

Employee Handbook

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Contents

Letter from the President	5
Our Vision	6
At-Will Employment (PEO)	6
Important Definitions for Employers Using a PEO	6
Our Values	7
Ethics.....	7
Confidentiality and Nondisclosure of Trade Secrets	7
Quality	8
Sustainability.....	8
Continuous Improvement.....	8
Safety	9
Good Conduct.....	9
Your Employment, Pay and Benefits	9
Anniversary Date	9
Employee Status	9
Changes in Personal Data	10
Americans with Disabilities Act/Reasonable Accommodation.....	10
Equal Employment Opportunity.....	11
Non-Harassment Policy	12
Sexual Harassment	12
Reporting Discrimination and Harassment.....	13
Religious Accommodation	13
Schedules, Breaks and Working from Home	14
California Breaks	14
Arizona Breaks	14
Benefits.....	15
Medical, Dental and Vision Insurance	15
COBRA Coverage.....	15
Medical Premiums and Health Savings Accounts (HSA).....	15
Life Insurance.....	16
401(k) Qualified Retirement Plan	16

Employee Assistance Program.....	16
Pay	16
Recording Your Time.....	17
Direct Deposit	17
Paycheck Deductions.....	17
Paychex - Human Resources Online (Self-Service Portal)	18
Paid Time Off (PTO)	18
PTO Usage.....	19
PTO Requests.....	19
PTO Donation.....	20
Separation of Employment.....	20
Holidays	20
Bereavement Leave	20
Jury Duty	21
Paid Time Off - Part-Time Employees.....	21
Paid Sick Time (PST) - All Employees	22
Time Off for Voting	22
Military Leave	23
California Family Rights Act.....	23
Pregnancy related disability leave and accommodation.....	25
Personal Leave of Absence	26
Travel Pay.....	26
Local Jobs	26
Non-Local Jobs	27
Travel and Expense Reimbursement.....	27
Reimbursable Expenses	27
Documentation	28
Approvals	28
Air Travel.....	28
Lodging.....	29
Rental Cars.....	29
Personal Vehicles	29
Credit Cards	30

Expectations	30
Workplace Safety.....	30
Job Hazard Analysis (JHA)	31
Solar Gain Vehicle Safety Policy.....	31
Fit for Duty	31
Illness	31
Prescription and Other Drug Usage.....	31
Representing Solar Gain	32
Contact with the Media.....	32
Contact with Customer.....	32
Professional Behavior	33
Appearance.....	33
Conducting Personal Business	34
Conflicts of Interest	34
Romantic Relationships at Work	34
Work Area.....	35
Attendance	35
Notifying Your Supervisor and Team of Absence	35
Scheduled Absences	35
Unplanned Absences	35
Tardiness.....	36
Non-solicitation/Non-distribution Policy.....	36
Smoking in the Workplace.....	37
Firearms	37
Protecting Life and Property.....	37
Prohibited Conduct.....	37
Reporting Issues.....	38
Incident Reporting	39
Criminal Activity and Arrests	39
Other Employment	39
Electronic Communications and Technology	39
Security of Electronic Devices.....	42
Using Your Device.....	42

Company Issued Cellular Telephones..... 43
Social Media..... 43
Closing Statement..... 44
Acknowledgment of Receipt and Review (PEO) 45

Letter from the President

Welcome to the Solar Gain team! We hope that your employment with Solar Gain will be rewarding and challenging. We take pride in our employees as well as in the products and services we provide.

Solar Gain complies with all federal and state employment laws, and this handbook generally reflects those laws. The Company also complies with any applicable local laws, but since we work in a variety of local jurisdictions, there may not be an express written policy regarding those laws contained in the handbook.

Please take the time now to read this handbook carefully. It is important that you sign the acknowledgement at the end to show that you have read, understood, and agree to the contents of this handbook. The intent of this document is to set out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. Laws and policies change from time to time, so we reserve the right to modify or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace. Feel free to contact your supervisor or ask to speak to the Office/IT Manager for clarification or comments on this handbook.

We wish you success in your employment here at Solar Gain!

All the best,

Roman

Our Vision

To be a successful and sustainable company, we must take care of our assets. Most people think of equipment and property as assets, and they are certainly important. However, people are the most important asset at Solar Gain. Without hard working and dedicated people, we will be neither successful nor sustainable. Our philosophy at Solar Gain is to treat each other with respect, share our knowledge, and provide all employees with the opportunity to succeed in their careers.

As a Solar Gain employee, you represent the company and it is our expectation that you will, at all times, be responsible and professional. Our company exists with your joint efforts. A great many people outside the business who invest their time, money, and faith in us are part of that equation. They are our customers. Customers determine how fast we grow, how many people we will employ, how many products we produce, how much service we render and the profit we make. In order to retain these customers, we want to ensure that our good service continues by always giving our customers the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

At-Will Employment (PEO)

Your employment with Solar Gain is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment.

If any agreement between you and the Company is inconsistent with this handbook, the written agreement is controlling. However, as to Paychex Business Solution, the written agreement between you and the Company does not control if it is inconsistent with this handbook.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

Important Definitions for Employers Using a PEO

Solar Gain has entered into an agreement with Paychex Business Solution, a professional employer organization (PEO). Paychex Business Solution was selected by the company to help employees enjoy the many company benefits offered through this concept.

The term "Company," as used throughout this handbook, refers exclusively to Solar Gain, your worksite employer, who is primarily responsible for directing your day-to-day duties. The terms "we," "us," and "our" refer to Solar Gain and not Paychex Business Solution, unless otherwise stated.

Where this handbook refers to current benefit plans maintained by the Company and/or Paychex Business Solution, refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plans. Those documents are controlling.

Paychex Business Solution is not bound by the terms of any contract between employees and the Company unless it is executed by the PEO.

Our Values

Ethics

Solar Gain will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Solar Gain.

We expect that officers, directors, and employees will not knowingly misrepresent the Company and will not speak on behalf of the Company unless specifically authorized. Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Company or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records is unacceptable and unethical.

Disclosure of Company trade secrets and proprietary and confidential commercially sensitive of the Company or its customers, contractors, suppliers, or vendors is strictly prohibited.

Gambling with fellow employees or clients during working hours is prohibited.

The acceptance of gifts from clients or vendors, with the exception of inexpensive promotional items, must be approved in advance by the company President.

Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Solar Gain employees are required to protect the confidentiality of Company trade secrets, proprietary information, and confidential commercially sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Company. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior

authorization from management. If you have information that leads you to suspect that employees or competitors are obtaining such information, you are required to inform your supervisor or appropriate department.

Violation of the Code of Ethics can result in discipline, up to and including termination of employment and may subject the violator to civil liability. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

Quality

Our company is committed to building quality products that will perform as designed. We feel that not only do our customers benefit from this effort but so do our employees. All employees are expected to build things correctly and to inform their managers if they feel that there may be a quality issue or incident.

You are encouraged to offer ideas and/or constructive criticism to your supervisors or managers. We also encourage you to take part in project teams or problem-solving teams and cost reduction projects. Your participation in continuous improvement is essential to the success of the company.

