cleaned and properly maintained on a regular basis by the employee assigned to the vehicle. Cleaning and normal maintenance of vehicles must be done as to NOT interrupt normal work week. Monthly inspections will occur to ensure the integrity of all vehicles. Vehicle privileges can be suspended at the manager/owner's discretion in the event of re-occurring failed inspections. The expense purchases of vehicle items must be approved by the management/owner before they are made. All purchase receipts for any vehicle related expense shall be sent to the main office for record keeping purposes.

## **Company Uniforms**

Employees will be issued company uniforms and apparel at the discretion of management/owner. Uniforms and apparel issued must be worn at all times during work hours. It is the employee's responsibility to clean articles of clothing daily. Employees may NOT for any reason wear any other



Electrical or Competing company's apparel while on the job. Apparel from partner companies must be approved by management/owner before it can worn while on the job or during working hours. All company issued uniforms, articles of clothing and apparel must be turned in to management/owner if employee is terminated or released.

### **Personal/Social Relationships in the Workplace**

Tri-Tex Electric employees should maintain professional and business-like relations with all employees and all customers at all times. With the exception of company-sponsored functions, fraternization with customers is not allowed on the Tri-Tex Electric premises. Failure to follow this policy is considered serious misconduct and may result in disciplinary action or termination.

### **Non-Violence**

Tri-Tex Electric will not tolerate violence in the workplace. Tri-Tex Electric strictly forbids, under penalty of termination:

- Possession of a Lethal Fire Arms on company or project premises
- Fighting, hitting, pushing or otherwise striking another person while on company premises or arising from company business
- Threatening, either open or veiled, verbal or physical, a customer, another employee, or manager/owner

If you are witness to or subject to a threat or act of violence, walk away and report it immediately to the manager/owner. No act of reprisal will be taken against any associate for reporting a threat or act of violence.

### **Substance Abuse Policy**

Tri-Tex Electric is committed to maintaining a safe, healthy and productive work environment for all of its employees. Abuse or involvement with alcohol, drugs or controlled substances can adversely affect the work environment, job performance and safety of all employees and customers. Therefore, the use or possession of prescription drugs without a valid prescription; the offer to sell prescription drugs; the use, possession or offer to sell illegal drugs; and the unauthorized consumption of, reporting to work, or working under the influence of alcohol are expressly prohibited.

### **General Points**

1. Tri-Tex Electric intends to provide a safe, drug-free environment for all of its employees.
2. Tri-Tex Electric recognizes alcohol and chemical dependencies as treatable illnesses.
3. An employee who has an alcohol or chemical dependency and requests treatment will be given one opportunity to seek professional treatment, provided no grounds for termination exist. If a personal Leave of Absence is requested and granted, Leave of absence guidelines will apply.
4. Even though an employee may have an alcohol or chemical dependency, he/she is expected to comply with all Tri-Tex Electric policies and performance standards.
5. Possession or use of illegal substances may result in immediate termination and prosecution. Unauthorized possession and/or use of alcohol on the job and/or Tri-Tex Electric property may result in disciplinary action up to, and including, immediate termination.

### **Introductory Period**

The first 90 days of employment is an introductory period, during which associates will be evaluated to determine their suitability for their position. An employee may be terminated during this time period for any reason, with or without notice.



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## **Progressive Discipline**

It is our belief that discipline should be a positive process allowing an individual to improve his/her understanding and performance of his/her duties. Our discipline procedure is designed to enable the employee and the manager/owner to identify and agree on areas of misunderstanding, conflict or poor performance and together outline and agree on corrective measures required to prevent the same or similar difficulties in the future. When policies and procedures are not being followed, it is the responsibility of the manager/owner to address the situation. This may be done in two ways: by using a written warning or following the progressive discipline process. Both are meant to make employees aware of concerns and give them the help needed to correct the situation.

## **Progressive Discipline Process**

There are three steps in the progressive discipline process. Each step is taken in the form of a written warning.

## **Written Warning**

This is a serious action taken by the manager in response to inappropriate behavior or when a previous discussion has not been effective.

An employee can be terminated under progressive discipline if he/she has TWO written reprimands and a THIRD incident or situation occurs within a 6-month period, which either violates policy or rules, or indicates inappropriate behavior or poor judgment.

The format of the written warnings may be in a letter, memo, or written warning form. Written warnings should be signed by the employee to acknowledge that he/she has read and understands what is written.

The first 90 days of employment is considered an introductory period. During this period, if one written warning occurs, termination may result.

Written warnings will expire when they become one year old. They are retained in your file for reference.

