



# Blue Inc.

## Employee Handbook

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# Core Policies

## 1.0 Welcome

### 1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with Blue, Inc will be rewarding and challenging. We take pride in our employees as well as in the products and services we provide.

The Company complies with all federal and state employment laws, and this handbook generally reflects those laws. The Company also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets 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. The Company reserves the right to interpret, 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 work place.

If you have questions about your employment or any provisions in this handbook, contact Human Resources.

We wish you success in your employment here at Blue, Inc!

All the best,

Tina C. Galbreath, President  
Blue, Inc

### 1.2 At-Will Employment

Your employment with Blue, Inc 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. Only the President has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the President.

If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

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.

This policy may not be appropriate in its entirety for employees working in Montana.

## 2.0 Introductory Language and Policies

### 2.1 About the Company

Welcome to Blue, Inc. !

Blue Inc. was formed in June 7, 2013 by Tina Galbreath. We are a privately held, 100% minority owned, GDOT certified DBE contractor. We pride ourselves in being a workplace that works hard, has fun, and serves our clients with A+ quality every day.

We believe in:

- **Continuous Improvement** – Both for our own professional development and for the services we provide our clients, becoming an even better version of ourselves is important to the very core of Blue, Inc. Be willing to learn, improve and innovate constantly.
- **Rolling Up Our Sleeves** – No matter your position in the organization, dive in head first to get work done and support the team. No one is above lending a hand and ensuring what needs to get done is achieved.
- **Transparency** – We believe in being honest with our clients and with ourselves. Be open, trustworthy and truthful in all company dealings.
- **Creativity** – Our clients rely on our ability to be creative, to think "outside of the box", and deliver winning solutions. Strive to provide creative ideas and solutions to satisfy clients and help our business grow.
- **Excellence** – Our work is our art. Always demonstrate attention to detail, pride and the highest quality behind every customer and each project we touch.
- **Experience** - Learning by experience is the way we grow. Don't be afraid of failure if you are trying, learning, and moving forward. Push yourself to try new things, both personally and professionally, and share lessons learned with your peers.

Blue Inc. policies may change at any time, and employees are expected to comply with the most current versions. To the extent this Handbook conflicts with any applicable company policy, the policy will govern. If you have questions concerning this Handbook or a policy, consult your supervisor for clarification.

### 2.2 Company Facilities

#### Housekeeping

You are to maintain a neat and orderly work areas *far as practical*. Housekeeping and general cleanliness have a direct effect on safety and health. Proper housekeeping can prevent slips and falls, allow unhampered egress in the event of an emergency, prevent falling object injuries, enhance fire safety, and prevent the infestation of vermin. Listed below are general housekeeping rules:

1. All walking/working surfaces/areas/employee space shall be kept clean.
2. Do not allow debris to accumulate.
3. All stored materials will be neatly stacked.
4. All containers will be sealed when not in use.
5. No objects or food will be left unattended.
6. Entrances and exits will be properly marked and not blocked.

### 2.3 Ethics Code

Blue, Inc 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 Company.

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. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Company or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. 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.

## **2.4 Revisions to Handbook**

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Blue, Inc policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

## **3.0 Hiring and Orientation Policies**

### **3.1 Conflicts of Interest**

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

### **3.2 Employment Authorization Verification**

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Blue, Inc. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Supervisors.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Company.

### **3.3 Employment of Relatives and Friends**

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Blue, Inc. It is your obligation to inform the Company of any such potential conflict so the Company can determine how best to respond to the particular situation.

### **3.4 Job Descriptions**

Blue, Inc attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Supervisors.

Job descriptions prepared by the Company serve as an outline only. Due to business needs, you may be required to

perform job duties that are not within your written job description. Furthermore, the Company may have to revise, add to, or delete from your job duties per business needs. On occasion, the Company may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Supervisors.

### **3.5 New Hires and Introductory Periods**

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Blue, Inc and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

#### **Probationary Periods**

The probationary period is a time for you to learn about your job and become familiar with Blue Inc. During this time, your supervisor will explain Company policies and procedure, your job duties, and your performance expectations. Your performance will be closely evaluated by your supervisor to ensure that you understand and are able to meet the performance expectations. The probationary period is considered by the employee's first 90 days. Probationary periods may be extended or reenacted on a case-by-case basis.

### **3.6 Posting of Openings**

Blue, Inc desires to promote qualified employees from within where it believes that is possible, consistent with the need to assure that all positions are staffed by highly competent individuals. New job openings generally will be posted on the bulletin board, as well as on our Internet site.

### **3.7 Training Program**

In most cases, and for most departments, training employees is done on an individual basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Supervisors.

## **4.0 Wage and Hour Policies**

### **4.1 Attendance**

#### **Vacation Leave**

Blue Inc. defines "vacation leave" as leave needed for personal trips such as vacation, birthdays, weddings, etc. Vacation leave is earned **after** one full year of employment at which time all full-time employees will receive five (5) days/fifty (50) hours paid vacation. Vacation must be taken in five (5) consecutive days only, no single day vacation requests will be allowed. Any leave prior to 90 days will be up to the discretion of management to approve on a case-by-case basis. Please note, full-time employees are those employees that, in a calendar year, averaged at least 30 hours of service per week or 130 hours of service per month.

Vacation leave should be requested in advance through written request to your Supervisor. Any unused vacation cannot be accumulated unless approved by the Owner.

Blue, Inc reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the

policy.

### **Attendance and Punctuality**

It is important for you to report to work on time and to avoid unnecessary absences. The Company recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the Company.

Employees need to inform their immediate supervisors as soon as possible when they are not able to report to work or perform their work assignments. The employee is expected to inform their supervisor at least one (1) hour prior to the normal work start time via email or phone call (please note: text messages do not suffice). If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Supervisors. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

### **Paid Holidays**

Blue Inc. provides the following paid holidays. If a holiday falls on a weekend, the Friday before or the Monday after will be provided as the paid day off. There may be additional days observed and/or taken by Blue Inc., but any additional days other than those listed will not be considered "paid holidays".

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

## **4.2 Business Expenses**

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at Blue, Inc.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal Company procurement processes.

### *Business Meetings (Employer-Sponsored Events and Meetings)*

The Company pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Company employees. The most senior Company individual present is to pay for and report all expenses.

The Company will make every effort to have a master account set up for Company-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

### *Entertainment*

The Company pays for entertainment expenses only when they clearly benefit the Company and include customers and are promotional in nature. The most senior individual present is to pay for and report all expenses.



### Technical and Training Seminars

The Company pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your Supervisors.

### Gifts

You may present gifts only under exceptional circumstances and with prior approval of the appropriate Company officer. The Company does not reimburse cost over \$25 for business gifts.

### Other Expenses

The Company will pay for postage and telephone expenses that are for business purposes.

### Reporting

Report approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants.

## **4.3 Direct Deposit**

### **Pay Schedules**

Employees at Blue Inc. are paid on a weekly basis with payday being each Friday. Checks are to be picked up either from your Supervisor or at the Blue Inc. office by 4:00 PM Friday afternoon. If your check is not picked up by that time it will be held at the office until the following Monday.

Blue, Inc encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be provided to you on paydays in lieu of a check.

## **4.4 Employment Classifications**

The Company designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt Employees.** Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Nonexempt Employees.** Nonexempt employees are entitled to minimum wage and overtime pay.

The Company also assigns each employee to one of the following categories:

- **Regular Full-Time Employees.** Regular full-time employees are normally scheduled to work at least 32 hours per workweek, except for approved time off. Full-time employees are eligible for most Company benefits.
- **Regular Part-Time Employees.** Regular part-time employees are normally scheduled to work 32 hours or less per workweek. Part-time employees are not eligible for most Company benefits.
- **Temporary/Seasonal Employees.** Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Seasonal employees are hired on a temporary basis during a time of year when extra work is available. Temporary/seasonal employees are not eligible for most Company benefits.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact human resources. These classifications do not alter your employment at-will status.

## **4.5 Introduction to Wage and Hour Policies**

At Blue, Inc, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your Supervisors.

The Company may take deductions from an employee's pay for:

- Full day absences for personal reasons or sickness
- Any days not worked in the initial and final weeks of employment
- For hours taken as unpaid leave

### **Overtime Pay**

Some employees are considered exempt from overtime and are classified by the Fair Labor Standards Act (FLSA) as employees that are on a standard, fixed salary versus an hourly wage.

Non-exempt status is reserved for hourly workers which are paid for each hour worked and are eligible for overtime.

### **Break Times**

To ensure your general health and productivity, employees are offered paid rest breaks of no more than 15 minutes and unpaid lunch time of at least 30 minutes, but not longer than 1 hour.

## **4.6 Job Abandonment**

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Blue, Inc.

## **4.7 Paycheck Deductions**

Blue, Inc is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, etc., 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 information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Supervisors.

The Company will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Supervisors.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The Company will not retaliate against employees who report erroneous deductions in accordance with this policy.

## **4.8 Recording Time**

Blue, Inc is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Company has complete and accurate time records and that employees are paid for all hours

worked, nonexempt employees are required to record all working time using Company [[time cards/time sheets/punch clock/timekeeping application/other]]. Speak with your Supervisors for specific instructions.

