

E. C. Fennell, Inc.



**ENGINEERING  
CONSULTANTS®**

**2025**

# **EMPLOYEE HANDBOOK**





# **Human Resources Policy and Procedure Manual**

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## **Section 1: Welcome**

Congratulations on your employment and welcome to the team at E. C. Fennell, Inc. We are excited that you have decided to join us and look forward to a long, happy and successful partnership together. Our business is primarily geared towards delivering exceptional customer service to our clients and to do more efficiently and economically than our competitors. You have been hired because we believe you can help us to deliver these high levels of customer satisfaction. We want to ensure that your interactions with other ECF employees and our customers will reflect the value that ECF places on our commitment to superior customer service.

The purpose of this Manual is to introduce you to the ECF Company and to give you some information about our history, our clients and what we do. You will also find information about your terms and conditions, employment, our expectations regarding behavior, and our policies and procedures. This manual should be read in conjunction with your Contract of Employment.

This Manual is by no means an exhaustive guide to your employment with us. It has been developed to act as a resource and reference for you. The policies within this Manual are easily listed and accessed from the contents page. This Manual will be updated, as required, as our business evolves and grows. You will be notified of any changes as they occur. If you have any questions about the content please do not hesitate to contact Human Resources at (561) 420-8623.

## Section 2: Our Company History

ECF is an engineering and consulting company that provides mechanical, electrical and plumbing (MEP) consultation and technical solutions to a number of building services engineering and electrical energy markets. ECF's core business is to serve Utility Companies, Private Development Projects and Public Municipal Agencies on an array of projects, mechanical, electrical and public health systems.

Our expertise is in energy consulting, building systems engineering design and construction administration. Our services are tailored to meet industry guidelines, technological advances, and most importantly client, project and system needs.

ECF has a staff of over Ninety (90) professionals committed to serving the Building Service and Electrical Energy Engineering Market in developing commercially operated, reliable and efficient systems. At ECF we look at the life cycle of any project and provide a point of view that is consistent with the industry and our client's overall objective, which emphasizes the insight into business priorities, risks, as well as Planning, Siting, Routing and Designing and Executing construction projects.

ECF specializes in customized and complete solutions tailored to meet our client's toughest business needs. Whether it is for a private investor project or a municipal project, large industrial plant or small private residences, our experience in mechanical and electrical systems will satisfy your project needs.

New, retrofit and/or refurbishment projects represent our daily routine. Our multidisciplinary project team provides services to help our clients implement complex projects from initial concept to delivery and operation. A broad range of commercial, industrial, and investor-owned clients depend on us for customized and complete solutions to their toughest business challenges.

Many of our professionals come from industries we are serving, so we know their business from first-hand experience. This gives us insight into their business priorities, risks, and operations. This industry experience assures our clients that we will deliver and execute solutions that meet your real-world needs—and add true value to your operations.

## Section 3: What We Do

ECF is unique in the way we perform projects from the initial studies to the detailed design and construction management, to the final commissioning. We offer our clients experienced professionals with the capability to scope, estimate, develop and execute the technical aspects associated with the following projects types:

- High Tech & Industrial
- Research & Life Sciences
- Education
- Health Care
- Federal Government
- Local Government
- Corporate & Commercial
- Institutional
- Transportation
- Warehouse & Storage

ECF is comprised of experienced engineers, knowledgeable in planning, designing, and installing systems that meet a client's financial, technical, and scheduling goals. Our professionals, unlike other companies, have designed and operated building service systems around the country as employees, and with that experience, offer specialized insight to clients. We have Leadership in Energy and Environmental Design (LEED) Project experience around the nation. Our professionals provide owners consulting, engineering, development, quality and turnkey services to help our clients implement complex LEED certification and developing projects from initial concept to final construction.

ECF's professional industry experience supports industry accepted practices with practical cost effective solutions in the emerging Building Services Sectors that are included with every project. Our goal is to deliver and execute quality solutions that are tailored to meet the industry guidelines, technological advances, and most importantly the client's project and system needs. We use these experiences to develop cost effective ideas that can be implemented in the most practical manner for each project.

Our staff has consistently used past experiences to develop cost effective ideas that can be implemented in the most practical manner for each project from the initial planning through final design while providing expertise in the following Disciplines:

- System Planning
- Consulting & Development
- Engineering and Design
- Project and Construction Management
- Value Engineering
- Heating, Ventilation, and Air-Conditioning (HVAC) – specializing in the design, development, construction, and operation of energy-efficient HVAC systems.
- Electrical Systems – specializing in the design and development of electrical systems required for safe and energy sustaining operation of buildings.
- Plumbing Systems – specializing in the design of process piping, fluid flow, and plumbing systems.
- Fire Protection Systems – specializing in the design of fire protection systems to protect people and property from fire.