Our progressive discipline policy provides an employee the opportunity to improve performance problems. As part of that policy, all disciplinary steps involving tardiness and/or absenteeism are included in the discipline policy and are not treated separately.

## **Termination**

An employee may be discharged without any prior warning, regardless of length of service, if he/she commits any of the following immediate terminable offenses:

1. Possession of a weapon on company premises
2. Willful or careless significant damage or destruction to company property or the property of another employee, customer or vendor.
3. Embezzlement
4. Theft, attempted theft or removal from the premises without proper authorization of company property or the property of another employee, customer or vendor.
5. Falsification of company records, including but not limited to, employment applications, payroll, and financial reports.
6. Hitting, pushing or otherwise striking another person or any other disorderly conduct while on company premises or arising from company business relations.
7. Threatening, open or veiled, verbal or physical, an employee, customer, or vendor.
8. Harassment (to include sexual) by employees (management and non-management) of one or more employees, vendors, or customers.



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9. Possession, use or being under the influence of illegal substances while on company time and/or premises.
10. Unauthorized possession, use or being under the influence of alcohol while on company time and/or premises.
11. Sale or attempted sale of illegal substances while on company time and/or premises.
12. Failure to carry out a reasonable job assignment or job request of the manager/owner, after being warned that failure to do so may result in termination.
13. Unauthorized entrance/access to offices or computer information sources.
14. Conviction of a felony.
15. Serious misconduct.
16. Unauthorized or inappropriate use of company software, computer networks, inter/intra/extra nets, email, fax, phone, and letterhead or other Tri-Tex Electric Company forms or documents.
17. Unauthorized review, disclosure or distribution of confidential customer, employee or vendor information.
18. Excessive unexcused absences which consists of more than 5 missed work days in a 12 month period
19. Use of company property without the consent of the owner / manager
20. Offensive personal hygiene

Please be aware that if you walk off the job, manager/owner will interpret this as job abandonment and it will result in termination.

**Note:** This list is not intended to be all-inclusive. Actions, which are of a serious nature and not found on this list, may be subject to immediate termination upon the discretion of management.

## **Confidentiality and Disclosure**

Communication is a vital part of any organization. It is important not to disclose or remove information or materials unique to Tri-Tex Electric. Any disclosure of company, customer, or employee information will result in disciplinary action up to, and including, termination.

## **Solicitation**

Solicitation of employees during work time by, or on behalf of, an individual, organization, club, or society is prohibited. The distribution of any literature, pamphlets or other material in a company work area is likewise prohibited. Employees may not solicit others while they are engaged in the performance or work tasks.

## **Business Integrity**

We expect our employees to uphold our high standards of business conduct. Unfortunately, people don't always make the right decision. If you know of any unethical conduct, please report it to the manager/owner

## **Employee Acknowledgement:**

I have carefully reviewed the **General Handbook Requirements Section**, and I understand its contents. I agree to abide by this policy and understand that my conduct will be governed by this policy.

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Employee Signature

Date



## **Policy on Harassment and Professional Conduct**

Tri-Tex Electric strives to provide for all employees a professional and congenial work environment, and will take all necessary steps to ensure that the work environment remains pleasant for all associates. An integral part of this type of work environment is for all employees to treat each other with courtesy, consideration, and professionalism.

The company will not tolerate harassment of any employee by any other employee, supervisor, vendor, or customer. Harassment for any discriminatory reason, such as race, color, sex, national origin, disability, sexual orientation, age, religion, or veteran status, is prohibited by state and federal laws in the U.S., and may subject the company and/or individual harasser to liability for any such unlawful conduct. With this policy, the company prohibits not only unlawful harassment, but also other unprofessional and discourteous actions.

### **Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

- a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment.
- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
- c. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile or offensive to the employee.

Each employee must exercise good judgment to avoid engaging in conduct that may be perceived by others as harassment. The following is a partial list of conduct that would be considered sexual harassment:

#### **1. Verbal**

Repeated sexual innuendos, sexual epithets, derogatory slurs, sexually explicit jokes, obscene or sexually suggestive comments about a person's body, offensive or unwelcome flirtations, unwanted sexual advances or propositions, threats, or suggestive or insulting sounds.

#### **2. Visual/Non-verbal**

Derogatory or sexually explicit posters, cartoons, photographs, magazines, drawings or other printed items; suggestive objects or pictures; emails, screen-savers or other electronic communications; graphic commentaries; leering, or obscene gestures; and

#### **3. Physical**

Unwanted physical contact, including touching, interference with an individual's normal work movement, or assault.