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:

Immediately before starting your shift.

- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Time sheets/time cards are to be turned in to your Supervisors or appropriate department on (date or dates).

If you are required to clock in, you should clock in no more than five minutes before the time you actually start working and clock out no later than five minutes after you actually stop working.

Notify your Supervisors of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to human resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

## **4.9 Travel Expenses**

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Blue, Inc.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Blue, Inc business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your Supervisors has been received.

### Advances

The Company does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

### Travel Expenses

The Company pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

### Family Members

The Company will pay the travel expenses of spouses or other family members only when their presence is necessary to the business purpose of the trip and when approved in advance in writing by the President.

#### Air Travel

Use economy or tourist class fares when traveling on Company business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two Company officers should travel together on the same flight.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

#### Hotels

Neither in-room movies nor refreshment bars are approved Company expenses.

#### Insurance

The Company does not pay for personal travel insurance for employees.

#### Rental Cars

You are to use rental firms having existing relationships with the Company and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

#### Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than 2 points on your driving record. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. The President must authorize any deviation from this policy.

#### Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

#### Travel Reservations

Airline travel, rental cars, and hotels must be booked through the corporate designated travel agency in order to be reimbursed.

### **4.10 Use of Employer Credit Cards**

All employees in the possession of a credit card issued by Blue, Inc will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Company vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit card purchases for vehicle use over \$100 and any other business purchases over \$25 must receive prior approval from your Supervisors.

Submit all sales receipts generated by use of the Company credit card weekly to your Supervisors. Your Company credit card may not be used for personal reasons. Use of the Company credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit card issued by the Company will be the cardholder's responsibility. You must reimburse any such purchase to the Company within 10 days.

Immediately report lost or stolen Company cards to your Supervisors. Failure to follow this policy may result in disciplinary

action up to and including discharge.

## **5.0 Performance, Discipline, Layoff, and Termination**

### **5.1 Criminal Activity/Arrests**

Blue, Inc will report all criminal activity in accordance with applicable law. 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.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

### **5.2 Exit Interview**

You may be asked to participate in an exit interview when you leave Blue, Inc. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the Company in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

### **5.3 Open Door/Conflict Resolution Process**

Blue, Inc strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your Supervisors and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its employees, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of your Supervisors at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Supervisors. If you have already brought this matter to the attention of your Supervisors before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

### **5.4 Pay Raises**

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with Blue, Inc profitability, job performance, and the consumer price index. The Company may also make individual pay raises based on merit or due to a change of job position.

### **5.5 Performance Improvement**

Blue, Inc will make efforts to periodically review your work performance. The performance improvement process will take place annually or as business needs dictate. You may specifically request that your Supervisors assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

### **5.6 Post-Employment References**

Blue, Inc policy is to confirm dates of employment and job title only. With written authorization, the Company will confirm compensation. Forward any requests for employment verification to Human Resources.

## **5.7 Promotions**

To match you with the job for which you are best suited and to meet the business needs of Blue, Inc, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job.

All employees promoted into new job positions will undergo an introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive Company benefits for which they are eligible.

## **5.8 Resignation Policy**

Blue, Inc hopes that your employment with the Company will be a mutually rewarding experience; however, the Company acknowledges that varying circumstances can cause you to resign employment. The Company intends to handle any resignation in a professional manner with minimal disruption to the workplace.

### **Resignation Procedures**

If you decide to terminate your employment, it is recommended that you give at least a two-week notice to your supervisor in order to maintain a mutually respectful relationship. All resignations must be submitted in writing or email to Tina Galbreath or John D. Galbreath. At time of resignation, all company property will need to be turned in prior to receiving your final check.

#### Notice

The Company requests that you provide a minimum of two weeks' notice of your resignation. Provide a written resignation letter to your Supervisors. If you provide less notice than requested, the Company may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Company reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

#### Final Pay

The Company will pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify the Company if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

#### Return of Property

Return all Company property at the time of separation. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Company may pursue criminal charges for failure to return Company property.

## **5.9 Standards of Conduct**

Blue, Inc wishes to create a work environment that promotes job satisfaction, 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. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of

common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Company property (including in Company vehicles), or on Company business.
- Inaccurate reporting of the hours worked by you or any other employees.
- 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.
- Taking or destroying Company property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Company trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Company or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Company premises during working hours.
- Failure to dress according to Company policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job at this Company.
- Gambling on Company premises.
- Lending keys or keycards to Company property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

## **5.10 Transfers**

Blue, Inc may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

## **5.11 Workforce Reductions (Layoffs)**

If necessary based upon business needs, Blue, Inc management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Company will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

# **6.0 General Policies**

## **6.1 Authorization for Use of Personal Vehicle**

### **"OTHER THAN COMPANY OWNED" VEHICLES USED FOR BLUE, INC.**

Blue, Inc. does not assume any liability for bodily injuries or property damage the employee may become personally

obligated to pay arising from an incident occurring in connection with operations of a vehicle not owned by Blue, Inc. The reimbursement to the employee for the operation of "other than company owned" vehicles on company business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits of \$250,000/\$500,000/\$100,000, plus excess liability of \$1,000,000. Blue, Inc. does not specify and assumes no responsibility for any other coverage employees carry on the vehicles used since this is a matter of individual status and preference. The employee is responsible for providing proof of coverage to Blue, Inc. on an annual basis.

### **Personal Vehicles on Company Business**

a. Employees who drive their personal vehicles on company business are subject to the requirements of this program including:

1. Maintain auto liability insurance with minimum limits of \$250,000 for bodily injury and \$500,000 for property damage with combined single limit of \$100,000, excess liability of \$1,000,000.
2. Maintain current state vehicle inspections when required.
3. Maintain their own vehicle in a safe operating condition when driven on company business.
4. Proof of insurance (copy of declaration page) will be sent to BLUE, INC.
5. Acceptable Motor Vehicle Report (MVR).
6. No "business use" exclusion on personal insurance policy.

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Blue, Inc may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Company.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

## **6.2 Bulletin Boards**

Blue, Inc maintains an official bulletin board for providing employees with official Company notices. At times the Company may also post information of general interest to employees on the bulletin board. You are responsible for being informed about this material by periodically reviewing the bulletin board. Only authorized personnel may add and remove notices from the bulletin board.

### **Postings**

There will be a prominently displayed bulletin board or area for postings. You must be aware of the location of the following posted items:

- a. OSHA Form 3165, *It's the law!*
- b. Emergency phone numbers & job site address for emergency response.
- c. During the period from February 1 through April 30, OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, must be posted for work-related injuries and illnesses which have occurred during the previous year.

If appropriate, the following will be posted:

- a. OSHA citations.



- b. Notice of informal hearing conference.
- c. Names and locations of assigned first aid providers.
- d. Air or wipe sampling results.
- e. Emergency action plan.

## **6.3 Computer Security and Copying of Software**

### **Computers & Technology**

Blue Inc.'s information technology systems and the information served by those systems are valuable and vital assets to the company. This includes all computer systems (hardware and software), communication systems (networks, telecommunications, video and audio broadcast systems and information (processes, documents, data, text images, etc.) in any form on any media.

Blue Inc. information technology systems and all data that reside on them are company property and may only be used in compliance with applicable law and company and department policy. As a user of information resources, you are responsible for knowing about appropriate and ethical use of information in all environments you access, protecting the information you are using from corruption or unauthorized disclosure, working in such a manner as to consider the access rights of others, and following applicable guidelines concerning the use and nondisclosure of passwords and other means of access control.

Blue Inc. has the right to monitor all of its information technology system and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed or transmitted via those systems. Employees should have no expectation of privacy in any communications and/or data created, stored, received, or transmitted on, to, or from the Company's information technology systems.

Software programs purchased and provided by Blue, Inc are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Company, or developed by Company employees or contract personnel on behalf of the Company, is and will be deemed Company property. It is the policy of the Company to respect all computer software rights and to adhere to the terms of all software licenses to which the Company is a party.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Company to both civil and criminal penalties under the United States Copyright Act.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Company.

## **6.4 Driving Record**

### **Blue, Inc. Vehicle Policy**

IF YOU ARE AN AUTHORIZED DRIVER OF A COMPANY VEHICLE, you have been given certain privileges. You assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and otherwise following the policies and procedures outlined in the following.

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their car and cost-efficient use. **COMPANY VEHICLES MAY NOT BE USED FOR BUSINESS ACTIVITIES OF OTHER COMPANIES.**

Any employee authorized to drive the company vehicles must have a valid driver's license issued in the State of Georgia for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

**DRIVER QUALIFICATIONS ARE AS FOLLOWS:**

Authorized employee of the company 21 years of age Valid driver's license Minimum of one-year experience in the class of vehicle operating

***An employee will not qualify for a company vehicle if, during the past 36 months, the driver had any of the following experiences***

Convicted of a felony Convicted of selling, handling or using drugs

Had automobile insurance cancelled, declined or not renewed by a company

Convicted of an alcohol or drug related offense while driving

Driver's license suspended or revoked

Convicted of 3 or more speeding violations or one or more other serious violations

Been involved in 3 or more chargeable accidents

A motor vehicle record check (MVR) will be performed and will be used as a source for verifying driver history. MVR's will be obtained and reviewed on an annual basis for each employee, as required by our insurance company. Driving privileges may be withdrawn or suspended and/or the company vehicle removed from any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken, up to and including termination of employment.