## Section 4: Our Clients

At ECF, we service many businesses from a variety of industries, we are proud to list the following clients:

- Florida Power and Light ( FPL )
- NextEra Energy Resources
- Rio Tinto Alcan ( RTA )
- City of Homestead
- Seminole Electric Cooperative, Inc.
- Bahamas Power and Light ( BPL )
- Port of Palm Beach District
- Homestead Public Services ( HPS )
- New York State Electric & Gas ( NYSEG )

### 4.1 Our Mission, Vision & Values

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. Rather than look at generating sales and revenue as an "undesirable task", we look at it as a "must" situation. How do we continue to generate revenues to ensure a secure future and continued opportunities for all employees? With teamwork, together we must meet the challenges we face on a daily basis. In general, we have mentioned benefits, responsibilities, and operations. We have saved the most crucial component of this business for last -- You.

At all times, you represent the organization, and it is up to each one of you to take this responsibility seriously. Our organization exists with your joint efforts. Don't underestimate your contribution to it. Many great people outside the business who invest their time, money and faith in us are part of that equation. They are our clients who will determine how fast we grow, how many people we will employ, how much service we render and the profit we make.

In order to retain these clients, we want to ensure that our good service continues by always giving our clients the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

## Section 5: Your Employment

Your employment with ECF is essentially governed by your contract of employment, ECF Policies, in conjunction with this Manual. The following section provides general information regarding your pay, conditions and our expectations of you.

### 5.1 Payroll

Your pay cycle is bi-weekly. Our pay cycle runs from Sunday to Saturday over a two week period and payments are processed on Mondays. Depending on which bank you use, some people may be able to access their pay on Friday because this is the day payroll is actually processed.

### 5.2 Timesheet Submission

Payroll processing needs to be orderly and requires that all accrued time be submitted and approved weekly in the ECF time accounting system (hereby referred to as timesheets) per the following:

- Timesheets are due the Monday following the work week that just ended. If circumstances prevent an employee from submitting their timesheet, the employee should notify their manager/supervisor to ensure their time is accounted for.
- If a holiday occurs on a Monday that is a payroll processing day, the Payroll Department will notify all employees by email of the necessary changes needed for timesheet submission.
- If an employee is not paid because they submitted their timesheet(s) late, the following rules apply-
  1. The first occurrence – will result in a warning, and ECF will process a manual check.
  2. The second occurrence – the employee's missed payment will be deferred to the next pay period; NO manual check will be processed.
  3. Any offense after the second occurrence, the employee will be written up and have to wait until the next pay period to receive their back pay.
  4. If an employee's pay was short because they did not submit their timesheet on time, they will be responsible for informing the Payroll Department of the number of hours they are owed compensation.

### 5.3 Changing Pay Details

Please refer to your ADP Portal should you wish to change any pay details like changing or closing your bank account. Please ensure you update APD prior to the date you wish for the change to be effective by. Your payroll contact is ADP and all requests for changes should be made via your ADP Portal.

### 5.4 Hours of Work

Office and Business hours are generally between 7 am to 6 pm Monday to Friday. Your hours of work will depend on business needs and the requirements of the work you are assigned. You are required to work a full eight hours plus a 30-minute or an hour unpaid lunch break each day. All employees are permitted a 15-minute paid rest break. Your Manager will work with you to establish your standard hours of work and break times. ECF adopts a common sense approach to managing work hours.

## 5.5 Overtime and Additional Hours

Overtime is work which is performed at the direction of the manager and which is in excess of your contracted hours of work. If you cannot for some reason work reasonable additional or overtime hours you must notify your Manager as soon as possible with the reasons as to why.

## 5.6 Attendance & Overtime Pay Policy

As an employee, you will be treated as a professional, which means that you will be expected to complete your work on time and at the expected level of quality. If extra hours are required to complete your work, upon request, you will be expected to put in those extra hours.

**NOTE: If you work overtime without first getting the authorization and approval from your manager, you may be subject to disciplinary action, up to and including possible termination of employment.**

## 5.7 Absences

Even though you will be treated as a professional and will presumably behave as one, general absence guidelines are nevertheless necessary to ensure that we are able to conduct business in a predictable manner.

Although we are not interested in monitoring your comings and goings, we need to know, in advance when possible, when you will be absent from work. Here are those guidelines:

Employees are expected to be at work and to work a full work week, except for authorized absences. Authorized absences include the following:

- Vacation time scheduled in advance
- Sick leave
- Time off for a workers compensation injury
- A death in your family
- Jury duty
- Time off to vote
- Military leave
- Emergency situations beyond your control

## 5.8 Notification Procedure

To obtain an authorized absence, the employee must complete the PTO in VantagePoint. For emergencies, **Notifications should be made as soon as possible, and no later than your regular starting time.**

## 5.9 Failure to Notify

If you don't come to work and don't call in, at some point we have the right to determine that you're not coming back. Thus, our rule is that unauthorized absences of three or more consecutive days without notice will be considered as a voluntary termination, and we will remove you from the payroll. If you are repeatedly absent without authorization, you could be subject to counseling, suspension, and termination.

## 5.10 Inclement Weather

During inclement weather, you should call to find out whether to report to work. Also, while the weather may be nice where you are, hazardous weather conditions could exist at or near the workplace. If you know hazardous conditions have been, or are reported in the area, protect yourself and call work first.