### **Other Types of Harassment**

Tri-Tex Electric also prohibits harassment on the basis of race, color, national origin, religion, gender, physical or mental disability, sexual orientation, age, veteran status, or any other characteristic protected by applicable law. Such prohibited harassment may also be evidenced by similar verbal, non-verbal, or physical conduct as described in the sexual harassment category.



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**Complaint Procedure**

Employees who believe they have been subjected to objectionable conduct should immediately tell the harasser to stop the unwanted behavior and report it immediately to the manager/owner.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee is exempt from this policy. In response to every complaint, the company will conduct an immediate, thorough and objective investigation. The company will, to the extent possible, protect the confidentiality of harassment complaints. If the company determines that a violation of this policy has occurred, it will take corrective and preventative actions where necessary. A determination regarding the harassment alleged will be made and communicated to the person claiming harassment as soon as practical. Employees violating the policy, however, are subject to discipline up to, and including, termination.

The company strictly prohibits retaliation against any person by another employee for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing. An employee who brings such a complaint to the attention of the company in good faith will not be adversely affected as a result of reporting the harassment.

**Employee Acknowledgement:**

I have carefully reviewed the **Policy on Harassment and Professional Conduct Section**, and I understand its contents. I agree to abide by this policy and understand that my conduct will be governed by this policy.

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Employee Signature

Date



## **Conditions of Employment**

**Conditions of employment, which will be reviewed in orientation, are listed below for your reference.**

As an employee of Tri-Tex Electric, I agree to faithfully perform my job in a responsible manner. I further agree to read and/or learn all present rules and regulations and any future rules and regulations that may be issued by Tri-Tex Electric through material provided to me. The rules and regulations listed herein are not all-inclusive.

### **I understand that:**

1. My employment is conditional upon successful completion of a 90-day introductory period. I also understand that during the introductory period I may be discharged according to the policy as set forth in this handbook or for any reason the company does not see me fit. I also understand that should I be let go within this 90-day introductory period I will not be extended any unemployment benefits.
2. Tri-Tex Electric operates 5 days a week, 8 hours a day, and management may change my schedule in order to accommodate customers. Also, I understand that I may be asked to work different hours (other than the ones which I normally work) to meet business demands.
3. I understand that it is mandatory that I show up on time Monday thru Friday. I also understand that if through an emergency I cannot arrive at work on time, I will call and speak directly to the manager/owner at least one hour prior to missing work otherwise it will be considered an unexcused absence. A doctor's note is required to excuse an absence
4. I am required to perform the duties of my job in the prescribed, safe manner and immediately report all job-related injuries to the manager/owner.
5. I have the right to terminate my employment at any time and my employer retains a similar right. My employer's personnel policies and/or handbooks do not constitute an employment contract.
6. The company has the right to modify, rescind, suspend or cancel any of its policies at any time and/or to add new rules of conduct without my consent. The company agrees to notify me of these changes.
7. The contents of this handbook and all Tri-Tex Electric manuals dealing with employment policies are presented as a matter of information only and are not to be understood or construed as a promise or contract between Tri-Tex Electric and its employees.

### **I further understand that:**

I may be discharged without any prior warning if I commit any of the following acts:

1. Possession of a weapon on company premises
2. Willful or careless significant damage or destruction to company property or the property of another employee, customer or vendor.
3. Embezzlement
4. Theft, attempted theft or removal from the premises without proper authorization of company property or the property of another employee, customers or vendors.
5. Falsification of company records, including but not limited to project documents, employment applications, payroll, and/or company report documents.
6. Hitting, pushing or otherwise striking another person or any other disorderly conduct while on company premises or arising from company business relations.
7. Threatening, open or veiled, verbal or physical, an employee, customer, or vendor.
8. Harassment (to include sexual) by employees (management and non-management) of one or more employees, vendors, or customers.
9. Possession, use or being under the influence of illegal substances while on company time and/or premises.
10. Unauthorized possession, use or being under the influence of alcohol while on company time and/or premises.
11. Sale or attempted sale of illegal substances while on company time and/or premises.



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12. Failure to carry out a reasonable job assignment or job request of the manager/owner, after being warned that failure to do so may result in termination.
13. Unauthorized entrance/access to offices or computer information sources.
14. Conviction of a felony.
15. Serious misconduct.
16. Unauthorized or inappropriate use of company software, computer networks, inter/intra/extra nets, email, fax, phone, and letterhead or other Hollis Taylor forms or documents.
17. Unauthorized review, disclosure or distribution of confidential customer, employee or vendor information.