Sustainability

Solar Gain has a simple mission, to make the world a better place, one solar panel system at a time. As energy pioneers at our core, our aim is to create and install solar energy systems that improve our clients' lives and move society in a positive direction. Our top priority is and always will be our customers.

Continuous Improvement

At Solar Gain, we welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Company, or meet customer and client needs. Discuss your ideas with your supervisor or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Company. We will carefully consider each of these in our continuing effort to improve operations.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Company tools or property are considered to be the property of the Company.

Safety

Safety is the responsibility of each one of us. Solar Gain ensures employees are properly trained and equipped and that they follow the standard safety practices established by the business, so that each one of us makes it home safely each night.

Please refer to Workplace Safety in the Expectations section of this handbook for more details.

Good Conduct

Solar Gain wishes to create a work environment that promotes job satisfaction, safety, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment.

It is important to conduct yourself as a professional while at work or representing Solar Gain, Inc.

Your Employment, Pay and Benefits

Anniversary Date

The first day you report to work will be recorded in company records as your anniversary date. This date may be used to calculate many different company benefits. Some human resource activities will accrue or be managed on established calendar dates. Examples would be years of service and annual pay reviews. If you have any questions regarding your anniversary date, please see the Office/IT Manager.

Employee Status

Below are the definitions of employees' status based on Fair Labor Standards Act (FLSA) standards:

Exempt Salary – Employees who are exempt from overtime and are paid based on an annual salary.

Non-Exempt Hourly – Employees who are not exempt from overtime and are paid on an hourly basis. Overtime will be paid in accordance to State and Federal laws.

Non-exempt employees in California will be paid 1 ½ times their regular rate of pay for hours worked in excess of 8 hours in a work day or 40 hours in a workweek; and for the first 8 hours

worked on the 7th consecutive day worked in a workweek. Non-exempt employees will be paid 2 times their regular rate of pay for all hours worked in excess of 12 hours in a work day and in excess of 8 hours on the 7th consecutive day worked in a workweek.

Non-exempt employees in Arizona will be paid 1 ½ times their regular rate of pay for hours worked in excess of 40 hours in a workweek.

All overtime must be approved in advance, in writing, by your supervisor.

At certain times Solar Gain may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

For both Arizona and California, non-worked hours, such as PTO for vacation days, sick, bereavement leave days, etc. do not count as time worked for computing overtime.

Full-time Status – Full-time employees are defined as employees who are salaried or hourly and are scheduled to work at least 30 hours per week. Full-time employees are eligible for benefits.

Part-time Status- Part-time employees are defined as employees who are salaried or hourly and are scheduled to work less than 30 hours per week. Part-time employees are not eligible for benefits, except where required by State Law.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information. Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Office/IT Manager promptly.

Americans with Disabilities Act/Reasonable Accommodation

Solar Gain complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your supervisor. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Company 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. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

The Company will not discriminate or retaliate against employees for requesting an accommodation.

Equal Employment Opportunity

Solar Gain is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age), ethnicity, national origin, religion, gender, pregnancy, disability, genetic information), veteran status, sexual orientation, gender identity, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, benefits, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your supervisor or any other designated member of management.

Non-Harassment Policy

Solar Gain has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age of age), ethnicity, national origin, religion, gender, pregnancy, disability, genetic information), veteran status, sexual orientation, gender identity, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated. Harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's protected status.

While it is not possible to list all the circumstances that may constitute workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Requests for sexual favors,
- Lewd or derogatory comments or jokes,
- Comments regarding sexual behavior or the body of another,
- Sexual innuendo and other vocal activity such as catcalls or whistles,
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature,
- Pursuing romantic relationships with co-workers, customers, or vendors.
- Repeated requests for dates after being informed that interest is unwelcome,

- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency,
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties, or shifts, etc., in exchange for sexual favors,
- Any unwanted physical touching or assaults or blocking or impeding movements, and

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify the Office/IT Manager, external Human Resources Consultant, or any member of management.

The Company prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Religious Accommodation

Solar Gain is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the Company dress code or the individual's schedule, basic job duties, or other aspects of employment. The Company will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the Company question the validity of a person's belief.

If you require a religious accommodation, speak with the Office/IT Manager or external Human Resources Consultant.

Schedules, Breaks and Working from Home

Your supervisor will set your weekly schedule. Your schedule will fit the business needs of the company. Schedules may change daily or weekly to meet the needs of customers.

Because collaboration and communication are important, it is important for employees who work in the offices to be available as needed throughout the working day. Our normal business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. However, based on customer and business needs, those hours may flex due to employees' roles within the company.

Working from home, in lieu of coming to the office during normal business hours, must be requested in advance and preapproved by your supervisor. Employees working from home must add it to the Solar Gain Team calendar and title it, "working from home."

California Breaks

When an employee works for a work period of more than five hours, a 30-minute unpaid meal period must be taken no later than the end of the employee's fifth hour of work (in other words, no later than the start of the employee's sixth hour of work). When an employee works for a period of more than 10 hours, a second meal period must be taken no later than the end of the employee's tenth hour of work (in other words, no later than the start of the employee's eleventh hour of work).

A paid 10-minute paid rest period for every four hours worked will be scheduled for employees. Insofar as is practicable, the rest period should be in the middle of the work period. If an employee works more than 6 hours, then the employee is authorized and permitted to take 2 rest breaks; if the employee works more than 10 hours, then the employee is authorized and permitted to take an additional rest break.

The scheduling of this time is the responsibility of the job site project manager. Employees must stay at work site during paid breaks. Your supervisor should always know your location during business hours.

Arizona Breaks

Rest and meal breaks are not required but should be taken as scheduled by the job site project manager. Breaks of less than 20 minutes are considered paid time. Meal breaks that are at least 30 minutes are unpaid. Employees must stay at work site during paid breaks. Your supervisor should always know your location during business hours.

Regardless of the State the employee works in, if an employee works during an unpaid meal break, the employee should notify their supervisor so that the employee is paid for this time.

Benefits

Medical, Dental and Vision Insurance

Eligible full-time employees may enroll in an employee only, an employee plus children, an employee plus spouse, or a family plan on the first of the month following 60 days of employment. Eligibility may be defined by state law and/or by the insurance plan contract.

Information containing the details of the Medical, Dental and Vision plans, and eligibility requirements and enrollment forms may be viewed on Paychex Flex. See the Office/IT Manager with any additional questions.

To assist you with the cost of the health insurance, our company pays a portion of the employee only premium. You are responsible for paying the balance of the premium and any dependent coverage through a payroll deduction.

Dental and Vision and all other coverages offered are 100% employee paid through a payroll deduction.

COBRA Coverage

You and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 18 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical, dental and vision coverage for you and/or your covered dependents would otherwise end due to:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or
- you become divorced or legally separated; or
- you become entitled to Medicare; or
- your death.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the Office/IT Manager within 15 days of the occurrence of the event. The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

Medical Premiums and Health Savings Accounts (HSA)

You cannot make any changes to your medical plans until the next open enrollment period, unless your family status changes, or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse.

If you select a High Deductible Health Care (HDHP) Plan, you may be eligible for a quarterly HSA contribution from Solar Gain. In order to receive any employer HSA contribution, an employee must be employed at the time of the scheduled contribution.