## 5.11 Lateness for Work

Punctuality is an important factor for your success within our organization. We work as a team and this requires that each person is in the right place at the right time. Any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave must be personally reported to your supervisor as soon as possible (and prior to your normal starting time wherever possible).

If you are unable to do this personally, you are requested to ask someone to telephone on your behalf. Subsequent to this, you must keep your Manager informed of your progress. Wherever possible you should make dental, medical, business or other appointments outside your normal working hours. It is essential that you are ready to commence work at your normal commencement time as other employees and the business depend upon you and your contribution.

## 5.12 Reimbursement of Expenses

ECF will reimburse employees for pre-approved expenses properly incurred by employees in the proper performance of their duties. Reimbursement will be subject to employees providing the practice with detailed receipts or other detailed evidence of payment and of the purpose of each expense, in a form reasonably required by the ECF.

Employees will also be required to complete the Expense Reimbursement in ECF's time keeping system. Expenses should be submitted no later than 60 days of the expense occurring. Any expenses held longer than 60 days will not be paid.

## 5.13 Travel

Reasonable traveling expenses were incurred in the performance of an employee's duties will be reimbursed, provided that all claims are made appropriately in the timekeeping system, approved and supported with the necessary substantiating documentation.

The payment of expenses is at all times subject to the prior authorization of, and at the discretion of the practice. Employees should arrange travel and accommodation through ECF, prior to departure. Generally, air travel will be by economy class, with a carrier chosen by ECF.

## Section 6: Time Away From Work and Other Benefits

### 6.1 Employee Benefits

Our organization has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees. This Employee Handbook describes the current benefit plans maintained by the organization. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling. The organization reserves the right to modify its benefits at any time. We will keep you informed of any changes.

### 6.2 Holidays

Our organization normally observes the following holidays during the year:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Juneteeth
- Independence Day
- Labor Day
- Thanksgiving & Black Friday
- Christmas Eve & Christmas Day

If one of the above holidays falls on Saturday or Sunday, it normally is observed on the following Monday. Full-time employees are eligible for paid holidays immediately upon hire.

### 6.3 Client Requests for Work on Company Holidays

At ECF, we are committed to delivering excellence to our clients and meeting their needs with flexibility and professionalism. However, it's important to maintain clear communication with your supervisor to ensure that all work requests are properly managed.

If a client requests that you work on a company-recognized holiday, you must check in with your supervisor beforehand for approval. It is essential to note that working on a paid company holiday is not at the employee's discretion, but rather driven by client requirements and business needs.

This approval process ensures that schedules are coordinated, any necessary adjustments are made, and you are properly supported for the work being done.

We appreciate your dedication to providing top-notch service, and by keeping open lines of communication, we can ensure our clients are taken care of while keeping our internal processes running smoothly.

## 6.4 Paid Time Off (PTO)

Full-time employees are eligible for Paid Time Off (PTO). PTO is calculated according to the calendar year. Human Resource will inform you of the amount of PTO and the date on which you become eligible. Submit PTO requests in VantagePoint at least two weeks in advance to your supervisor and Human Resource. When possible, PTO requests are granted, taking into account operating requirements. The length of employment may determine priority in scheduling PTO times.

PTO can be used as vacation time, sick time or to take care of personal matters. PTO time can be carried over to the following year, up to a maximum of five days.

PTO is based on the employee being employed for the entire year. If an employee works a partial year he/she is entitled to the percentage of PTO based on the number of days worked for that year. If the employee leaves ECF before the year is completed he or she will be required to pay ECF back for any PTO taken that exceeds the percentage of the year the employee worked. The recoupment will take place in the employee's final paycheck.

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**Examples –**

- If an employee was entitled to 100 hours and used all 100 hours before the end of June and resigned from ECF by June 30<sup>th</sup> of the year, he/she would have 50% (50-hours) deducted from the hours allotted for that year. The employee would have 50 hours deducted from their final paycheck.
- If an employee was entitled to 160 hours of PTO and used 140 hours before the end of July and resigned from ECF July 31<sup>st</sup> of the year, he/she would have 41.6% (66.56 - based on 5/12's of the year remaining) of their PTO hours deducted from the total they were given for the year (160 – 66.56 = 93.44 PTO hours entitled to for the year). Amount of hours recouped from final paycheck: 140 – 93.44 = 46.56 hours.

**Any unused PTO will be forfeited.**

## 6.5 Jury Duty Policy

Employees summoned for jury duty are granted an unpaid leave in order to serve, unless county statute dictates otherwise. Exempt employees must provide two weeks' notice in advance and may be provided time off with pay when necessary to comply with state and federal wage and hour laws. Make arrangements with your supervisor and Human Resource as soon as you receive your summons. We reserve the right to request proof of jury service issued by the Court upon return. We expect you to return to your job if you are excused from jury duty during your regular working hours.