**Employee Acknowledgement:**

I have carefully reviewed the **Policy on Conditions of Employment Section**, and I understand its contents. I agree to abide by this policy and understand that my conduct will be governed by this policy.

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Employee Signature

Date



## Benefit Availability & Packages

### Vacation

**Eligibility:** All full-time employees of Tri-Tex Electric are eligible to receive vacation with pay after one year of service. Vacations are computed on a calendar year basis and are advanced on January 1<sup>st</sup> of each year. Advanced time is not totally earned or accrued until the end of the calendar year.

**Amount of Vacation:** The amount of vacation each employee receives, after a year of service, is based on years of service and pay status.

**Breaks in employment:** Should a full-time employee have a break in service, the years of service will be cumulative, and include all time employed by Tri-Tex Electric, less periods of time not worked for the company.

**Vacation Scheduling:** 1) Employees must obtain approval of their supervisor prior to taking vacation time. Scheduling approval must be 30 days in advance for one day off or less and 60 days in advance for more than one consecutive day. 2) Vacation time must be taken in whole days, and can be taken in any combination of days when approved in advance.

**Holidays:** In the event that a Tri-Tex Electric paid holiday falls within a vacation period, the holiday is not counted as a vacation day and will be paid as a Holiday. Temporary and 1099 Contractor Employees qualify for Holiday Pay once 90 day probationary period is met. **The holidays that are considered paid are: Thanksgiving Day, Christmas Day, New Year's Day, 4<sup>th</sup> of July, Labor Day and Memorial Day.**

**Accrual:** 1099 Contractor Employees are not eligible for vacation accrual. All vacation time must be used within the one year period from start date. If employee is terminated or resigns any unused vacation time does not have a cash payment value. It is each employee's responsibility to check their vacation leave records periodically to insure they are correct and to efficiently plan and use this benefit.

### Health Insurance

Tri-Tex Electric provides a group medical plan for all its employees who are scheduled to work 30 or more hours a week and have been employed for 90 days. Temporary or 1099 Contractor Employees, even those scheduled to work at least 30 hours per week, are not eligible.

**Participation Begins:** Participation in the medical and dental plan begins on the 91<sup>st</sup> day the employee reports for work. Employee's dependents are also eligible for enrollment at the same time.

**Cost:** Tri-Tex Electric pays 50% of the employee's insurance. If an employee enrolls their dependents under the plan, the employee pays a 100% of the dependent cost. Dependent coverage is grouped into three categories: spouse only, child(ren) only, and family. The employee's portion is automatically deducted from each paycheck.

**Dropping Dependent Coverage:** If an employee decides to drop coverage on their dependents, this coverage cannot be reinstated unless a Special Enrollment even occurs as described in the plan booklet. Depending on the circumstances, the dropped dependents may have other continuation or conversion rights. Employees should consult Tri-Tex Electric Human Resources in advance of any such changes for details on applicable rights.

**Termination:** Coverage terminates on the last day the employee is actively working. If employment is terminated, the employee will be given the opportunity to continue under Full Financial Responsibility of Coverage. If the employee does not comply and complete the Election for Continuation of Group Health Coverage form by the following pay period after their last day, coverage will automatically be discontinued.

### Dental/Vision Insurance

Tri-Tex Electric provides voluntary dental and vision plans for all its employees who are scheduled to work 30 or more hours a week and have been employed for 90 days. Temporary or 1099 Contractor Employees, even those scheduled to work at least 30 hours per week, are not eligible.



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**Participation Begins:** Participation in the dental and vision plans begin on the 91<sup>st</sup> day the employee reports for work. Employee's dependents are also eligible for enrollment at the same time.

**Cost:** Tri-Tex Electric does not pay for dental or vision plans and is a voluntary based plan. The employee is responsible for 100% of the cost. If an employee enrolls their dependents under the plan, the employee pays a 100% of the dependent cost as well. Dependent coverage is grouped into three categories: spouse only, child(ren) only, and family. The employee's portion is automatically deducted from each paycheck.

**Dropping Dependent Coverage:** If an employee decides to drop coverage on their dependents, this coverage cannot be reinstated unless a Special Enrollment even occurs as described in the plan booklet. Depending on the circumstances, the dropped dependents may have COBRA or other continuation or conversion rights. Employees should consult Tri-Tex Electric Human Resources in advance of any such changes for details on applicable rights.

**Termination:** Coverage terminates on the last day the employee is actively working. If employment is terminated, the employee will be given the opportunity to continue under Full Financial Responsibility of Coverage. If the employee does not comply and complete the Election for Continuation of Group Health Coverage form by the following pay period after their last day, coverage will automatically be discontinued.