Your HSA contributions may be changed at any time.

Life Insurance

- Eligible, full-time employees may enroll.
- You must complete an insurance form and designate your beneficiary.
- The cost of this insurance is fully paid by the employee.
- Participating employees may also be covered under the plan's Accidental Death and Dismemberment rider.

401(k) Qualified Retirement Plan

Our company provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The Company will currently match up to 4% of an employee's contributions as follows:

- Dollar for dollar up to the first 3% of wages; and
- 50 cents for every dollar for the next 2% of wages.

The company match may change and is determined by the company each year.

Eligible employees may enroll in this plan after ninety days of employment.

Employee Assistance Program

All employees may participate in our employee assistance program immediately upon hire.

Our BalanceWorks®, Employee Assistance Program (EAP), and Work/Life Benefit help eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the company.

Additional information regarding this program is available at www.eniweb.com or by calling 1-800-EAPCALL.

Pay

You will be paid biweekly on Friday for the period that ends on the previous Saturday. When our payday is a holiday, you normally will be paid on the last working day before the holiday. For payroll purposes, the workweek starts on Sunday and ends on Saturday.

Reviewing your paystubs for accuracy is your responsibility. If you find an issue, report it to the payroll coordinator immediately.

Recording Your Time

To ensure that the Company has complete and accurate time records and that employees are paid for all hours worked, non-exempt employees are required to record all working time using the Company timekeeping application, ExakTime.

You must accurately record all of your time to ensure you are paid for all hours worked and must follow established Company procedures for recording your hours worked. Time must be recorded as follows:

- At the start of your shift.
- At the beginning of your meal period.
- When resuming work after your meal period.
- At the end of your shift.
- Any other times when you are leaving the work site for a non-business reason.

We ask that you clock in no more than five minutes ahead of your start time and clock out no later than five minutes after your quitting time. Your start and stop time is determined by your supervisor.

Notify your supervisor of any unrecorded or mis-recorded work hours, or any missed meal periods as soon as possible.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock."

If any employee, supervisor, or manager falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock, notify the Office/IT Manager immediately.

There may be times when an exempt employee may also be required to track days or time worked. Your supervisor will notify you if this applies to you.

Direct Deposit

Solar Gain requires all employees to enroll in direct deposit.

Paycheck Deductions

Solar Gain is required by law to make certain deductions from your pay each pay period. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your federal Form W-4 and applicable

state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

The Company will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions about deductions from your pay, contact the payroll coordinator.

A written explanation of your deductions is available to you via the Paychex Portal in lieu of a check stub.

Paychex - Human Resources Online (Self-Service Portal)

A self-service portal is available at <https://paychexonline.com>. You can view personal and company information on this portal. You may submit changes to your personal information including address, tax status and dependent information at your convenience. You may also receive important management notices and reminders, such as benefit enrollment deadlines and time-off approvals at this portal.

Paid Time Off (PTO)

The Company provides accrued Paid Time Off (PTO) during the year for full-time, benefits eligible employees. PTO is accrued ratably throughout the year. The PTO allowance can be used for vacation, sickness, personal time, etc. as requested by the employee. However, a supervisor's approval is required.

Eligible employees begin accruing PTO at the start of company employment. Employee PTO balances will be tracked via Company payroll system and available to the employee via the employee portal.

Eligible employees can accrue up to;

- 80 hours of PTO in the first year of employment,
- 120 hours after 1 year of employment,
- 160 hours after 4 years of employment, and
- 200 hours after 10 years of employment.

For salaried employees, PTO hours are accrued ratably over the year based upon an assumed 40-hour work week.

For hourly employees, PTO hours are accrued ratably based upon hours worked during the year.

PTO will be accrued in hundredths of hours in conjunction with the payroll system methodology and capability.

Employee PTO accrual maximum balances will be capped at two years of an employee's current annual accrual and employees will not accrue additional time until sufficient PTO time is utilized, except when California or Arizona paid sick time laws preclude this.

PTO Usage

PTO can be used to supplement an employee's regularly worked hours to a maximum of 40 hours in a week. PTO cannot be claimed to exceed 40 hours in a week and is not considered in the calculation of over-time pay.

PTO cannot be paid in advance of the employee earning it, unless the employee has not yet utilized the minimum allowable sick time under California or Arizona law. In this situation, the employee may be allowed to have a negative PTO balance. The employee's PTO balance as of the last payroll will be the maximum amount available to use.

Salaried employees who miss 4 or more hours in a day, must take PTO in 4-hour increments. For example, if a salaried employee missed 3 hours, or less, of work in a day, PTO is not required. If they miss 4 to 7 hours in a day, they are required to take 4 hours of PTO. If they miss 8 hours, they must take 8 hours of PTO. It is very important that Salaried employees note their absence on the team calendar and report their hours missed to their supervisor and the payroll coordinator.

PTO Requests

Supervisor approval for PTO or Unpaid Time Off must be obtained at least 48 hours in advance to the extent possible. Employees do not need approval for taking a bona fide sick day, however, must still comply with our call-in procedures if they will be absent, late or need to leave early from work.

An employee can request PTO by sending an email to their supervisor and copying the PTO@solargainc.com. The request should include the day(s) the employee is requesting off, and the nature of the time off request (vacation, sick, bereavement, etc.).

Employees who do not have employee email, must use the Attendance Thread on the What'sApp application. They will also receive their approval there from their supervisor as a response to their request. In their request, they must include; First Day of Absence, Last Day of Absence, Hours of PTO Requested, and whether Paid or Unpaid.

California employees on an alternative work schedule (AWS) who request to come to work late, are tardy or request to leave work early, must request PTO, paid or unpaid, in any of the approved formats.

PTO must be requested and approved before the end of that pay period in which the absence occurs.

If an employee has insufficient hours to cover PTO request, an employee may choose to take time unpaid, subject to the same supervisor approval.

PTO Donation

Solar Gain, Inc. recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off more than their available paid time off (PTO). To address this need, all eligible employees will be allowed to donate accrued paid time off hours from their unused balance (leaving a minimum of 40 hours of PTO in their PTO bank) to their co-workers in need of additional paid time off, in accordance with the policy provisions. Donations are strictly voluntary. See the Office/IT Manager for policy details and request forms.

Separation of Employment

Employees will be paid out for any unused and accrued PTO upon termination of employment.

Holidays

All full-time employees will receive Holiday pay for 8 (at 8 hours) holidays per year. Part-time employees will receive Holiday pay based on a daily average hour worked for the previous 4 weeks.

Designated holidays are not entitled days off. Employees may be scheduled to work those days as business needs dictate. In the event that an employee works on a company paid holiday, the employee will be paid for that day **and** will receive holiday pay.

The paid Holidays are:

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

If a Holiday falls on a Saturday, the company will typically observe the Friday prior; if the holiday falls on a Sunday, the company will typically observe the following Monday as the holiday. If the holiday falls on a weekday that is a scheduled day off due to an Alternative Work Schedule (AWS), the Holiday will be observed on another day as determined by management.