## 6.6 Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law. The time off will be unpaid, except where state law dictates otherwise.

Paid time off (PTO) may be used for this leave if the employee chooses. Military orders should be presented to your supervisor and Human Resource and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the organization unless military necessity makes this impossible.

You must notify your supervisor and HR Department of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law. Additional information regarding military leave may be obtained from your supervisor and HR Department

## 6.7 Witness Leave

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify your supervisor and Human Resource of the need to take witness leave as far in advance as is possible.

## 6.8 Parental Leave

Full-time employees, immediately upon hire, may be granted a leave of absence without pay upon the birth or adoption of a child consistent with our business needs. Such leave must begin immediately upon the birth of the child and/or placement of a child for adoption. A period of parental leave may not exceed six weeks in a 12-month period.

Employees will be required to substitute their accrued PTO for all or part of their parental leave. In addition, benefits such as paid time off and holidays will not accrue while employees are on a parental leave. Employees seeking parental leave must provide a minimum of 30 days' advance notice of their intent to take parental leave and the anticipated date of their return.

Employees may not accept other employment or apply for unemployment insurance while on parental leave. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment.

To the extent allowed by the insurance contract, we will continue to provide medical insurance, dental insurance, and vision care insurance coverage for employees on authorized leave for the full length of the leave. During this time, you will be responsible for paying your portion of the monthly premium(s). We will make a reasonable effort to return you to the same or a similar position upon your return from leave subject to our staffing and business requirements.

## 6.9 Bereavement Leave

An active full-time employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation for additional approved time off as necessary. Employees are required to provide documentation regarding their bereavement leave.

Paid bereavement leave will be granted according to the following schedule:

Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death.

## 6.10 Short-Term Disability Insurance

You may be eligible for short-term disability insurance benefits if you are ill or injured and unable to work. All full-time employees are eligible for the short-term disability insurance program immediately upon hire. This insurance program is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated as a percentage of your salary up to a weekly maximum of \$500, for up to 13 weeks. The cost of this insurance is fully paid by the organization. Please check with the HR Department for additional information concerning this benefit.

## 6.11 Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to HR. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

We are committed to maintaining a fair and ethical workplace. As part of this commitment, we take workers' compensation claims seriously and expect all employees to adhere to the highest standards of integrity when filing claims.

### What is Workers' Compensation Fraud?

Workers' compensation fraud occurs when an individual knowingly provides false information or withholds information to obtain benefits they are not entitled to. This can include:

- Falsifying the extent or nature of an injury
- Claiming an injury happened at work when it did not
- Exaggerating the severity of an injury
- Continuing to receive benefits while working another job

Fraudulent claims hurt our business, increase costs, and impact everyone.

### How to Report Suspected Fraud

If you suspect someone is committing workers' compensation fraud, it is important to report it as soon as possible. You may report anonymously, and all reports will be handled confidentially. To report suspected fraud:

- Contact Human Resources at 561-420-8623 or [ecfhr@ecfconsultants.com](mailto:ecfhr@ecfconsultants.com)
- Use the online reporting tool at <https://www.ecfconsultants.com/profile/cbeckton/human-resources>
- Submit a written report to E.C.Fennell, Inc at 4401 Beacon Circle, West Palm Beach, FL 33407

When making a report, please provide as much detail as possible, including names, dates, and any evidence that supports your suspicion.

### Protection Against Retaliation

We understand that reporting suspected fraud can be difficult. Please be assured that no employee will face retaliation for reporting concerns in good faith.

Thank you for helping us maintain a safe and fair working environment.

(Rev.) 10/31/2024

## 6.12 Workplace Accident Response & Investigation Policy

### Purpose

To ensure all workplace accidents are promptly addressed, thoroughly investigated, and documented to maintain a safe working environment and prevent future incidents.

### Immediate Response

- Any employee involved in or witnessing an accident must report it immediately to their supervisor or HR.
- If medical attention is required, emergency services should be contacted, and first aid should be administered if safe to do so.
- The area should be secured to prevent further injury or tampering with evidence.

### Initial Documentation

- The supervisor or HR must complete an Incident Report Form within 24 hours of the accident. **The incident reporting form can be found on the ECF Portal under Waivers & Signed documents under the Human Resources tab.**
- Statements should be collected from the involved employee(s) and any witnesses.
- Photos, videos, and any relevant physical evidence should be documented.

### Investigation Process

- A designated investigator (HR, Safety Officer, or Manager) will conduct a thorough review of the incident within 48 hours of the report.
- The investigation should include:
  - Reviewing workplace conditions and equipment involved.
  - Examining safety procedures and training records.
  - Identifying any policy violations or procedural failures.
  - Determining root causes and contributing factors.

### Corrective Actions

- Based on findings, corrective measures should be implemented, which may include:
  - Additional training for employees.
  - Equipment repairs or replacements.
  - Policy or procedural updates.
  - Disciplinary action if negligence or non-compliance is found.

### Reporting & Compliance

- A final investigation report should be completed within 5 business days and submitted to HR and senior management.
- If required, the incident must be reported to OSHA or other regulatory agencies.
- All records should be retained per company policy and legal requirements.