**NO PERSONAL USE OF A COMPANY VEHICLE IS ALLOWED FOR ANY REASON WITHOUT PERMISSION FROM TINA OR DOUG GALBREATH AND WILL BE DETERMINED ON A CASE-BY-CASE SITUATION.**

**ONLY BLUE, INC. EMPLOYEES ARE COVERED BY OUR INSURANCE AND UNDER NO CIRCUMSTANCE IS ANYONE ELSE ALLOWED TO RIDE IN BLUE, INC. COMPANY VEHICLES.**

**NO ALTERATIONS, ADDITIONS, REMOVALS OR MODIFICATIONS CAN BE MADE TO ANY COMPANY VEHICLE WITHOUT PRIOR AUTHORIZATION FROM TINA OR DOUG GALBREATH. (Rev 3/1/2021)**

**MAINTENANCE OF COMPANY VEHICLE**

Authorized drivers are required to properly maintain their company vehicle at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventative maintenance such as, but not limited to, regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventative maintenance on your vehicle, as required in the owner's manual, performed by a certified dealer at the expense of Blue, Inc.

All employees required to operate a motor vehicle as part of their employment duties at Blue, Inc must maintain a valid driver's license and acceptable driving record. The Company may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the Company.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

## **6.5 Employer Sponsored Social Events**

Blue, Inc holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a Supervisors prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

## **6.6 Employer-Provided Cell Phones/Mobile Devices**

Blue, Inc may issue certain employees a Company cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

We understand that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the Company, you are responsible for the cost of that usage, including all applicable taxes unless prohibited by law.

The Company owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them.

You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Company in operable condition.

Violation of this policy may result in discipline, up to and including termination of employment.

## **6.7 GPS Monitoring of Employer Vehicles**

As of November 15, 2019, Blue Inc. began installing GPS locators on ALL company vehicles. This system serves many purposes.

It allows us to track, not only the current location, but the paths previously taken. Speed is monitored and alerts are sent if the limits are broken. Idle time is logged as well as mileage monitored. These things benefit all of us from a maintenance perspective as well as our safety and the safety of others.

Any violations or incidents with company vehicles can be a cause for disciplinary action or termination.

Blue, Inc desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting Company vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the Company uses GPS technology to monitor the whereabouts of our vehicles at all times.

If you abuse the privilege of driving company vehicles, you will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

## **6.8 Nonsolicitation/Nondistribution Policy**

To avoid disruption of business operations or disturbance of employees, visitors, and others, Blue, Inc has implemented a Nonsolicitation/Nondistribution 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 Nonsolicitation/Nondistribution 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, lunch rooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and nonharassment 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 Supervisors.

## **6.9 Off-Duty Use of Employer Property or Premises**

You may not use Blue, Inc property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Company products, or office supplies for personal use without prior authorization.

It is Company policy to control off duty and nonworking hour use of Company facilities either for business or personal reasons. You are prohibited from using Company facilities during off duty or nonworking hours without the written consent of your Supervisors. If you use Company facilities during your off-duty hours or Company off-hours, you may be required to sign a log-in and log-out sheet maintained by the Company or building manager.

## **6.10 Personal Appearance**

Personal Hygiene

You will have access to restroom facilities as needed. Do not take job site chemicals home with you on your skin or clothing.

## **6.11 Personal Cell Phone/Mobile Device Use**

Cellular/mobile phones should not be used while operating a vehicle. Using a cell phone while driving leads to an increased risk of having an accident through a lack of attention to driving. Inattention is the #1 cause of vehicle accidents in America. Inattention can also involve adjust the radio, eating, smoking, daydreaming, talking to passengers, things outside the vehicle and other distractions.

Some simple precautions regarding mobile phone use while driving –

- Allow voice mail to handle your calls.

- Place and return calls while parked at a safe location
- Ask a passenger to take or make a call for you
- Inform callers of your driving schedule and when you will be available to talk
- Keep your hands on the wheel and your eyes and mind on the road

While Blue, Inc permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Company property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Company policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the Company requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

## **6.12 Personal Data Changes**

It is your obligation to provide Blue, Inc with your current contact information, including current mailing address and telephone number. You should also inform the Company of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact Human Resources.

## **6.13 Security**

All employees are responsible for helping to make Blue, Inc a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Supervisors immediately. Refrain from discussing specifics regarding Company security systems, alarms, passwords, etc. with those outside of the Company.

Immediately advise your Supervisors of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Company. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

## **6.14 Social Media**

At Blue, Inc, we recognize the Internet provides unique opportunities to participate in interactive discussions and share

information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Company, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the Company.

### Guidelines

For purposes of this policy, **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 website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Company, as well as any other form of electronic communication.

Company principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employees of the Company.

### Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### Be Respectful

The Company cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Company policy. Your personal posts and social media activity should not reflect upon or refer to the Company.

### Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, 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.
- Do not create a link from your personal blog, website, or other social networking site to a Company website that identifies you as speaking on behalf of the Company.
- Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Company. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

### Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Company.

### Media Contacts

If you are not authorized to speak on behalf of the Company, do not speak to the media on behalf of the Company. Direct all

media inquiries for official Company responses to Human Resources.

### Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

## **6.15 Suggestion Policy**

At Blue, Inc, 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 Supervisors 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.

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.

## **6.16 Telephone Use**

Blue, Inc phones are principally for work-related communications. Unless there is an emergency, limit long distance telephone calls to business purposes only. Limit personal use of Company telephones to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Use of Company Technology Policy.

## **6.17 Third Party Disclosures**

From time to time, Blue, Inc may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Company and should refer any call requesting the position of the Company to [[Tina Galbreath]]. If you have any questions about this policy or are not certain what to do when such a contact is made, contact [[Tina Galbreath]].

## **6.18 Use of Company Technology**

This policy is intended to provide Blue, Inc employees with the guidelines associated with the use of the Company information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Company, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.

- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

### General Provisions

Company IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Company IT resources and communications systems are the property of the Company. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Company electronic information and communications systems.

The Company reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Company IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Company will exercise this right periodically, without prior notice and without prior consent.

The interests of the Company in monitoring and intercepting data include, but are not limited to: protection of Company trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Company IT resources and communications systems.

Do not use Company IT resources and communications systems for any matter that you would like to be kept private or confidential.

### Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Company will also advise law enforcement officials of any illegal conduct.

## **6.19 Use of Employer Vehicles**

IF YOU ARE AN AUTHORIZED DRIVER OF A COMPANY VEHICLE, you have been given certain privileges. You assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and otherwise following the policies and procedures outlined in the following.

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their car and cost-efficient use. **COMPANY VEHICLES MAY NOT BE USED FOR BUSINESS ACTIVITIES OF OTHER COMPANIES.**

Any employee authorized to drive the company vehicles must have a valid driver's license issued in the State of Georgia for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.



## **DRIVER QUALIFICATIONS ARE AS FOLLOWS:**

Authorized employee of the company 21 years of age Valid driver's license Minimum of one-year experience in the class of vehicle operating

***An employee will not qualify for a company vehicle if, during the past 36 months, the driver had any of the following experiences***

Convicted of a felony Convicted of selling, handling or using drugs Had automobile insurance cancelled, declined or not renewed by a company Convicted of an alcohol or drug related offense while driving Driver's license suspended or revoked Convicted of 3 or more speeding violations or one or more other serious violations Been involved in 3 or more chargeable accidents

A motor vehicle record check (MVR) will be performed and will be used as a source for verifying driver history. MVR's will be obtained and reviewed on an annual basis for each employee, as required by our insurance company. Driving privileges may be withdrawn or suspended and/or the company vehicle removed from any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken, up to and including termination of employment.

**NO PERSONAL USE OF A COMPANY VEHICLE IS ALLOWED FOR ANY REASON WITHOUT PERMISSION FROM TINA OR DOUG GALBREATH AND WILL BE DETERMINED ON A CASE-BY-CASE SITUATION.**

**ONLY BLUE, INC. EMPLOYEES ARE COVERED BY OUR INSURANCE AND UNDER NO CIRCUMSTANCE IS ANYONE ELSE ALLOWED TO RIDE IN BLUE, INC. COMPANY VEHICLES.**

**NO ALTERATIONS, ADDITIONS, REMOVALS OR MODIFICATIONS CAN BE MADE TO ANY COMPANY VEHICLE WITHOUT PRIOR AUTHORIZATION FROM TINA OR DOUG GALBREATH. (Rev 3/1/2021)**

## **MAINTENANCE OF COMPANY VEHICLE**

Authorized drivers are required to properly maintain their company vehicle at all times. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventative maintenance such as, but not limited to, regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventative maintenance on your vehicle, as required in the owner's manual, performed by a certified dealer at the expense of Blue, Inc.