Bereavement Leave

Full-time employees who have completed thirty days of employment are eligible for three paid days leave for the death of an immediate family member. Members of the immediate

family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law, parents of domestic partners and sisters/brothers-in-law.

Requests for bereavement leave should be made to the supervisor and the Office/IT Manager as soon as possible. Our company reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

Jury Duty

The company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Full-time employees will be paid for up to 2 days of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that work day.

Paid Time Off - Part-Time Employees

Part-time employees will accrue PTO in accordance with State Paid Sick Time (PST) laws.

In California, part-time employees accrue paid sick time at the rate of 1 hour for every 30 hours worked, to a maximum of 24 hours (3 days) in a 12-month period. New employees are not able to use accrued sick time until 30 days after hire. Employees can carryover unused PST from one year to the next, up to a maximum of 48 hours (6 days). Employees are limited to using 24 hours (3 days) of PST in any 12-month period.

California employees are also eligible to receive COVID-19 Supplemental Paid Sick Leave in 2022 that provides employees up to 80 hours of COVID-19 related paid leave, with up to 40 of those hours for isolation & quarantine, receiving vaccines, and caring for a child whose school or place of care is closed and up to an additional 40 of those hours available only when an employee, or family member for whom the employee provides care, tests positive for COVID-19.

In Arizona, part-time employees accrue paid sick time at the rate of 1 hour for every 30 hours worked, to a maximum of 40 hours (5 days) in a 12-month period. New employees are not able to use accrued sick time until 30 days after hire. Employees can carryover unused PST from one year to the next; however, are limited to using 40 hours (5 days) of PST in any 12-month period.

All absences covered by the Arizona Sick Time or the California Sick Time Laws will be paid in quarter hour increments when the employee has PTO available in their PTO Bank.

Paid Sick Time (PST) - All Employees

Please provide reasonable advance notice to your supervisor of your intent to use PST. If your absence is unforeseeable, you must contact your supervisor as soon as possible, preferably no later than one (1) hour before your scheduled start time. When possible, your notification should include the expected duration of the absence.

If you are seeking to use three (3) or more consecutive workdays of PST, you may be required to provide documentation, such as a doctor's note, to verify the need for your absence and qualification for PST. You are not required to provide any details concerning the health condition or domestic violence incident for yourself or your family member. Any information you elect to provide will be kept confidential. Employees using PST will not be required to find coverage for their absence.

PST may be used for time off for yourself or for your care of a family member for preventative medical care; having a mental or physical illness, injury, or health condition; or for obtaining diagnosis, care, or treatment for the same. If you or your family member is the victim of domestic violence, sexual violence, abuse, or stalking, PST may be used to obtain medical attention, services, counseling, relocation, legal services, or to participate in a civil or criminal proceeding.

PST may be used when your child's school or childcare provider is closed due to a public health emergency, or to care for yourself or for a family member if it is determined by health authorities or a health care provider that presence in the community may jeopardize the health of others due to exposure to a communicable disease.

Family member is defined broadly to include any member of your immediate family, or any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

PST does not count towards the calculation of overtime. Employees who are rehired within nine (9) months of separation will have their prior bank of unused PST reinstated. Employees can access their available PST amounts, amount of PST taken that year, and the amount of pay the employee has received through PST that year, by logging into the paychex portal. We will maintain records of hours worked, wages paid, and PST paid for four (4) years. We prohibit any discrimination or retaliation against an employee for lawful exercise of PST rights. Employees will not be disciplined for the lawful use of PST, but once PST has been exhausted, the normal rules for unexcused absences will apply.

Time Off for Voting

Solar Gain recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have

sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

Military Leave

Solar Gain supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify their supervisor and the Office/IT Manager, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

California Family Rights Act

Eligible California employees can take up to 12 workweeks of unpaid leave in a 12-month period under the California Family Rights Act ("CFRA").

Employees may take CFRA leave for:

- **Birth/Placement (Bonding)** — to care for a child born to or placed for adoption or foster care with the employee.
- **Family Medical** — to care for the employee's parent, child (including adult children and children of domestic partners), spouse, grandparent, grandchild, sibling, parent-in-law, domestic partner, siblings, grandparents, and grandchildren with a serious health condition.
- **Employee Medical** — because of the employee's own serious health condition, which renders the employee unable to perform one or more essential functions of his or her position.
- **Qualifying Exigency** -- because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code.

To be eligible for leave under the CFRA, the employee must (1) have worked for Solar Gain for 12 months or more within the seven years prior to the start of the leave (time on another leave counts toward the 12-month service requirement), (2) have worked at least 1,250 hours during the 12 months before the leave is to begin, and (3) work for an employer with at least five employees.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Employees may choose or employers may require the use of accrued paid leave while taking CFRA leave.

Employees must provide 30 days advance notice of the need to take CFRA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Company's normal call-in procedures. The Company may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Company to determine if the leave may qualify for CFRA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which CFRA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. The Company also may require a second, and if necessary, a third opinion (at the Company's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. The Company also may delay or deny approval of leave for lack of proper medical certification.

The Company will inform employees requesting leave whether they are eligible under the CFRA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, the Company will provide a reason for the ineligibility.

The Company will inform employees if leave will be designated as CFRA-protected and the amount of leave counted against the employee's CFRA leave entitlement. If the Company determines that the leave is not CFRA-protected, the Company will notify the employee.

The CFRA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the CFRA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the CFRA or for involvement in any proceeding under or relating to the CFRA.

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If the employee chooses not to return to work at the end of the protected leave, the company may require the employee to reimburse the company the amount it paid for the employee's health insurance premiums during the leave period.

If the employee is in an unpaid status and is responsible for monthly premiums for company insurance plans, payment arrangements will be made with the employee in advance of taking leave.

An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from the health care provider. Generally, an employee who takes CFRA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

If otherwise eligible, spouses who both are employed by Solar Gain are each eligible for a total of 12 weeks of leave in a 12-month period for the birth, adoption, or foster care placement of their child or to care for a parent with a serious health condition. And if otherwise eligible, spouses who both are employed by Solar Gain are each eligible for a total of 26 weeks of leave in a single 12-month period to care for a covered service member.

Solar Gain may require second and third opinions only for the serious health condition of the employee.

Under the CFRA, an employee may be eligible for intermittent Birth/Placement leave. However, such intermittent leave generally must be taken in periods of at least two weeks' duration, except on two occasions an employee can request such leave for a period of less than two weeks' duration. This leave must be completed within one year of the birth or placement of the child.

Retaliation and interference with the good faith use of CFRA leave is strictly prohibited. Employees are encouraged to immediately report any concerns of interference or retaliation for taking or requesting a CFRA leave.

Pregnancy related disability leave and accommodation

A California employee that is disabled by pregnancy, childbirth or related medical conditions is eligible for an unpaid leave of absence for the period of disability, up to a maximum of four months per pregnancy. When medically advisable, a Pregnancy Disability Leave may be taken intermittently or on a reduced work schedule. Multiple disability leaves for the same pregnancy will be combined for purposes of calculating the four months.