### Prevention & Follow-Up

- Safety meetings should address lessons learned from the incident.
- Regular audits should be conducted to ensure compliance with safety protocols.
- Employees should be encouraged to report hazards proactively to prevent future accidents.

## 6.13 Medical Insurance

Eligible full-time employees may enroll immediately upon hire. Eligibility may be defined by state law and/or by the insurance contract. Information and enrollment forms may be obtained from Human Resource. To assist you with the cost of this insurance, our organization pays a portion of a single, a single plus one dependent, or a family contract. You are responsible for paying the balance through payroll deduction.

Complete details of this plan and eligibility requirements may be obtained from Human Resource. Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge, you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact Human Resource.

## 6.14 Dental Insurance

Eligible full-time employees may enroll in immediately upon hire. Information and enrollment forms may be obtained from Human Resource. To assist you with the cost of this insurance, our organization pays a portion of a single, a single plus one dependent or a family contract. You are responsible for paying the balance through payroll deduction.

Complete details of this plan and the eligibility requirements may be obtained from Human Resource. Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge, you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact Human Resource.

## 6.15 Vision Insurance

Eligible full-time employees may enroll in this plan immediately upon hire. To assist you with the cost of this plan, our organization pays a portion of a single, a single plus one dependent or a family contract. You are responsible for paying the balance through payroll deduction.

Complete details of this plan and the eligibility requirements may be obtained from Human Resource. Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge, you may be entitled to continuation or conversion of the group vision care insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact Human Resource.

## 6.16 COBRA

You and your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and your covered dependents would otherwise end due to your death or because:

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

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event. The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage. For more information regarding COBRA, you may contact Human Resource.

## 6.17 Life Insurance

Eligible full-time employees may enroll in this plan immediately upon hire. You must complete an insurance form and designate your beneficiary. The cost of this insurance is fully paid by the organization. You also have the option of purchasing additional insurance through our group plan. Complete details of this plan may be obtained from Human Resource.

## 6.18 Disability Leave

Full-time employees are eligible for an unpaid disability leave immediately upon hire. Disability leave due to non-occupational illness, injury or pregnancy-related disability is not to exceed eight weeks.

Granting this leave prior to the completion of the eligibility period and/or beyond the maximum period stated above may be required as a reasonable accommodation in accordance with the Americans with Disabilities Act. Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work. The organization will not seek genetic information in connection with requests for disability leave.

All medical information received by the organization in connection with a request for leave under this policy will be treated as confidential. To the extent allowed by the insurance contract, we will continue to provide medical insurance, dental insurance, and vision care insurance coverage for employees on authorized disability leave for the full length of the disability.

During this time you will be responsible for paying your portion of the monthly premium(s). When you are able to return to work, give us at least one week's advance written notice. Include a doctor's certificate stating that you are medically able to return to your normal duties.

We will return you the same or similar to position you held prior to the disability leave, subject to our staffing and business requirements. Your continued absence from work beyond your disability (as determined by your physician) will be deemed a voluntary discharge of your employment. This leave may run concurrently with any other leave where permitted by state and federal law.

## 6.19 401(k) Qualified Retirement Plan

Our organization provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The organization's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from HR. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the HR Department.

Please note that you are allowed to change your 401K investments at any time. Any changes made will be subject to the plan and fund restrictions at the time the change is made. If you have any questions regarding this, please see the HR Department.

The 401K plan does allow for employee loans. The Summary Plan Description explains the loan availability and requirements. Loans will need to be approved by the Company Plan Administrator.

If you are terminated or quit while you have an outstanding loan you will be required to pay the loan back immediately. If you are unable to repay it, the loan will be considered in default and treated as a distribution. If you are under the age of 59½ you will be taxed on the outstanding loan balance, including an early withdrawal penalty. If you are at least age 59 ½ you will be taxed on the amount of the outstanding loan, but will avoid the withdrawal penalty.

## 6.20 Professional Development

Our organization believes in supporting the individual growth of its employees. To encourage employee development, our organization offers a professional development reimbursement program to eligible employees who attend job-related seminars. To participate in this program, you must be a full-time or part-time employee. Approval from Upper Management must be received prior to registration for the seminar. Our organization will pay a portion of approved job-related seminars. In an effort to keep our organization informed of new developments, we ask that you share any new information presented at the seminar with the rest of the staff.

## 6.21 Tuition Assistance Program

To encourage professional development, our organization offers a tuition assistance program to eligible employees who complete job-related courses with a grade of "B" or better. To participate in this program, you must be a full-time active employee and have completed two years of full-time services before the course begins. Your application for tuition assistance must be made and approval received prior to registration for the course. For additional tuition assistance program eligibility requirement, please contact the HR Department.

## Section 7: General Leave

### 7.1 General Leave Policy

Unless specified otherwise, employees referred to in this policy mean permanent full-time or part-time employees.