## **"OTHER THAN COMPANY OWNED" VEHICLES USED FOR BLUE, INC.**

Blue, Inc. does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising from an incident occurring in connection with operations of a vehicle not owned by Blue, Inc. The reimbursement to the employee for the operation of "other than company owned" vehicles on company business includes the allowance for the expense of automobile insurance. You are required to have minimum liability limits of \$250,000/\$500,000/\$100,000, plus excess liability of \$1,000,000. Blue, Inc. does not specify and assumes no responsibility for any other coverage employees carry on the vehicles used since this is a matter of individual status and preference. The employee is responsible for providing proof of coverage to Blue, Inc. on an annual basis.

## **TRAFFIC VIOLATIONS**

Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the assigned driver. Blue, Inc. will not condone nor excuse ignorance of any motor vehicle violation that results in court summons being directed to itself as owner of the vehicle. Each driver is required to report all moving violations to Tina Galbreath, President, within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or otherwise) while on

company business. Failure to report violations will result in appropriate disciplinary action, including revoking of driver privileges and possible termination of employment. Please be aware that motor vehicle violations incurred during non-business (personal use) hours will also affect your driving status as well and are subject to review.

## **MOBILE PHONE USE**

Cellular/mobile phones should not be used while operating a vehicle. Using a cell phone while driving leads to an increased risk of having an accident through a lack of attention to driving. Inattention is the #1 cause of vehicle accidents in America. Inattention can also involve adjust the radio, eating, smoking, daydreaming, talking to passengers, things outside the vehicle and other distractions.

Some simple precautions regarding mobile phone use while driving –

- Allow voice mail to handle your calls.
- Place and return calls while parked at a safe location
- Ask a passenger to take or make a call for you
- Inform callers of your driving schedule and when you will be available to talk
- Keep your hands on the wheel and your eyes and mind on the road

## **PROCEDURES FOR ACCIDENTS INVOLVING COMPANY VEHICLES**

Call the police on all accidents Have the police officer provide you with a case or ticket number in order to obtain a police report Do not admit negligence or liability Do not attempt settlement, regardless of how minor Get name, address and phone number of injured person and witnesses if possible Exchange vehicle identification, insurance company name and policy numbers with the other driver Take several photographs at different angles of all vehicles involved Complete the accident report which should be located in your vehicle Turn all information over to Tina Galbreath within 24 hours.

## **THEFTS**

In the event of a theft of the company vehicle or items within a company vehicle, notify the local Police Department and Tina Galbreath immediately

## **DRIVER RESPONSIBILITIES**

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following.

Operate the vehicle in a manner consistent with reasonable practices that void abuse, theft, neglect or disrespect of the equipment Obey all traffic laws Seat belts and shoulder harness is mandator for both driver an all passengers Adhere to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any deft that would prevent safe operation Attention to and practice of safe driving techniques and adherence to current safety requirements Restrict the use of vehicles to authorized driver Report occurrent of moving violations Accurate, comprehensive and timely report of all accidents by an authorized driver and thefts of a company vehicle to the company president, Tina Galbreath.

Failure to comply with any of these responsibilities will result in disciplinary action, up to and possibly including termination of employment.

## **PREVENTABLE ACCIDENTS**

A preventable accident is defined as any accident involving a company vehicle, whether being use for company or personal use, or any vehicle while being used on company business that results in property damage and/or personal injury and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

Some safety guidelines to prevent accidents

Do not follow too close

Do not drive too fast for conditions

Do not fail to observe clearances

Do not fail to obey signs

Do not make improper turns

Do not fail to observe signals from other drivers

Do not fail to reduce speed

Do not park improperly

Do not pass improperly

Do not fail to yield

Do not back up improperly

Do not fail to obey traffic signals or directions

Do not exceed the posted speed limit

Do not drive while intoxicated (DWI) or drive under the influence (DUI) or similar charges

## **VEHICLE USE**

### **1. Company Owned Vehicles**

a. Passenger Cars – Employees authorized by their supervisors will be permitted to operate a passenger car. When the vehicle is driven for personal use, only the employee will be permitted to operate the vehicle. No one under the age of 21 will be permitted to operate the vehicle.

b. Commercial Vans and Trucks – Employees with appropriate commercial driver's license, authorization from their supervisor and qualified by state and Federal DOT when applicable, will be permitted to operate the vehicle.

Company vehicles are to be used for Blue, Inc business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

If you drive a Company vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your Supervisors.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify your Supervisors immediately.

As the driver of a Company vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a Company vehicle or drive a personal vehicle on Company business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

## 6.20 Workplace Privacy and Right to Inspect

Blue, Inc property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.

## 7.0 Benefits

### 7.1 Bereavement Leave

Blue, Inc recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Company will provide bereavement leave as follows:

[[All employees [who have completed # days/weeks/months of service] are eligible for [# day(s)] of [paid/unpaid] bereavement leave for the death of an immediate family member.]]

[[OR]]

[[Full-time employees [who have completed # days/weeks/months of service] are eligible for [# day(s)] of [paid/unpaid] bereavement leave for the death of an immediate family member.]]

[[Part-time employees [who have completed # days/weeks/months of service] are eligible for [# day(s)] of [paid/unpaid] bereavement leave for the death of an immediate family member.]]

[[Part-time employees [who have completed # days/weeks/months of service] are eligible for [# day(s)] of [paid/unpaid] bereavement leave for the death of an immediate family member in proportion to the number of hours they are regularly scheduled to work. For example, a part-time employee regularly scheduled to work 20 hours per week is eligible for [one half the number of days indicated for full-time employees] of bereavement leave.]]

You may use accrued but unused [[vacation/sick leave/paid time off]] if additional time is needed. [[Additional unpaid time off may be granted at the discretion of the Company on a case-by-case basis.]]

For purposes of this policy, **immediate family member** includes the following and applies both to the family of the employee and the employee's spouse: [[child (including foster child and stepchild), spouse, sister, brother, parents (including

foster parents and stepparents), grandparents]].

You must provide notice of your need for bereavement leave as far in advance as possible. The Company may require documentation supporting your need for bereavement leave.

## **7.2 COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Blue, Inc employees and their beneficiaries to continue health insurance coverage under the Company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact [[Human Resources]] to learn more about your COBRA rights.

## **7.3 Dental Insurance**

[[Insert any information you would like to provide about your dental insurance plan here.]]

## **7.4 Health Insurance**

[[Insert any information you would like to provide about your health insurance plan here.]]

## **7.5 Holidays**

### **Paid Holidays**

Blue Inc. provides the following paid holidays. If a holiday falls on a weekend, the Friday before or the Monday after will be provided as the paid day off. There may be additional days observed and/or taken by Blue Inc., but any additional days other than those listed will not be considered "paid holidays".

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

## **7.6 Life Insurance**

[[Insert any information you would like to provide about your life insurance plan here.]]

## **7.7 Military Leave (USERRA)**

Blue, Inc complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to [[Human Resources]]. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your

Supervisors of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact [[Human Resources]].

## 7.8 Paid Time Off (PTO)

### Vacation Leave

Blue Inc. defines "vacation leave" as leave needed for personal trips such as vacation, birthdays, weddings, etc. Vacation leave is earned **after** one full year of employment at which time all full-time employees will receive five (5) days/forty (40) hours paid vacation. Vacation must be taken in five (5) consecutive days only, no single day vacation requests will be allowed. Any leave prior to 90 days will be up to the discretion of management to approve on a case-by-case basis. Please note, full-time employees are those employees that, in a calendar year, averaged at least 30 hours of service per week or 130 hours of service per month.

Vacation leave should be requested in advance through written request to your Supervisor. Any unused vacation cannot be accumulated unless approved by the Owner.

## 7.9 Personal Leave of Absence

Blue, Inc recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

### Eligibility

All [[regular/full-time/part-time]] employees employed for at least [[# days/months]] are eligible to apply for an unpaid personal leave of absence.

### Requesting Leave

Requests for unpaid personal leave must be submitted to your Supervisors [[and/or appropriate department]] in writing at least [[# days]] in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the Company.

[[You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence/You may substitute any applicable and available paid leave for all or a portion of your unpaid personal leave.]]

[[Sick leave, PTO, vacation time, seniority, or other benefits]] will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.

If you are granted a personal leave of absence, reinstatement to your position or any position is not guaranteed.

### [[# Benefits While on Leave]]

[[Your Company-provided [health] benefits will be continued at the same level and under the same conditions as prior to the leave, for up to [# weeks/months as shown in the benefit plan document]. You are responsible for payment of your portion of the insurance premium while on personal leave.]]

[[If you are on a personal leave of absence that exceeds [# weeks/months as shown in the benefit plan document], or you fail to pay your premium payment in a timely manner, the Company will provide you with information about your rights under COBRA and/or applicable state continuation coverage policies.]]

### Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least [[# days/weeks]] in advance of the return date. Leave extensions will be considered on a case-by-case basis. If the Company denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

### Return to Work

In advance of your scheduled return date, [[your Supervisors or appropriate department]] will arrange for you to resume your previous position, if available. However, the Company's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. The Company retains the discretion to determine the similarity of any available positions and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

### Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

### Alternative Employment

While on an unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the Company. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

## **7.10 Sick Pay**

Blue, Inc allows its regular full-time employees who have completed their introductory period [[#]] sick days per calendar year. Notify your Supervisors as far in advance as possible if you are going to take sick time off. There may be occasions, such as sudden illness, when you cannot notify your Supervisors in advance. In those situations, provide notification of your circumstances as soon as possible. You may also be requested to provide a certificate of illness to your Supervisors.