A pregnant employee may be entitled to transfer to a less strenuous or hazardous position for the duration of her pregnancy upon request, where such transfer can be reasonably accommodated. An employee also may be entitled to reasonable accommodation for conditions related to pregnancy, childbirth or related medical conditions upon request, where such reasonable accommodation would not cause an undue hardship to Solar Gain. A request for reasonable accommodation or transfer must be supported by the written certification of the employee's health care provider that such an accommodation or transfer is medically advisable.

Pregnancy Disability Leaves generally are unpaid. However, employees taking leave for a

pregnancy- related disability may use accrued PTO during their leave. In addition, an employee may be eligible for state disability benefits during the leave, although the employee may not receive more than an amount equal to 100% of her salary from a combination of use of accrued paid time and state disability benefits. The substitution of paid time for unpaid leave time and/or the receipt of disability benefits does not extend the maximum four-month Pregnancy Disability Leave period.

Employees do not accrue PTO during periods of unpaid Pregnancy Disability Leave.

During an approved Pregnancy Disability Leave, Solar Gain will maintain an employee's group health benefits as under the same conditions as if she had continued to be actively employed. If possible, an employee must provide at least thirty (30) days' notice of her intention to take leave, or as much notice as is practicable under the circumstances. A request for leave must be supported by a medical certification from the employee's health care provider.

Generally, upon return from an approved Pregnancy Disability Leave that does not exceed the maximum available leave, an employee will be reinstated to the same position or a comparable position, subject to any applicable exceptions. However, an employee has no greater rights to reinstatement or to other benefits and conditions of employment than if she had not taken the Pregnancy Disability Leave. In addition, any right to reinstatement terminates if an employee fails to return to work at the end of an approved leave, in accordance with applicable laws. As a condition of returning from a Pregnancy Disability Leave, an employee must provide Solar Gain with a certification from her health care provider that she is able to resume work.

Requests for additional leave may be available based on disabilities continuing past the leave limitations discussed above will be evaluated on a case-by-case basis.

Personal Leave of Absence

An employee needing to take time off for a personal health condition or a family situation which would prevent the employee from being able to work, may request a personal leave of absence of up to 30 days. A leave of absence will require the approval of the President. The employee may use any accrued sick or vacation time available during this leave. Once paid time off is exhausted, the employee will be in an unpaid status. Any benefits the employee has at the time of the leave will remain in effect for up to 30 days. The employee will be responsible for continuing their portion of any premiums for the insurance(s).

Travel Pay

Local Jobs

Local jobs are considered jobs that are 35 miles or less from the Solar Gain shop.

When crew members are directed to report directly to the local job site, their workday begins and ends there.

If an employee is directed by their supervisor to report to the Solar Gain shop before going to the job site, their workday begins when they arrive at Solar Gain. If the employee is not required to end their workday at the Solar Gain shop, their day ends at the job site.

Non-Local Jobs

Non-local jobs are considered jobs that are 36 miles or more from the Solar Gain shop.

If employees are provided housing for non-local jobs, regardless as to whether or not the employee has elected to stay at that lodging, commute time to and from their lodging to the job site will not be compensated if lodging is within 15 miles from the job site.

For installation job sites outside of the local area, when the employees are not provided lodging, **approved** drivers and riders will receive 50% of their normal hourly wage or minimum wage, whichever is more, for time spent commuting to and from job site. The time and distance will be from Solar Gain to the job site and paid based on the time as determined by internet mapping.

If employees are delayed due to an accident or other reasons that cannot be avoided, they must report the delay to management at the time of the delay and then again report when the obstacle causing the delay has been resolved.

Drivers of company vehicles who are deemed to be “safe drivers” may be eligible for a Safe Driving bonus.

Travel and Expense Reimbursement

Directly related expenses are those in which there is the expectation of deriving some current or future benefit for the Company, the employee is actively engaged in a business meeting or activity necessary to the performance of the employee’s job duties, or, in the case of entertainment, there is a clear business purpose.

Employees are expected to exercise prudent business judgment regarding expenses covered by this Policy.

Reimbursement for expenses that are not in compliance with this Policy requires the prior written approval of the Company Owners and/or Chief Financial Officer (CFO).

Company employees are responsible for complying with this Policy. Employees submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

Reimbursable Expenses

Before traveling, contact the Accounting Department for a current list of approved reimbursable expense. However, no list can anticipate every situation that might give rise to legitimate business expenses. If an expense is not on the approved list of expenses, each employee and supervisor should use their best professional judgment in determining if

expense is reasonable, and when in doubt, please contact Owners or Chief Financial Officer (CFO) for approval.

Documentation

Requests for reimbursement of business expenses must be submitted on the Company provided expense reimbursement request form or Tallie. Each expense shall be separately identified. Forms shall be dated and signed by the employee.

Original receipts are required for all expenses submitted for reimbursement. Requests for exceptions to this policy should document extenuating circumstances and be approved by the Owners or Chief Financial Officer (CFO).

The Company complies with IRS regulations, which require that all business expenses be substantiated with adequate records. This substantiation must include information relating to:

1. the amount of the expenditure
2. the time and place of the expenditure
3. the business purpose or job/project associated with the expenditure
4. the names and the business relationships of individuals other than the employee for whom the expenditures were made.

Requests for reimbursement lacking complete information will be returned to the requesting employee.

Reimbursement requests shall be promptly submitted via the company's Tallie reporting system, and in no event more than one (1) week after the expense.

Approvals

Expense reimbursement forms, together with required documentation, must be submitted to the employee's immediate supervisor for review and signature approval. Supervisors are responsible for ensuring that the expenses reported are proper and reimbursable under this Policy, the expense report has been filled out accurately and has the required documentation; and the expenses are reasonable and necessary.

The supervisor will then give the approved expense reimbursement form to the accountant for processing and payment. Any reimbursement form submitted without a supervisor signature will be returned and not processed. Payment will be remitted to the employee during the next check run, which is generally within 1 week after supervisor approves and submits to accounting.

Air Travel

All employees are expected to travel coach class and are encouraged to search for the lowest available restricted but changeable fare, rather than the fully refundable fare. Personal frequent flyer credits may be used to upgrade travel class; however, no reimbursement will be

made, and no contribution recorded on behalf of the employee for the business use of frequent flyer credits.

The cost of cancelling and/or rebooking of flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons (such as a changed meeting date). All unused airline tickets are to be returned to the CFO or Accountant promptly. Employees must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes.

Lodging

Prudent judgment should be used when selecting a hotel or motel. A single room with a private bath in a moderately priced business class hotel or motel is the Company's standard.

For all lodging expenditures, hotel receipts or digital verification of charges accrued must be submitted with the appropriate reimbursement form.

The Company will not reimburse, without prior approval, an employee for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between an employee and his/her spouse or partner for purposes of this Policy.

Rental Cars

It is expected that reservations will be made for a compact vehicle, depending on the type of travel. Occasionally a mid-size vehicle may be appropriate when more than one employee will be using the vehicle.

The cost of premium, luxury or four-wheel drive vehicles will be charged to the employee renting the vehicle and reimbursement will be made at the compact or mid-sized rate as appropriate. Employees are expected to reserve and charge car rental to the company credit card (which provides coverage for physical damage, theft, towing) and decline the car rental "Loss Damage Waiver" coverage. If the company card cannot be used to reserve and pay, then the car rental coverage should be accepted so that any damage to the rental car is covered with no deductible. Employees driving rental cars for business purposes will have liability coverage under the Company's business liability policy.