All employees are entitled to leave in accordance with the relevant awards or agreements and statutory provisions. Where the entitlements or practices in this document conflict, the applicable award, workplace agreement, employment contract or employment law takes precedence.

All planned leave has to be mutually agreed and take into account workloads and the employee's needs. Leave must be approved in advance, except when the employee can't anticipate the absence. Any documents regarding leave will be kept on the employee's personnel file.

### 7.2 Leave Without Pay Policy

Management has the discretion to approve leave without pay that an employee is not otherwise entitled to.

### 7.3 Emergency Services Leave Policy

If an employee needs to take temporary absence from work because of voluntary emergency management activities (for example, as a volunteer dealing with an emergency or natural disaster as a member of SES, CFA or Army Reserve) then they should ask management for leave as soon as possible after they become aware of the need to take leave.

ECF will support such activities wherever possible, as an important community service. ECF may require evidence of these activities at its discretion.

### 7.4 Flexible Working Arrangements

Employees may request flexible working arrangements based on parental and career responsibilities. Employees are encouraged to put the request in writing. To comply with the Equal Opportunity Act, ECF will consider this request, and consider all relevant facts and circumstances in deciding whether or not to agree to the request. Such a request will not be refused unless it is reasonable to do so. Circumstances that may be relevant to determining whether a refusal is or is not reasonable include:

- The nature of the employee's work and parental or career responsibilities.
- The nature and cost of the arrangements required for an employee to fulfill their family or career responsibilities.
- The financial circumstances of the employer.
- The size and nature of the workplace and the employer's business.
- The effect of the flexible working arrangements on the workplace, including the financial impact on the business.
- The consequences for the employer of having the flexible working arrangements.
- The consequences for the employee of not having the flexible working arrangements.

Other factors that might be relevant in a particular case include:

- When the arrangements are to commence.
- How long the arrangements will last.
- Information that has been provided by the employee about their situation.
- The accrued entitlements of the employee, such as personal, careers or annual leave.
- Whether any legal or other constraints affect the feasibility of the employer accommodating the responsibilities, such as occupational health and safety laws or award penalty rates.

In addition, under the National Employment Standards, employees who have at least 12 months continuous service, with responsibility for the care of a child under school age, or for the care of a child under the age of 18 with a disability have the right to request flexible working arrangements.

Flexible work arrangements will also be considered as a form of reasonable adjustments to allow people with a disability to work safely and productively (see information on reasonable adjustments above).

This right applies to all employees including permanent full-time and part-time employees, as well as casual employees, regardless of the role of job function. Employees must put such a request in writing. ECF will provide a written response granting or refusing the request within 21 days and will only refuse such requests on reasonable business grounds. These reasons will be detailed in the written refusal.

## 7.5 Options for Flexible Work Practices

Flexible work options, which may be considered by ECF, include:

- Permanent, part-time work.
- Graduated return to work (for employees returning from parental leave), e.g. the employee returns part time and then builds up to full-time work flexible start and finish times for staff to accommodate child care and school pickup requirements.
- Flexible rostering such as working split shifts.
- Job-sharing - where two or more employees share one full-time position, each working on a part-time basis.
- Work from home.
- Compressed hours – where the employee works additional daily hours to provide for a shorter working week or fortnight.

This is not an exhaustive list, and other options may be agreed. Employees utilizing flexible work practices will be treated no less favorably than any other employee. Flexible working is not a barrier to promotion or supervisory responsibilities.

## **Section 8: Business Environment**

### **8.1 Security**

Entry to the ECF premises during and/or outside of normal business hours will be by way of Alta Open Digital Entry. It is the responsibility of every employee to ensure that their mobile device is kept in safe custody. Employees must ensure that all confidential/sensitive documents are locked away at night. You should make sure that your personal belongings and valuables are locked away and secured. Personal property is not covered by Company insurance.

### **8.2 Confidentiality of Client Matters**

Our professional ethics require that each employee maintains the highest degree of confidentiality when handling client matters. To maintain this professional confidence, no employee shall disclose client information to other clients, friends, or members of one's own family. Questions concerning client confidentiality may be addressed with Upper Management.

### **8.3 Discussions with Clients**

When working on an assignment in a clients' office, you may be asked to offer specific suggestions or comments regarding his or her practices. Prior to discussing any suggestions with a client, your recommendations must first be approved by Upper Management.

### **8.4 Care of Client Records**

The impression that clients have of our organization is based, in part, on the way we care for their records. If we are careless with their files and records, clients may conclude that we have the same attitude toward our technical work. As professionals, we must respect the confidence in which we are entrusted and ensure that client files are handled with care. When possible, obtain all material from client files and then return the material back to the files. The material should be returned in the same condition or better than when it was received. Under no circumstances will outside requests for client material be fulfilled unless prior written permission is received from Upper Management.