You may use sick leave benefits for dental or doctor visits or to care for immediate family members who are sick. There may also be state mandated use of sick time. Unused sick days may not be converted to a cash payment. You may be required to use available sick leave during family and medical leave, disability leave, or other leave.

[[Sick time accumulation will be capped at a total of [#] days per year.]]

## **7.11 Unemployment Compensation Insurance**

Unemployment compensation insurance is paid for by Blue, Inc and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Company.

## **7.12 Vacation**

### **VACATION**

Vacation leave is applicable for full-time employees. After one (1) full year of employment, five (5) days or forty (40) hours of vacation is earned. PLEASE NOTE: Any unused vacation cannot be accumulated unless approved by Owner(s).

### **Vacation Leave**

Blue Inc. defines "vacation leave" as leave needed for personal trips such as vacation, birthdays, weddings, etc. Vacation

leave is earned **after** one full year of employment at which time all full-time employees will receive five (5) days/forty (40) hours paid vacation. Vacation must be taken in five (5) consecutive days only, no single day vacation requests will be allowed. Any leave prior to 90 days will be up to the discretion of management to approve on a case-by-case basis. Please note, full-time employees are those employees that, in a calendar year, averaged at least 30 hours of service per week or 130 hours of service per month.

Vacation leave should be requested in advance through written request to your Supervisor. Any unused vacation cannot be accumulated unless approved by the Owner.

### **7.13 Vision Care Insurance**

[[Insert any information you would like to provide about your vision plan here.]]

### **7.14 Workers' Compensation Insurance**

Emergency Medical Response *DO NOT PROVIDE ANY MEDICAL ASSISTANCE FOR WHICH YOU ARE NOT QUALIFIED BY CERTIFIED TRAINING*

Should an injury occur that requires an emergency medical responder, the below listed actions will be taken in the order give

- a. Call the posted emergency response number.
- b. Provide any medical assistance you are trained and certified to do. Do not provide any medical assistance you are not trained to do.
- c. Designate an individual to direct the emergency responders to the injured party and provide Safety Data Sheets (SDS) if applicable.
- d. Notify your supervisor who, in turn, will notify the office.

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Blue, Inc, no matter how slightly, you are to report the incident immediately to your Supervisors. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Supervisors immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

## **8.0 Safety and Loss Prevention**

### **8.1 Business Closure and Emergencies**

Blue, Inc recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

#### Company Closure

Examples of emergencies when the Company may close include, but are not limited to, [[list common reasons for closure, i.e., power outage, blizzard conditions, etc.]].



### Notification

In an emergency, the Company will make every effort to notify you of the closing by [[phone/email/website/etc.]] These notification efforts assume that you have access to electricity and internet and/or phone service.

When the Company is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation. In a regional power outage, for example, the Company is likely to have no power. If there is reported flash flooding in your area, report to work only if you can make it safely.

### Partial-Day Closure

If an emergency event such as inclement weather or a power outage occurs, the Company may decide to close mid-day. When the Company closes mid-day, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely.

If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week. If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise.

### Notified of Closure Prior to Reporting to Work

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise. If you are exempt, you will be paid your normal salary for the week.

### Benefits Coverage

Your health insurance coverage will be maintained by the Company during the closure on the same basis as if you were still working.

### Extending Leave

When the Company closure ends, you are expected to report to work. Contact your Supervisors if you cannot return to work at the end of the closure. The Company recognizes that you may need additional time off to repair extensive home damage or for other emergency situations. These will be assessed on a case-by-case basis.

### If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when the Company is able to remain open. The Company recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your Supervisors, by any method possible.

Time missed under circumstances where the Company remains open and you are unable to report to work is to be used as vacation time, personal time, or is unpaid.

## **8.2 Drug and Alcohol Policy**

### **Drugs & Alcohol**

With the exception of over-the-counter drugs (such as aspirin) or drugs prescribed by a physician, drugs and alcohol are not permitted within our job site. Alcohol and drug abuse cause an unacceptable level of safety hazard. If you are found to be under the influence of drugs and/or alcohol, you will be removed immediately from your work assignment by your supervisor and further disciplinary action will be taken by our Safety Director.

If you are taking prescription medication that reduces motor skills, you should report this to your supervisor for appropriate work assignment.

Impaired Driving – The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.

Blue, Inc is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

### Prohibited Conduct

The Company expressly prohibits employees from engaging in the following activities when they are on duty or conducting Company business or on Company premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Company does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Company Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Supervisors if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

### Violations

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

## **8.3 Drug-Free Workplace**

### Drug-Free Workplace Act

As a federal contractor, Blue, Inc must comply with the requirements of the Drug-Free Workplace Act of 1988, which is a part of Public Law 100-690, Anti-Drug Abuse Act of 1988. The federal Drug-Free Workplace Act of 1988 (§ 5152) covers grants and contracts for the procurement of any service with a value of \$25,000 or more.

To comply with the act, federal agency contractors and federal grant recipients must provide a drug-free workplace. These federal contractors and grant recipients will:

- Publish a statement prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the workplace and specify the actions that will be taken against employees for violations.
- Distribute a copy of the policy statement to employees engaged in the performance of a federal grant or contract.
- Notify employees that compliance with the policy is a condition of employment on such grant or contract and that employees must abide by the terms of the policy statement. The policy statement includes the requirement that employees notify the Company of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notify the granting or contracting agency within 10 days after learning of a criminal drug statute conviction.
- Impose a sanction as required under this act on employees who are so convicted.
- Establish a program of drug-free awareness, informing employees about the organization's policy of maintaining a

drug-free workplace, the penalties that may be imposed upon employees for drug-abuse violations, the dangers of drug abuse in the workplace, and any available drug counseling, rehabilitation, and assistance programs.

- Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

### Americans with Disabilities Act

In addition to complying with the federal Drug-Free Workplace Act of 1988, the Company must comply with the requirements of the Americans with Disabilities Act of 1990 (ADA). Individuals who currently use drugs illegally are not individuals with disabilities protected under the ADA when an employer takes action because of their continued use of drugs. This includes people who use prescription drugs illegally as well as those who use illegal drugs. However, people who have been rehabilitated and do not currently use drugs illegally, or who are in the process of completing a rehabilitation program, may be protected by the ADA.

### Drug-Free Workplace Policy

The Company, in compliance with the federal Drug-Free Workplace Act of 1988, has adopted the following policy that must be adhered to as a condition of employment:

- The unlawful use, possession, manufacture, dispensation, or distribution of controlled substances in all work locations is prohibited.
- Any employees convicted of a criminal drug statute violation occurring in the workplace must notify their Supervisors of the conviction within five days after the conviction. As required by the federal Drug-Free Workplace Act of 1988, the Company must inform contracting or granting agencies of such convictions within 10 days after receiving notification or otherwise receiving notice of a conviction.
- Upon receiving such notification, the Company, in conjunction with the location concerned, will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected individual to continue employment with the Company, the individual must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

The Company will evaluate its obligations in accordance with state and other applicable laws where required, on a case by case basis.

## **8.4 General Safety**

### **Safety Commitment**

Blue Inc. is committed to ensuring that you do not work in an environment that is unsanitary, hazardous, or dangerous to your health or safety. You will be instructed on the recognition and avoidance of unsafe conditions and the regulations applicable to your work environment to control or eliminate any hazards or other exposure to illness or injury.

Using the safety and health training programs provided by the Occupational Safety and Health Administration (OSHA), as well as other reference materials, company safety training, policies, and procedures will be developed and implemented as needed.

Frequent and regular inspections of our facilities, materials, and equipment will be made by our Safety Program Administrator, or a designated person.

You may operate equipment or machinery only if you are qualified by training or experience. Machinery, tools, material, or equipment that you find either not in compliance with a particular OSHA standard or that you determine is unsafe will be identified as such by tagging; locking the controls; or physically removing it from its place of operation.

Safety takes a commitment from all persons from senior management to the newest hire. It is expected that you will actively participate in safety training and perform your work in a safe manner.

The primary beneficiary of maintaining a safe work environment is you.

You are the person who will not sustain an occupational injury or illness. Additionally, a safe work site protects fellow employees and those with whom we work. Performing tasks in a safe manner allows us to work more efficiently, reduces the possibility of equipment damage, eliminates costly citations, and enhances our opportunities to procure more work. Working safely has nothing but positive benefits for you and the company. If confronted with a new task for which you do not know the proper safety procedures, ask for instruction from your supervisor before proceeding.

Do not hesitate to point out observed safety deficiencies to your supervisor -- you may prevent an injury to yourself or a fellow employee.

OSHA standards that are applicable to the work you do are readily accessible.

#### Stop Work Authority and Workers' Right to Refuse Dangerous Work Policy Statement

As referenced in the New Hire Safety Orientation, each employee is:

- a. To work in a safe manner and follow established work rules and procedures to the best of their ability.
- b. To ask for clarification of safety procedures of which they are not sure prior to performing a task.
- c. To report to the job site supervisor or competent person any unsafe acts or procedures and will ensure they are addressed and resolved before continuing work.