### **Employee Acknowledgement:**

I have carefully reviewed the **Benefit Availability & Packages Section**, and I understand its contents. I agree to abide by this policy and understand that my conduct will be governed by this policy.

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Employee Signature

Date



## **Information Protection Agreement**

Every Tri-Tex Electric employee is responsible for looking after the company's interests and assets. Some of our most valuable assets include our company information, documents and devices we use to process and store that information. To help you learn how to protect the company's confidential information, documents and device systems, read this summary and the attached Information Protection Agreement carefully.

Providing you with access to accurate and complete information is important to Tri-Tex Electric business success. Much of the information that employees work with contains or involves confidential information. To protect this information, you must be prudent with your oral conversations, paper documents, and the systems you access on the computer.

Legally, confidential information will retain its value only so long as it is protected in confidence and used appropriately.

A few simple actions can help protect Tri-Tex Electric information and computer systems, our customers, and employees – including yourself! Please read the attached Information Protection Agreement, sign the acknowledgement at the bottom, and return it to the manager/owner.

### **As a Tri-Tex Electric Employee, I will protect information by agreeing to:**

- The use confidential information only as needed for my job responsibilities, and share such information only with those employees who need it to do their job responsibilities.
- Keep confidential information, company documents, sensitive equipment and any other relative sources thereof in a secure place.
- Comply with local laws regarding data privacy.
- Properly dispose of confidential materials when no longer needed, keeping in mind records retention requirements.
- Treat other companies' confidential information with the same level of care I would for Tri-Tex Electric.
- Ask the manager/owner if I am unsure how to handle an information request.
- Allow access to company information by third parties only under confidentiality agreements approved by the manager/owner.
- Use caution when faxing or emailing sensitive information. Such transactions must be approved by manager/owner.

### **As a Tri-Tex Electric Employee, I will protect information by agreeing to:**

- Use company voicemail, email, Internet access, and technology wisely and primarily for business purposes ONLY. Personal use of Tri-Tex Electric company tools may result in disciplinary action or termination.
- Comply with computer software laws by not copying software unless allowed by the vendor or Tri-Tex Electric owner.
- Avoid computer use viruses that may destroy the integrity of confidential information. Any downloads made on Tri-Tex devices Must be approved my manager/owner before proceeding.
- Not create, view, or forward offensive or inappropriate voicemails, emails, or Internet postings related to a person's race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran status. (Remember, a company record of this information exists and it is NOT private information of the employee.) Such actions may result in disciplinary action or termination.
- Not use the Internet to access inappropriate sites such as those containing sexually explicit content, gambling, hate speech, or crime skills.



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- Avoid opening or downloading computer files or software from unknown sources through email, the Internet, bulletin boards or other means.
- Not create, view, or forward jokes, cartoons, games, or chain letters.

**Employee Acknowledgement:**

I have carefully reviewed the **Information Protection Agreement**, and I understand its contents. I agree to abide by this policy and understand that my conduct will be governed by this policy.

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Employee Signature

Date



## **Employee Safety and Accident Prevention**

Accident preventions are a vital part of the company. Tri-Tex Electric works hard through training and education to ensure the working conditions are safe. We have carefully set up safety guidelines that **MUST** be followed by every employee to ensure the safety of the employee, partners, clients and customers. Safety performance ON and OFF the jobsite is an important responsibility to ensure everyone makes it home to their respective families each day.

**The following safe work rules are in place but NOT limited to the following:**

- 1) Immediately Report every incident or accident, **NO MATTER THE SEVERITY**, to your manager or the owner via phone, text and/or email or if urgent via phone call.
- 2) No smoking on the premises outside designated areas.
- 3) At all times, wear/use safety PPE provided for your protection.
- 4) Each employee is responsible for knowing, understanding, and complying with all local, state, and national laws concerning electrical safety.
- 5) **NO HOT WORK**
- 6) When lifting:
  - A: Utilize partner method
  - B: Bend at the knees, keeping back straight and head up
  - C: Lift gradually, avoid jerking and twisting

Disciplinary action may be taken in the event unsafe work practices are observed.

### **Emergency Procedures**

In case of an emergency, remain calm. Dial 911 immediately. Answer questions briefly and as accurately as possible. Notify the manger/owner immediately.

### **Employee Acknowledgement:**

I have carefully reviewed the **Employee Safety and Accident Prevention Section** and I understand its contents. I agree to abide by this policy and understand that my conduct will be governed by this policy.

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Employee Signature

Date