### **8.5 Client and Public Relations**

Our organization's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee. The opinions and attitudes that clients have toward our organization may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a client for granted, but if we do we run the risk of losing not only that client but his or her associates, friends or family who may also be clients or prospective clients. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## 8.6 Use of Client Telephones

When working at a client's office, keep telephone usage to a minimum. Do not disclose the location and telephone number of your client assignment to outsiders. Direct all telephone calls to our organization to ensure the identities of our clients are protected. Messages will then be relayed to staff members working at the client's place of business. Personal calls must be made from outside the client's office. Incoming personal calls or calls from other clients should be kept to a minimum.

## 8.7 Social Security Number Privacy and Protection of Personal Information

To ensure to the extent practicable the confidentiality of our employees' and applicants' Social Security Numbers (SSNs) and confidential personal information, no employee may acquire, disclose, transfer, or unlawfully use the SSN or personal information of any employee except in accordance with organization policy. The release of employee SSNs, driver's license numbers, or financial account numbers to external parties is prohibited except where required by law. Internal access to employee SSNs, driver's license numbers, or financial account numbers is restricted to employees with a legitimate business need for the information.

Employee SSNs and personal information may be collected in the ordinary course of business for the purpose of identity verification or to administer benefits and in accordance with state and federal laws. Records that include Social Security numbers and personal information will be maintained in accordance with federal and state laws.

Any documents that include employee SSNs or personal information which are to be discarded must be destroyed by shredding paper documents and running a data scrubbing program before disposing of electronic storage media.

Any violation of this policy will result in disciplinary action up to and including discharge. Where this organization policy and operating procedures may conflict with state law, the state law shall supersede this policy. For more information about this policy and the organization's operating procedures, please contact Upper Management and/or HR Department.

## 8.8 Access to Personnel Files

Upon written request, you may inspect your own personnel file. Inspections will be held on organization premises in the presence of an organization official. Contact HR Department to arrange a time to view these records. You will be permitted to review records related to your qualification for employment, compensation, and disciplinary action. You are not permitted access to any letter of reference maintained by the organization. If you disagree with the accuracy of any statement in the records and no correction can be agreed upon, you may submit an explanatory statement, which will be attached to the records.

For more information, contact Human Resource.

## 8.9 Computer Software Licensing

The organization purchases or licenses the use of various computer software programs. Neither the organization nor any of the organization's employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years in jail. The organization does not condone the illegal duplication of software. You must use the software in accordance with the license agreement.

This policy applies not only to individual desktop computers and laptops but to local area networks as well. Employees learning of any misuse of software or related documentation within the organization shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

## 8.10 Solicitation and Distribution

In the interest of maintaining productivity and a proper business environment, employees may not distribute literature or other materials of any kind or solicit for any cause during the working time of any employee involved.

Employees may not distribute literature or other materials of any kind in working areas, at any time, whether or not the employees are on working time. Likewise, employees may not solicit for any cause during the working time of any employee involved. Non-working time includes but is not limited to, a lunch or break in a non-working area in the break room. Non-employees are prohibited from soliciting or distributing materials on organization premises at any time.

## 8.11 Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, the number of dependents or changes in next of kin and/or beneficiaries should be given to Human Resource promptly.

## 8.12 Care of Equipment

You are expected to demonstrate proper care when using the organization's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to Upper Management or HR Department at once.

## 8.13 Company Furniture Policy

To maintain a professional and functional workplace, employees are expected to adhere to the following guidelines regarding company furniture:

1. Responsibility for Damage – Normal wear and tear is expected, but any damage beyond reasonable use will be the responsibility of the employee. This includes, but is not limited to, stains, scratches, structural damage, or misuse.

2. Furniture Assignment & Movement – Employees are not permitted to remove, replace, or exchange any assigned furniture in their area without prior approval. Requests for changes must be submitted through the Maintenance Portal for review and authorization.

3. Reporting Damage or Loss – Any damaged, lost, or misplaced furniture must be reported immediately through the Maintenance Portal to ensure proper tracking and resolution.

Failure to comply with this policy may result in corrective action. Your cooperation helps maintain a well-equipped and professional work environment.

## 8.14 Relocation Assistance

From time to time, depending on business needs, our organization may need to transfer and relocate employees to different geographic areas where we may conduct business. The organization will pay for certain relocation expenses. Please contact Upper Management for further details.

## 8.15 Personal Property

The organization is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

## 8.16 Visitors

Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas. Visitors have to adhere to the same policy as an employee on premises.

## 8.17 Personal Telephone Calls

It is important to keep our telephone lines free for client calls. Although the occasional use of the organization's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum. Please be mindful & respectful of others around you when on a personal call.

## 8.18 Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using organization communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in email, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, backup storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with clients, suppliers, vendors, advisors, and other business acquaintances for business purposes. All Electronic Communications contained in organization Systems are organization records and/or property. Although an employee may have an individual password to access our Systems, the Systems, and Electronic Communications belong to the organization.

The Systems and Electronic Communications are accessible to the organization at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording, and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. The organization's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work task.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the organization's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the organization at any time without further notice.

Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want to be revealed to third parties.

Employees may not use our Systems in a manner that violates our policies including but not limited to Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Confidentiality of Client Matters, Care of Client Records, Protecting Organization Information, and Solicitation and Distribution. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of organization policies.