Specific procedures have been established to ensure that all employees understand the importance of **not** performing a job task if it cannot be performed safely and in accordance with appropriate standards.

Stop Work Authority Procedures training will be given during the new hire safety orientation before initial assignment to any job task. Training will be documented and include the employee's name, dates of training, and subject.

All employees not only have the authority to stop work when control of a health, safety, or environment hazard or risk is not clearly established or understood, they have an obligation to stop work.

Procedures:

- a. Upon discovery or realization that control of a health, safety, or environment hazard or risk is not clearly established or understood, the employee will immediately stop work.
- b. Employees with whom he/she is working will be immediately informed so a health, safety, or environment hazard or risk does not impact them or their work.
- c. The supervisor/competent person will be notified as soon as possible so the situation may be addressed (corrected).
- d. If the supervisor/competent person can successfully address the issue, work will resume. If it is not resolved, work will remain stopped until it is. Most stop work procedures can be resolved in a timely manner at the job site. On occasion, it may require additional investigation to determine the root cause of the problem and the proper procedures to proceed.
- e. The stop work will be documented with a stop work report.

Supervisor Review:

Supervisors reviewing stop work reports can determine employee participation in the program, the quality of the interventions, trend common issues, and identify opportunities for improvement and establish new safety procedures to

preclude a reoccurrence.

Follow-up:

After the stop work intervention has been initiated and closed, the supervisory review has been completed, all safety issues have been resolved in a timely manner at the job site to the satisfaction of all persons concerned prior to the resumption of work (or, if needed, after additional investigation and corrective actions required to identify and address root causes have been completed), the **importance of follow-up** can be demonstrated by:

- a. providing a learning tool for developing improved training.
- b. establishing new safety procedures.
- c. facilitating sharing of learning.

Responsibilities:

**Employee:** Initiate a stop work intervention when warranted.

**Supervisor/competent person:** notify all affected personnel and supervision of the stop work issue, correct the issue, and resume work when safe to do so.

**Management:** Establish a culture where stop work authority is exercised freely.

Employees, while fulfilling their **obligation** to stop work when warranted, are reminded that under no circumstances will fulfilling this obligation result in any form of retribution or intimidation from our company or the company for whom we are working

This Policy Statement will be conspicuously posted.

#### General Safety Considerations

You should have a working understanding of the below safety principles/topics as they apply in all job site situations. Safety procedures for specific tasks will be addressed through formal or on-the-job training depending on the task.

On every project, there will be a competent person with the knowledge and authority to stop work should a hazardous condition develop, that cannot be immediately resolved.

Regular and frequent inspections will be made to ensure that established safety procedures are being followed.

#### Housekeeping

You are to maintain a neat and orderly work areas *far as practical*. Housekeeping and general cleanliness have a direct effect on safety and health. Proper housekeeping can prevent slips and falls, allow unhampered egress in the event of an emergency, prevent falling object injuries, enhance fire safety, and prevent the infestation of vermin. Listed below are general housekeeping rules:

- a. All walking/working surfaces/areas/employee space shall be kept clean.
- b. Do not allow debris to accumulate.
- c. All stored materials will be neatly stacked.

- d. All containers will be sealed when not in use.
- e. No objects or food will be left unattended.
- f. Entrances and exits will be properly marked and not blocked.

### **Emergency Medical Response**

*DO NOT PROVIDE ANY MEDICAL ASSISTANCE FOR WHICH YOU ARE NOT QUALIFIED BY CERTIFIED TRAINING*

Should an injury occur that requires an emergency medical responder, the below listed actions will be taken in the order give

- a. Call the posted emergency response number.
- b. Provide any medical assistance you are trained and certified to do. Do not provide any medical assistance you are not trained to do.
- c. Designate an individual to direct the emergency responders to the injured party and provide Safety Data Sheets (SDS) if applicable.
- d. Notify your supervisor who, in turn, will notify the office.

### **Fire Prevention**

Fire prevention deals not with handling a fire emergency, but rather preventing a fire in the first place. To reduce the likelihood of a fire, you must adhere to the following rules:

- a. There shall be no smoking except in designated smoking areas. Smoking materials will be totally extinguished and placed in appropriate receptacles. Under no circumstances will there be smoking during refueling of vehicles or within 50 feet of flammable materials.
- b. All chemical products will be handled and stored in accordance with the procedures noted on their individual SDS.
- c. Heat producing equipment will be properly maintained and operated per the manufacturer's instructions to prevent accidental ignition of combustible materials.
- d. Precautions will be taken when working with an open flame and those areas will be made fire safe by removing or protecting combustibles from ignition.
- e. Combustible liquids must be stored in approved containers.
- f. Chemical spills - particularly combustible and reactive liquids -- must be cleaned up immediately. Damaged chemical containers and cleanup materials must be properly disposed.

**Note: Exercise care! Information on appropriate personal protective equipment; proper disposal; proper cleanup procedures; required ventilation; etc. is found on the product's SDS.**

- g. Combustible liquids and trash must be segregated and kept from ignition sources.
- h. Keep clear access to fire hydrants as well as portable fire extinguishers.

i. Practice good housekeeping!

### **Portable Fire Extinguishers**

Know the location of fire extinguishers, what class of fire extinguisher is appropriate for what type of fire, and how to safely use a fire extinguisher.

Portable fire extinguishers will be located allowing for ease of accessibility.

Portable fire extinguishers will be distributed as indicated below:

#### **Class**

#### **Distribution**

#### **Notes**

A

"A" on a green triangle

75 feet or less travel distance between the employee and the extinguisher

For use on wood, paper, trash, etc.

B

"B" on a red square

50 feet or less travel distance between hazard area and the extinguisher

For use on flammable liquid, gas, etc.

C

"C" on a blue circle

Based on the appropriate pattern for the existing Class A or Class B hazards

For use on

electrical fires

D

"D" on a yellow star

75 feet or less travel distance between the combustible metal working area and the extinguisher or other containers or Class D extinguishing agent

**For use on combustible metals**

Using the wrong fire extinguisher on some fires can spread the fire. Portable fire extinguishers suitable for ABC class fires will be available on all job sites – at least one extinguisher will be on each project.

### **Fire Protection**

The phone number of the local fire department as well as our job site address will be posted or readily accessible.

If a fire should occur, all personnel and the local fire department will be notified. In all emergency situations, you should:

- a. Remain calm.
- b. Speak clearly and slowly.
- c. Give the exact location.
- d. Describe the situation.
- e. Give the phone number from where you are calling.
- f. Do not hang up until told to do so.

### **First Aid & First Aid Kits**

Should a medical emergency occur, call 911 or the emergency medical response phone number posted at the job site if 911 service is not available. Explain the situation clearly and follow the emergency response team's instructions.

If an emergency vehicle is being sent to the job site, establish easy access and keep on-lookers away.

Employees will not expose themselves to blood or other bodily fluids of other employees at any time unless they are trained and licensed in CPR/first aid and are designated first aid providers as an additional job identified in the company bloodborne pathogen program.

Per OSHA, first aid is limited to:

- a. Using a non-prescription medication, such as aspirin, at non-prescription strength.
- b. Cleaning, flushing or soaking wounds on the surface of the skin.
- c. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™.
- d. Using hot or cold therapy.
- e. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- f. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
- g. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
- h. Using eye patches.



- i. Removing foreign bodies from the eye using only irrigation or a cotton swab.
- j. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
- k. Using finger guards.
- l. Using massages.
- m. Drinking fluids for relief of heat stress.

You must know the location and contents of first aid kits. These kits are worthless if not readily accessible. First aid kits will not be locked up. First aid supplies generally include: adhesive bandages, bandage compresses, scissors, tweezers, triangular bandages, antiseptic soap or pads, eye dressing, and other items that are appropriate for the work we do.

First aid kits will be replenished as items are used. Sterile items will be wrapped and sealed and used only once. Other items such as tape or scissors can be reused and should be kept clean. In the absence of plentiful amounts of clean water, eye flush will be available.

## **Fluids**

From a safety standpoint, you must not neglect your need for potable (drinkable) fluids.

On job sites, exertion and heat dictate the need for plenty of water.

From a life process standpoint, fluid intake is keeping you healthy by allowing your body to maintain its core body temperature at the appropriate level, as well as transporting nourishment, gases, and waste within your body.

Imagine your body as a water-based chemical factory that functions only within a narrow temperature range. Sweating (water loss) cools your body, and this fluid must be replaced. Drink plenty of water!

## **Hazardous Job Site Materials**

When working in or around older structures, potential asbestos and lead hazards may exist. On many job sites, the potential for crystalline silica exposure may exist. The presence of these hazards, and the appropriate PPE and respiratory protection requirements, will be disclosed before any work begins.

Should these materials be "discovered" as work progresses, we will protect our employees from these hazards by:

- a. Identification of these items by the competent person.
- b. Informing the owner, project designer, or engineer of the hazards.
- c. Securing the areas in question until testing proves samples to be negative.