Personal Vehicles

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license. Mileage will be reimbursed at an agreed rate not to exceed the IRS rate.

Miles submitted for reimbursement should be net of any normal commuting miles. Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability. Employees are required to carry auto liability

insurance with minimum limits of \$100K/\$300K/\$100K for Bodily Injury per Person/Bodily Injury per Accident/Property Damage per Accident.

The expenses related to gasoline consumed by personal vehicles are the responsibility of the employee. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

Credit Cards

Credit cards issued in the name of the Company may be provided, at the Owners' or Chief Financial Officer's (CFO) discretion, to those employees whose jobs require a significant amount of travel, entertainment, or business purchasing. Each employee provided a company card must sign an agreement to comply with company rules guiding card usage.

Employees requesting a credit card shall submit a written request to the CFO, setting forth the necessity for the credit card. Credit cards issued in the name of the Company are a privilege which may be revoked at any time. Company-issued credit cards shall not be used for personal expenses.

All receipts, paper or digital, from credit card purchases must be retained by the employee and given to the accounting department by the end of the following week. If an employee is travelling, all receipts must be turned in to the accounting department when the employee is back in the office.

All receipts must have a project or customer name clearly marked prior to submission to the accounting department. If this information is missing, it will be returned to the purchaser for correction.

In the event that the receipt is not submitted it will be the employee's responsibility to get another one or to find an alternative option that is acceptable to the accounting department.

Expectations

Workplace Safety

The Occupational Safety and Health Act (OSHA) requires that we provide a safe and healthful workplace for our employees, both in our facilities and on our job sites. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding employees, facilities and company equipment.

Our company will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Employees must report all safety hazards and occupational illnesses or injuries to your supervisor as soon as reasonably possible and complete an occupational illness or injury form as needed.

The key responsibilities of each of us is to:

- Evaluate and identify hazards.
- Eliminate or remove hazards.
- Control hazards that cannot be eliminated.

Job Hazard Analysis (JHA)

Employees who work in the field, should perform a Job Hazard Analysis before beginning each day of work. Employees who work in the business office should also analyze their work environment for potential hazards.

JHA's should be:

- reviewed any time the task changes, process changes, or equipment is added or removed,
- briefed to all employees performing task.

Solar Gain Vehicle Safety Policy

All employees of Solar Gain., including part time, temporary and contractor personnel who drive and work under the structure of Solar Gain. are covered by and required to adhere to this policy, as well as our Company Vehicle policy.

Fit for Duty

Employees should report to work fit for duty and be well rested and mentally and physically fit to perform the essential functions of their jobs.

Illness

Employees are expected to **not** come to work if they are ill with a fever or a contagious illness, such as influenza or COVID-19, or with any illness that impairs their ability to work safely or efficiently. If employees have been prescribed a medication with guidelines that warn possible impairment when driving, operating machinery or work safely, they may not work while under the influence of that medication.

Social distancing, mask, and vaccination policies regarding COVID-19 may periodically change in response to legal requirements, severity of local spread and/or based on Center of Disease Control guidelines.

Prescription and Other Drug Usage

Employees should come to work free of any adverse effects of illegal or prescription drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. However, employees must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Solar Gain will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

Whenever employees are working, are operating any Solar Gain vehicle, are present on Solar Gain premises or are conducting company-related work offsite, and while on all job sites they are prohibited from; using, possessing, buying, selling, manufacturing, or dispensing marijuana or an illegal drug (to include possession of drug paraphernalia) and/or possessing or consuming alcohol.

The presence of any detectable amount of any illegal drug, illegal controlled substance, or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited. Being impaired in the workplace may lead to termination of employment. Additionally, for those employees working in a safety sensitive position the presence of any detectable amount of marijuana is also prohibited.

Please refer to the separate Company Drug and Alcohol Policy for more details.

Representing Solar Gain

When you are representing Solar Gain in any capacity, your conduct and behavior are vital to the longevity of our company and the security of everyone's employment. The opinions and attitudes that customers and general public have toward our company may be determined for a long period of time by the actions of one employee.

Contact with the Media

All media inquiries regarding the company and its operations must be referred to the President. The authorization to make or approve public statements on behalf of the company rests solely with the President. No employees, unless specifically designated by the president, are authorized to make statements on behalf of or as a representative of the company.

Contact with Customer

It is sometimes easy to take a customer for granted, but if we do, we run the risk of losing not only that customer but also his or her associates, friends or family who may also be customers or prospective customers. The livelihood of our company and its employees depends on our ability to make customers into "raving fans."

When working with a customer, you may be asked to offer specific suggestions or comments regarding his or her practices. Prior to discussing any suggestions with a customer, your recommendations must first be approved by your supervisor.

The nature of our company may require that employees perform work connected with a customer's assignment at the customer's location. The importance of respectful, courteous, and professional conduct when working in a customer's location cannot be emphasized enough.

The following are examples of appropriate conduct when working at a customer's location:

- Be respectful of customers' and their employees' time. Limit discussions with customer employees to matters that concern their department and level of responsibility. Long, personal discussions with customer personnel are discouraged during working hours at the customer's location. Such disruptions of work will only offend customer executives and customer employees.
- Do not discuss internal affairs with customer personnel during working hours at the customer's location.
- Avoid comments or criticisms involving other companies and their particular work or fees.
- Refrain from discussing shortcomings or idiosyncrasies of customer employees.
- Avoid conversations involving customer matters in all places that would violate customer confidentiality.
- Avoid discussing procedural problems with management while customer employees are present.
- Purchase items from a customer at regular sale prices.
- Do not borrow money from a customer unless the customer's business involves lending money.
- Do not solicit customers for charitable donations.
- Do not accept gifts from customers.
- Socializing with customers should only be done after regular business hours and with your supervisor's approval.

When working at a customer's location, keep telephone usage to a minimum. Do not disclose the location and telephone number of your customer assignment to outsiders. Direct all telephone calls to our company to ensure the identities of our customers are protected. Messages will then be relayed to staff members working at the customer's place of business.

Personal calls must be made from outside the customer's location. Incoming personal calls or calls from other customers are discouraged.

Professional Behavior

Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Solar Gain. All employees are required to report to work neatly groomed and modestly dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. The Company maintains a business

casual environment. All employees should use discretion in wearing attire that is appropriate for their job.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Company, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Company. Contact the Office/IT Manager to request a reasonable accommodation.

Conducting Personal Business

The Company understands the occasional need to conduct personal business at work. However, this should be kept to a minimum.

Cell phones can cause dangerous distractions and should be turned off or set to a silent while driving or working in a safety sensitive area including the warehouse, the company lot or at a construction or service location.

Conflicts of Interest

Solar Gain is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Company, you must disclose it to your supervisor.

Other conflicts of interest could exist when employees are supervising friends or family members. The Company will make every effort to mitigate conflicts of interest in their hiring and promotion practices. However, there may be instances where employees are asked to supervise a friend or family member. When this situation arises, it is the responsibility of the supervisor to ensure no favoritism or appearance of favoritism exists.

If an actual, potential, or perceived conflict of interest is determined to exist, the Company will take such steps as it deems necessary to reduce or eliminate this conflict.

Romantic Relationships at Work

It is considered unprofessional and undesirable for employees to pursue romantic relationships in the workplace. Employees should be able to work without distraction or bother by co-workers. Pursuing a romantic relationship may appear or be perceived as harassment and harassment may result in the termination of employment. Also, the pursuit of romantic relationships is strictly prohibited in regard to customers and/or customer locations.

Work Area

It is important that work areas are to be continuously maintained in a clean and organized manner. This is important for Safety reasons as well as presenting a professional work environment. At the end of the workday, time is designated for cleaning and securing work areas, storing tools and equipment.

Attendance

Attendance and punctuality are important factors for your success within our company. We work as a team, and this requires that each person be in the right place at the right time.

If you are absent for two days without notifying the company, it is assumed that you have voluntarily abandoned your position with the company, and without any compelling reason given for your absence, you will be terminated.

Notifying Your Supervisor and Team of Absence

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances.

If a non-craft employee arrives at work after 9:00am or leaves before 4:00pm or misses an entire day of work, they must notate their late arrival, early departure, or time off on the Solar Gain Team calendar. This includes working from home or working at a job site.

Employees are asked not to contact other employees during their personal time off unless it is urgent and cannot wait for their return.

Scheduled Absences

Scheduled absences are those requested and approved more than 48 hours in advance of the absence.

Unplanned Absences

Unplanned absences are very disruptive to business. They cause work delays, undue burdens of other employees and make planning difficult for Operations. Solar Gain would like all employees to commit to reliability and teamwork and unplanned absences make these goals difficult.

You must report any unplanned absences to your supervisor as soon as possible. If you are part of the field technicians crew, you must report your absence or delay to the job site via your Crew app. If the Crew app is not working, you must call the Operations Manager or Project Manager as soon as possible to report an unplanned absence.

Unplanned absences are defined as when an employee is absent or late or leaves early for their scheduled shift, with less than 48 hours' notice of the absence is given. Being more than 15 minutes late to a job site or the office is also considered an Unplanned Absence.

Multiple days of absence due to illness, if not protected by the State Sick Pay Law, that are taken consecutively are counted as one Unplanned Absence.

Three Unplanned Absences, not covered by the Sick Pay Law, in a three-month (rolling backward) period will result in corrective action. If excessive Unplanned Absences continue, progressive disciplinary action, up to and including termination may occur.

Tardiness

A tardy is described as arriving to work later than the scheduled start time of the shift. Tardies of 15 minutes or more of unprotected time is considered an Unplanned Absence. However, frequent tardies of any increment may result in disciplinary action up to and including termination.

Employees who are late for required meetings may be asked to reschedule the meeting for a later date or time. If an employee is late for their shift and miss the daily safety meeting, they may not clock in and begin their scheduled shift until they have been briefed on the meeting topics by the Project or Safety Manager.

Non-solicitation/Non-distribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, Solar Gain has implemented a Non-solicitation/Non-distribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Non-solicitation/Non-distribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunchrooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and non-harassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment. Violations of this policy should be reported to your supervisor or the Office/IT Manager.

Smoking in the Workplace

Our company is committed to providing a safe and healthy environment for employees and visitors. Smoking, including the use of e-cigarettes, is not permitted in company vehicles, during work hours or on work sites. Smoking is expected to occur during an employee's scheduled breaks and in designated smoking areas.

Firearms

Firearms are not allowed in Solar Gain offices, warehouses, job sites or meeting places or anywhere employees gather. In Arizona, in accordance the law, employees may bring a firearm to work in their vehicle, but it must be kept ***in their vehicles, locked up and out of sight***. Displaying firearms any time before, during or after work on company property or at a job site is strictly prohibited.

Protecting Life and Property

To protect the property and to ensure the safety of all employees, customers and the company, the company reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from the company's property.

In addition, the company reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the company, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the company.

Prohibited Conduct

While it is impossible to list everything that could be considered misconduct in the workplace, below are examples of conduct that employees should refrain from to create the safe, respectful, and pleasant work environment.

This is not a list of **all** conduct that could be considered inappropriate and prohibited. If an employee's conduct is considered unacceptable, that behavior will be addressed with the employee.

- Agitating behavior that causes an uncivil or volatile work environment.
- Fighting with, threatening any fellow employee, vendor, or customer.
- The use of language that could be considered obscene, offensive, or harassing.

- Unplanned tardiness or absences negatively affect customer service and teamwork and should be avoided when possible.
- Possessing, using, distributing, selling, or negotiating the sale of controlled substances.
- Being under the influence of alcohol, or any illicit drug, during working hours or on Company property, including in Company vehicles, or on Company business.
- Possession of potentially hazardous or dangerous property (where not permitted by law) such as firearms, weapons, chemicals, etc.
- Inaccurate reporting of the hours worked by you or any other employees.
- Taking or destroying Company property.
- Failure to safeguard Company property.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Smoking in non-designated areas.
- Working unauthorized overtime.
- Making unauthorized purchases on behalf of the company.
- Engaging in outside employment that interferes with your ability to perform your job at this Company.
- Lending keys or keycards to Company property to unauthorized persons.
- Failing to follow any company policy.

Reporting Issues

If you feel you have a concern or problem, please first discuss the issue with your supervisor. We hope that your supervisor will be able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification or assistance on the matter, please speak with the Office/IT Manager within 7 days after meeting with your supervisor. Either the Office/IT Manager or the external Human Resources Consultant will meet with you to gather information and then a review, or investigation if required, will be done to gather the facts of the situation. While the information you report will be kept private to the degree it is possible and still investigate the matter.

After the review or investigation is completed, Office/IT Manager or the external Human Resources Consultant will then discuss with you the outcome of your report. Every effort will be made to complete the investigation within 7 days. Please remember that the privacy of other employees is important, and you will not be provided with information regarding other employees.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the President within 7 days of meeting with the Office/IT Manager or the external Human Resources Consultant.

Your job will not be adversely affected in any way by reporting a problem or concern. The Company prohibits any form of retaliation against any employee who, in good faith, files a complaint, or assists in a complaint investigation.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, you may always report your issue directly to the Office/IT Manager or the external Human Resources Consultant.

Incident Reporting

The following incidents should be reported the same day to your direct supervisor or to the Office/IT Manager. A written Incident Report should follow up a verbal report.

- Violence or Threats of Violence
- Injuries or Accidents
- Unsafe Behavior or Activities
- Theft
- Damage to or loss of company equipment or vehicles
- Criminal Activity
- Sexual or Other Harassment

Criminal Activity and Arrests

Employee involvement in criminal activity while employed by the company, whether on or off company property, may result in disciplinary action including suspension or termination of employment.

Other Employment

Other employment must not conflict in any way with your responsibilities within our company. You may not work for competitors, nor may you take an ownership position with a competitor and maintain employment with Solar Gain. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the Company determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees may not conduct outside work or use company property, equipment, materials, or facilities in connection with outside work while on company time.