**Asbestos** can be found in pipe, wall, and boiler insulation; exterior sheeting; and flooring. Friable or crumbling asbestos presents the most hazard as it can float in the air and be inhaled into the respiratory system. Without respiratory protection, the microscopic asbestos fibers can enter the deepest portion of the lung, causing scar tissue to develop and stiffen the lung. The net result is a reduction of gas exchange -- a condition called asbestosis.

**Lead** can be found in water pipes, soldering, and paint. Lead is a heavy, toxic metal which can be absorbed into your body by ingestion and/or inhalation. It is a cumulative poison which can stay in your body for decades.

While massive doses of lead can kill in a matter of days, the more likely scenario on a job site is moderate exposure to asbestos or lead which probably would not create any health problems for years -- if at all.

**Crystalline Silica** can be readily found on many job sites in rocks as well as many concrete and masonry products. Crystalline silica can be released in the air when employees are performing such tasks as:

- a. Chipping, hammering, drilling, crushing, or hauling rock.
- b. Abrasive blasting.
- c. Sawing, hammering, drilling, or sweeping concrete or masonry.

Unprotected respiratory exposure to crystalline silica may cause a lung disease called silicosis.

Because of the chronic (long term) nature of these hazards, detrimental health effects due to exposure would not be immediately noticed. The competent person on site will prevent exposure to these materials.

Areas that contain the above materials will be cordoned off and protected with appropriate warning signs. Do not enter any restricted area unless dictated by job assignment and only after specific training for dealing with these hazards. The training would include PPE, respiratory protection, work procedures, medical surveillance, containment, hygiene, handling, testing, and labeling.

### **Lifting, Pushing, & Pulling**

Back injuries are often caused by the obvious -- putting excessive strain on the lower back by lifting an object that is too heavy or awkward, or by bending and/or twisting while lifting.

However, lifting injuries are also caused by less obvious reasons:

- a. Poor physical condition
- b. Poor posture
- c. Poor judgment (lifting, pulling, pushing an object that is obviously too heavy or awkward without seeking assistance or a mechanical lifting device.)
- d. Lack of exercise
- e. Excessive body weight

Proper lifting techniques are important for employee safety. Below are lifting techniques that will reduce the likelihood of injury:

- a. Lift objects comfortably, not necessarily the quickest or easiest way.
- b. Lift, push, and pull with your legs, not your arms or back.
- c. When changing direction while moving an object, turn with your feet, not by twisting at the waist.
- d. Avoid lifting higher than your shoulder height.

- e. When standing while working, stand straight.
- f. When walking, maintain an erect posture; wear slip-resistant, supportive shoes.
- g. When carrying heavy objects, carry them close to the body and avoid carrying them in one hand.
- h. When heavy or bulky objects need to be moved, obtain help or use a mechanical aid such as a dolly, hand truck, forklift, etc.
- i. When stepping down from a height of more than eight inches, step down backwards, not forward.
- j. Handle heavy objects close to the body -- avoid reaching out.
- k. Lift gradually and smoothly. Avoid jerky motions.
- l. Maintain a clear line of vision.

### **Slips, Trips, & Falls**

Slips, trips, and falls are among the most common job site accidents, and they are easily preventable. Below are some of the causes of slips, trips, and falls:

- a. Running on the job site.
- b. Engaging in horseplay.
- c. Working off a ladder that is not firmly positioned.
- d. Carrying an object that blocks line of vision.
- e. Work boots not laced or buckled.
- f. Working off a scaffold without safety rails.
- g. Using ladders that have oil and grease on the rungs.
- h. Not using a handrail on steps.
- i. Messy work areas with debris strewn about.
- j. Not paying attention to what one is doing.

This list can go on and on, but all the above are easily preventable by adherence to common safety procedures, common sense, and awareness of potential hazards on the job site.

### **Basic Tools**

Much is written about powered tools and the importance of guards and other safety related topics. Seldom addressed are the hazards associated with simple, non-powered tools. Every tool is potentially dangerous if not properly used. Basic tools would include, but not be limited to: hammers, screwdrivers, shovels, shears, utility knives, and wrenches.

Below are five guidelines for basic tool use.

- a. Never use a tool for a purpose other than that for which it was designed! Improper use of a tool will certainly damage it and may result in injury if the tool slips or breaks.
- b. Never exceed a tool's design limits. If a tool cannot do the job when properly used, you've got the wrong tool. Exceeding a tool's design limits will certainly damage the tool and, of course, expose you to injury if it slips or breaks.
- c. Inspect tools before use. Cracked or splintered handles, loose heads, "mushroomed" striking surfaces, dull chisels/blades, bent shafts, worn or deformed ends -- all are potentially dangerous conditions for tool use. Repair or replace damaged tools - do not use them!
- d. Clean tools after use. It is much easier to clean and/or lubricate tools immediately after use than waiting until the tools become rusty or encrusted with gunk.
- e. Store tools properly. If tools are properly stored after use, you will save hours over time not having to look for them. From a safety standpoint, you will have the right tool at the right time. Additionally, by having tools properly stored, you'll prevent the possibility of rummaging around in a toolbox and cutting yourself on an exposed sharp object.

### **Powered Tools**

You may operate powered tools only if authorized. This authorization will be granted after it has been demonstrated that you can safely operate these items through training or experience.

Seemingly simple powered tools when misused can cause serious injury. Understand the operator's manual and never bypass any guards.

### **General Electrical Safety**

Daily, prior to use, all electrical equipment will be inspected, and defective items will be tagged out of service and not used.

Except for double insulated tools (with UL approval), all electrical tools and equipment will be grounded.

Tools will not be hoisted by their flexible electrical cords.

Hands will be dry when working on electrical equipment including plugging in extension cords.

When working around any electrical power circuit, employees will:

- a. Protect themselves by de-energizing the circuit and grounding it or by establishing insulation between themselves and the current.
- b. Ensure that conductive materials and equipment that are in contact with any part of their body are handled in a manner that precludes contact with exposed energized conductors or circuit parts.
- c. Use portable ladders that have non-conductive side rails.
- d. Remove or insulate conductive articles of jewelry and clothing that might contact exposed energized parts.

### **Ground Fault Circuit Interrupters (GFCI)**

A GFCI provides protection for all 120-volt, 15-, 20-, and 30-ampere receptacle outlets that are not a part of the permanent wiring by detecting lost current resulting from a short, overheating, and/or ground fault. It should be noted that an extension

cord into which electrical devices are plugged are not part of the permanent wiring; therefore, GFCI's are required.

A GFCI will "trip" when the amount of current going to an electrical device in the hot conductor and the amount of current returning from an electrical device differ by approximately 5 milliamps. The GFCI can interrupt the current within as little as 1/40th of a second.

The current that is missing is being lost through a ground fault, whether it is in the actual grounding, a short in the equipment, or electricity going through the employee to the ground.

A GFCI will not protect an employee who meets two hot wires or a hot wire and a neutral wire. A GFCI will provide protection against fires, overheating, damage to insulation, and the most common form of electrical shock hazard -- the ground fault. GFCI's must be tested before use.

### **Extension Cords**

Extension cords (temporary wiring), temporary electrical power, and lighting installations of 600 volts nominal or less may be used only as follows:

- a. During remodeling, maintenance, or repair of buildings, structures, or equipment, and similar activities.
- b. For a period not to exceed 90 days for Christmas decorative lighting and similar purposes.
- c. During emergencies.

Temporary wiring shall be removed immediately upon completion of the project or purpose for which the wiring was installed.

Extension cords shall not replace permanent wiring and the following safety precautions will be adhered to:

- a. Extension cords will be kept off walking/working surfaces or be covered to prevent tripping. Cords will not be placed in vehicle traffic lanes.
- b. Electrical cords will not be suspended with staples, hung from nails, or suspended by wire.
- c. Worn or frayed electric cords or cables will not be used.

Prior to using an extension cord, an employee must:

- a. Inspect the cord for cracks and cuts and a defective cord will be tagged and removed from service.
- b. Ensure the cord has a three-prong plug for grounding.
- c. Use the shortest continuous length of cord possible. Cords may not be spliced together.
- d. Make certain the cord does not lay in water.
- e. Ensure cord is properly rated for the job.

### **Ladders**

During routine job site inspections, supervisors should be constantly vigilant for violations of the below ladder safety rules and take immediate corrective action to ensure the safety of our employees:

- a. A stairway or a ladder will be provided at all personnel points of access where there is a break in elevation of 19 inches or more.
- b. Ladders will never be overloaded.
- c. Ladder rungs, cleats, and steps must be parallel, level, and uniformly spaced when a ladder is in position for use.
- d. Ladders will not be tied or fastened together unless they are so designed. e Portable ladders used for gaining access to an upper level will extend at least 3 feet above the upper landing surface or the ladder will be secured at its top.
- f. Ladders must be free of oil, grease, or other slipping hazards.
- g. Ladders must be used for the purpose for which they were designed.
- h. Non-self-supporting ladders will be used at an angle that the horizontal distance from the top support to the foot of the ladder is approximately  $\frac{1}{4}$  of the working length of the ladder.
- i. Ladders will only be used on stable and level surfaces unless secured to prevent displacement.
- j. Ladders shall not be used on slippery surfaces unless secured or provided with slip-resistant feet to prevent accidental displacement.
- k. Ladders placed in any location where they can be displaced by job site activities or traffic will be secured to prevent accidental displacement, or a barricade will be used to keep the activities or traffic away from the ladder.
- l. The area around the top and bottom of the ladder shall be kept clear.
- m. Ladders shall not be moved, shifted, or extended while occupied.
- n. The top step of a stepladder shall not be used as a step.
- o. Portable ladders with structural defects will be immediately marked in a manner that readily identifies them as defective and removed from service.
- p. When ascending or descending a ladder, one must face the ladder.
- q. Employees must use at least one hand to grasp the ladder when progressing up and/or down the ladder.
- r. Employees are not to carry any object or load that could cause loss of balance and a resultant fall.