Electronic Communications and Technology

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using the company's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things,

messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, personal digital assistants (including Android, iPhone, iPad or similar devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Acceptable Uses of Our Systems: Employees may use our Systems to communicate internally with co-workers or externally with customers and other business acquaintances for business purposes.

Company Control of Systems and Electronic Communications: All Electronic Communications contained in Company Systems are Company records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the company. The Systems and Electronic Communications are accessible to the company at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Employee communications on our system are not confidential or private.

The company's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Personal Use of Our Systems: Personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the company at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties. Personal use of our System should be limited to non-working time. Personal use of our System must be conducted in such a manner that it does not affect smooth System operation or use a disproportional amount of the System's functional capacity.

Proprietary Business Information: Proprietary business information means confidential and proprietary information related to the company's trade secrets, business models, business services, sales agreements, pricing information, drawings, designs, blue prints, manufacturing processes, customer lists, inventions, formulas, vendor agreements, patient records, strategic business or marketing plans, expansion plans, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors may only be used on Company Systems. Proprietary business information may not be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under any circumstances without advance written approval from a member of management. Proprietary business information does not restrict employee rights to discuss their wages, hours or other terms of employment.

Prohibited Uses of Our Systems: Employees may not use Company Systems in a manner that is unlawful, wasteful of Company resources, or unreasonably compromises employee

productivity or the overall integrity or stability of the company's systems. These tools are provided to assist employees with the execution of their job duties and should not be abused. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of Company policies.

In addition, employees may not use our Company Systems:

- To download, save, send or access any discriminatory, obscene, or malicious or knowingly false material;
- To download, save, send or access any music, audio or video file unless business related;
- To download anything from the internet (including shareware or free software) without the advance written permission of the IT Systems Coordinator;
- To download, save, send or access any site or content that the company might deem "adult entertainment;"
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or Systems of the company or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights;
- In connection with the violation or attempted violation of any law; and
- To transmit proprietary business information or client material such as pricing information or trade secrets.

Electronic Forgery: An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Intellectual Property Rights: Employees must always respect intellectual property rights such as copyrights and trademarks.

System Integrity, Security, and Encryption: All Systems passwords and encryption keys must be available and known to the company. You may not install password or encryption programs without the written permission of your supervisor. Employees may not use the passwords and encryption keys belonging to others.

Applicable Laws: Numerous state and federal laws apply to Electronic Communications. The company complies with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Consequences of Policy Violations: Violations of this Policy may result in disciplinary action up to and including immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution. Where appropriate, the company may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations.

There will be no retaliation or adverse actions taken against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask the Office/IT Manager for advance clarification.

Security of Electronic Devices

Each employee provided with a laptop computer, iPad, iPhone, smart phone, tablet, or similar device is responsible for the physical security of that device. All devices acquired for or on behalf of the company are company property. The device must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the device immediately upon request of the company.

You must notify your supervisor immediately if the device is lost, stolen, misplaced, or damaged. All work created or performed on the device is company property. The device is subject to inspection by the company at any time without further advance notice. The device must be used in a manner that complies with all company policies including the Acceptable Use of Electronic Communications, Electronic and Voice Mail Monitoring, and Internet Usage.

Violations of this policy may be grounds for disciplinary action up to and including Company reimbursement of lost, stolen, or damaged equipment and termination of employment.

Using Your Device

Employees may use their personal electronic devices for work purposes when agreed to in writing, in advance, by the employee and management. Personal electronic devices include but are not limited to personally owned cell or smart phones, tablets, laptops and computers.

Employees must physically secure their device against theft, loss or unauthorized use, and this includes password protection. If the device is lost or stolen, you must immediately contact your supervisor. If the company permits the employee to store or access trade secrets or proprietary business and confidential information on a personal electronic device, time is of the essence in reporting a lost or stolen item so that the company may take the steps necessary to protect this information. The company will not be responsible for replacing lost or stolen personal electronic devices.

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. This includes but is not limited to reviewing, sending and responding to e-mails or text messages, and responding to or making calls. Time spent by non-exempt employees using their own devices to perform work outside of regular working hours must be included in the company's time tracking system.

Employees are expected to exercise the same discretion in using their personal devices while working as is required for using company owned devices. This includes, but is not limited to, compliance with company policies pertaining to harassment, discrimination, retaliation, trade

secrets, proprietary business and confidential information, electronic communications, and ethics. Employees must also comply with all applicable state, federal and local laws governing the use of such electronic devices.

Company Issued Cellular Telephones

Employees in certain positions are issued company cellular telephones so they may maintain contact with customers and co-workers.

Employees may not use a hand-held cell phone or tablet while driving, whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering, or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

The use of cellular telephones is not a work requirement for most employees. Employees who are not issued a company cellular telephone will not be reimbursed for the use of their personal cellular telephones.

Employees who are assigned a company phone are expected to demonstrate proper care of their cellular telephones. If you lose, break or damage your company cellular telephone, report it to your supervisor at once. All cellular telephones issued by the company must be returned upon leaving our company or upon transferring to a position that does not require a company cellular telephone.

Social Media

“Social Media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the company.

You must refrain from using social media while on working time.

Even on non-working time, social media posts may be subject to Solar Gain’s EEO Policies regarding Harassment. Any posts on social media that are maliciously false, obscene, threatening or intimidating, that defames customers, competitors, vendors, or employees or that might constitute harassment or bullying. These kinds of posts as well as posts that are designed to cast someone in a false light to the public; posts that invade a person’s reasonable expectation of privacy; or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or other status protected by federal, state or local law, may result in disciplinary action up to and including termination.

Do not create a link from your blog, website or other social networking site to the company's website without identifying yourself as a company employee. Express only your personal opinions. Never represent yourself as a spokesperson for the company or make knowingly false representations about your credentials or your work. If the company is a subject of the content you are creating, be clear and open about the fact that you are an employee and

make it clear that your views do not represent those of the company. It is best to include a statement such as “The postings on this site are my own and do not necessarily reflect the views of the company.”

Employees are encouraged to report violations of this policy. The company prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, the company complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

Nothing in this policy is designed to limit an employee's right under Section 7 of the National Labor Relations Act, including discussing wages or other terms of employment.

If you have questions or need further guidance, please contact the Office/IT Manager.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

Roman

Acknowledgment of Receipt and Review (PEO)

By signing below, I acknowledge that I have received a copy of the Solar Gain Employee Handbook (dated September 2022) and I understand that it is my responsibility to read it, understand it, and comply with it.

I further understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice.

No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the President of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or effect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment and I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This version of this handbook is the most recent version and supersedes any previous handbook or policy statements, whether written or oral, issued by Solar Gain.

If I have any questions about the content or interpretation of this handbook, I will contact the Office/IT Manager.

I understand that my worksite employer, Solar Gain, has entered into an agreement with Paychex Business Solution whereby Paychex Business Solution has agreed to assign individuals to perform services for Solar Gain in connection with the agreement. I understand that for certain purposes I may be a co-employee of Paychex Business Solution, and that this relationship may be terminated at-will at any time by me, Solar Gain, or Paychex Business Solution for any reason, with or without cause or notice, unless otherwise prohibited by law.

Printed Name _____

Signature _____

Date _____