### **Signs & Tags**

You must pay heed to the various signs and tags found throughout our job site. Color coding assists in determining the level of danger:

red = danger

yellow = caution

orange = warning

white = safety instruction

fluorescent orange = biological hazard

### Adequate Lighting

You must see what you are doing. A simple guideline for adequate lighting is this: if you are not sure if you have enough light for your work, you don't!

### Appropriate Clothes

Wear clothing that is appropriate for your work. You may be exposed to heat, cold, rain, or snow. Wear clothing that provides comfort yet will not snag on equipment.

It is the responsibility of all Blue, Inc employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Company health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Company also requires that all occupational illnesses or injuries be reported to your Supervisors as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

## 8.5 Workplace Violence

### Workplace Violence

Workplace violence can be defined as: "any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site." Keep in mind actions such as shouting, swearing, and destroying or throwing items could be considered workplace violence if the complaining employee feels their safety is in jeopardy. In the event that our employees are exposed to workplace violence instigated by acts of our employees or others, the following steps will be taken immediately:

- a. Those not directly threatened or exposed to the violent acts will immediately warn others and remove themselves from the area. Call 911, or local police authorities, when you've reached a point of safety.
- b. If you feel you are about to become a victim of workplace violence and you do not have the opportunity to flee, try to remain calm. Do nothing threatening. At the first opportunity, seek safety and call 911 or local police authorities.

Any employee who is a victim of any type of workplace violence, physical or verbal, is to immediately notify his or her supervisor. If an employee's direct supervisor is the offender, the employee should go to the next level of management. Violent actions that result in injury will be reported to the police without exception.

An internal investigation will begin immediately and will include interviews with involved parties, including potential witnesses. When possible, we will do our best to maintain privacy during the investigation and follow-up response. Our company expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment. Retaliation is also illegal under federal law. Any breach of workplace behavior that leads to a violent action against another employee will be treated as a serious safety violation subject to extreme corrective action, up to and including termination.

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Blue, Inc, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

### Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

### Reporting Incidents of Violence

Report to your Supervisors, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

### Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

### Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to [[Human Resources]].

## **9.0 Trade Secrets and Inventions**

### **9.1 Confidentiality and Nondisclosure of Trade Secrets**

As a condition of employment, Blue, Inc 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 are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your Supervisors or [[Human Resources]].

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

### **9.2 Inventions**

Any invention created, in whole or in part, during your work hours, or from the use of equipment or facilities belonging to Blue, Inc, is a "work for hire" and is the property of the Company.

If you intend to develop and maintain property rights to any invention that relates in any way to products or services of the Company, you are required to obtain a written waiver of this policy, signed by both you and [[insert title]].



## **10.0 Customer Relations**

### **10.1 Customer, Client, and Visitor Relations**

Blue, Inc strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your Supervisors immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your Supervisors or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Company as a leader in its field.

### **10.2 Products and Services Knowledge**

As a representative of Blue, Inc, you are expected to be familiar with the products and services we offer. Take every opportunity to learn the interrelationship between your department or division and the others of the Company. We consider our employees to be the best reflection of our business brand and company success.

# Georgia Policies

## Hiring and Orientation Policies

### Disability Accommodation

Blue, Inc 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 Supervisors. 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.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

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

### EEO Statement and Nonharassment Policy

#### EEO POLICY

It is the policy of Blue Inc to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Blue Inc. will provide reasonable accommodations for qualified individuals with disabilities.

Blue Inc. will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy, or who cooperate in Blue Inc's investigation of such reports, even if the reports do not reveal any wrongdoing.

Blue Inc's goal is to increase representation of women, people of color, veterans and individuals with disabilities. Our programs are designed to comply with all applicable federal, state and local laws, directives and regulations and cover all human resource actions including employment, compensation, benefits, training, promotions and social/recreational programs.

Blue Inc's President and senior leadership team regularly receive and review affirmative action reports and have the responsibility to monitor progress, reinforce policies and hold the organization accountable to meet objectives.

*Tina C. Galbreath, President*

### Equal Opportunity Statement

Blue, Inc 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 (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, 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, 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 Supervisors or any other designated member of management.

### Policy Against Workplace Harassment

Blue, Inc 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 (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, 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.

### 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:

- Unwelcome 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;
- 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; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

### Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of 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.

### Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify [[Tina Galbreath]] 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**

Blue, Inc 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 your Supervisors.

## **Wage and Hour Policies**

## **Accommodations for Nursing Mothers**

Blue, Inc will provide nursing mothers reasonable paid break time to express milk for their infant child(ren). Any break time will be paid at your regular rate of pay.

If you are nursing, you will be provided with a private location, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided.

You must make reasonable efforts to not disrupt Company operations.

You are encouraged to discuss the length and frequency of these breaks with your Supervisors.

## **Meal and Rest Periods**

### **Break Times**

To ensure your general health and productivity, employees are offered paid rest breaks of no more than 15 minutes and unpaid lunch time of at least 30 minutes, but not longer than 1 hour.

Blue, Inc strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Supervisors regarding procedures and schedules for rest and meal breaks. The Company requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Supervisors know; in addition, notify your Supervisors as soon as possible if you were unable to or prohibited from taking a meal or rest period.

## **Overtime**

### **Overtime Pay**

Some employees are considered exempt from overtime and are classified by the Fair Labor Standards Act (FLSA) as employees that are on a standard, fixed salary versus an hourly wage.

Non-exempt status is reserved for hourly workers which are paid for each hour worked and are eligible for overtime.

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Supervisors.

At certain times Blue, Inc 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.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

## **Pay Period**

### **Pay Schedules**

Employees at Blue Inc. are paid on a weekly basis with payday being each Friday. Checks are to be picked up either from your Supervisor or at the Blue Inc. office by 4:00 PM Friday afternoon. If your check is not picked up by that time it will be held at the office until the following Monday.

Review your paycheck for accuracy. If you find an issue, report it to your Supervisors immediately.

## **Travel Time Pay**

Some nonexempt positions within Blue, Inc require travel. The Company pays nonexempt employees for travel time in accordance with federal and state law. For purposes of this policy, the regular workday is [[8:30 – 5:30 (Monday – Friday), etc.]].

### Home to Work Travel

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time.

### Home to Work on a Special One Day Assignment in Another City

If you regularly work at a fixed location in one city and you are given a special one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that the Company may deduct/not count that time you would normally spend commuting to the regular work site.

### Travel That Is All in a Day's Work

Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

### Travel Away from Home Community

Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. The Company will not consider as work time that time spent in travel away from home outside of your regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

### Work Performed While Traveling

Any work you perform while traveling must be counted as hours worked.

### Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

## **Performance, Discipline, Layoff, and Termination**

### **Disciplinary Process**

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Violation of Blue, Inc policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Company encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Supervisors will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Company is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

## **General Policies**

### **Access to Personnel and Medical Records Files**

Blue, Inc maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the Company reasonable notice. Inspection must occur in the presence of a Company representative.

All requests by an outside party for information contained in your personnel file will be directed to the [[Owner]], which is the only department authorized to give out such information.

## **Benefits**

### **Court Attendance and Witness Leave**

Blue, Inc realizes that, on occasion, employees may be subpoenaed or ordered by a court to attend judicial proceedings. In such cases, notify your Supervisors as soon as possible to make scheduling arrangements.

While attending the judicial proceeding, you will receive your regular compensation. This does not apply if you are attending a judicial proceeding because you have been charged with a crime.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **Jury Duty Leave**

Blue, Inc encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Supervisors as soon as possible to make scheduling arrangements.

You will receive your regular compensation for time spent on jury duty. Any mileage allowance or other fee paid for jury duty will be credited against payments made by the Company.

The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

### **Voting Leave**

Blue, Inc encourages all employees to fulfill their civic responsibilities and to vote in public elections. If you have less than

two hours outside of working hours to vote while the polls are open, you may take up to two hours off from work [[with loss of pay]] to vote.

You must provide reasonable advance notice of the need for time off to vote so that the time off can be scheduled to minimize disruption to normal work schedules.

## **Safety and Loss Prevention**

### **Workplace Smoking**

Blue, Inc is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. Smoking in the office, client areas, and restrooms is prohibited.



# 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.

Tina C. Galbreath, President

Blue, Inc

# Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Blue, Inc Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I 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 [[Owner]] 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 affect 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. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Blue, Inc.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

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Signature

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Date

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Print Name