In addition, employees may **not** use our systems:

- To download, save, send or access any discriminatory or obscene material.
- To download, save, send or access any music, audio or video file.
- To download anything from the internet (including shareware or free software) without the advance written permission of the Systems Supervisor.
- To download, save, send or access any site or content that the organization might deem “adult entertainment;”
- To access any “blog” or otherwise post a personal opinion on the Internet or our Intranet.
- To solicit employees or others.
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the organization or any other person or entity.
- In connection with any infringement of intellectual property rights, including but not limited to copyrights.
- In connection with the violation or attempted violation of any law.

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

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the organization or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the organization. Employees may not install password or encryption programs without the written permission of Upper Management.

Employees may not use the passwords and encryption keys belonging to others.

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

Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the organization may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask Upper Management for advance clarification.

## 8.19 Contact with the Media

All media inquiries regarding the organization and its operations must be referred to Upper Management. Only Upper Management is authorized to make or approve public statements on behalf of the organization. No employees, unless specifically designated by Upper Management, are authorized to make statements on behalf of or as a representative of the organization.

## 8.20 Laptop Security

Each employee provided with a laptop by ECF is responsible for the physical security of the laptop. All laptops acquired for or on behalf of ECF are deemed to be company property. All employees must take the following actions to ensure the physical security of ECF laptops:

- When not in use, the laptop must be locked with a password and caution taken when entering any company passwords on the laptop.
- Store the laptop in a locked cabinet or desk when not in use.
- Do not leave your laptop in your vehicle. If it is necessary to leave the laptop in your vehicle for a very short period of time, the laptop must be locked in the trunk of the vehicle.
- When using the laptop in public areas, do not leave the laptop unattended for any length of time.

During travel:

- Do not pack your laptop in checked luggage.
- Attach a name tag or business card to your laptop to easily identify it during security checks or if lost.
- Store the laptop in a hotel room safe or locked suitcase when you are not in the room.

All work created or performed on the laptop is organization property. The laptop is subject to inspection by the organization at any time without further advance notice. The laptop must be used in a manner that complies with all organization policies including the Acceptable Use of Electronic Communications, Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Confidentiality of Client Matters, Care of Client Records, Protecting Organization Information, and Solicitation and Distribution.

Violation of this policy may be grounds for disciplinary action up to and including termination of employment. A laptop user must notify Upper Management immediately if the laptop is lost, stolen, misplaced, or damaged. If an employee's laptop is lost/stolen due to negligence or not returned immediately upon request of the organization, the employee will be responsible for the cost of replacing the laptop.

## 8.21 Recycling and Waste Prevention

The organization is committed to the environment and its future. Therefore, recycling containers are located throughout the building for the collection of recyclable materials. Waste of time, materials and utilities is costly to the organization. If you have any waste prevention ideas, please advise Upper Management in writing.

## 8.22 Reference Checks

Our organization will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title. Under no circumstances should an employee provide another individual with information regarding current or former employees of our organization. If you receive a request for reference information, please forward it to Human Resource.

## 8.23 Protecting Organization Information

Protecting our organization's information is the responsibility of every employee, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss the organization's confidential business or proprietary business matters, or share confidential, personal employee information with anyone who does not work for us such as friends, family members, members of the media, or other business entities. You may be required to sign a non-compete and/or a nondisclosure agreement as a condition of your employment, in accordance with state and federal law.

All telephone calls regarding a current or former employee's position/compensation with our organization must be forwarded to Upper Management.

The organization's address shall not be used for the receipt of personal mail.

## 8.24 Document Retention

The organization maintains a formal document retention policy and procedure. Upper Management and/or HR Department will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the organization's policy have been satisfied.

Failure to comply with the organization document retention policy and procedure may result in discipline up to and including discharge.

## 8.25 Conflict of Interest/Code of Ethics

An organization's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the organization, or any of its clients, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The organization adheres to the highest legal and ethical standards applicable to our business. The organization's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance. Employees of the organization shall conduct their personal affairs such that their duties and responsibilities to the organization are not jeopardized and/or legal questions do not arise with respect to their association or work with the organization.

## 8.26 Bulletin Board

The organization maintains a bulletin board(s) in our facility as an important source of information. These bulletin boards are to be used solely for organization announcements. Government postings are found in the copier room.

## 8.27 Supply Purchases

All office and work-related supplies must be purchased through the Office Receptionist to ensure cost efficiency and standardization. Unauthorized purchases may not be eligible for reimbursement. Please consult the Office Receptionist with any questions regarding this policy.

## 8.28 Work Areas

As many employees work in an open plan area, it is important that your workstation and/or desk remain clean and tidy. Our expectation is that your workstation will be cleared and tidied at the end of every day. Any items that require storage should be put away, hard copy paper files should be kept to a minimum, with soft copies of files stored on the relevant shared drive electronically. Laptops should not be left on. At the end of the day, you are required to shut down your laptop.

## 8.29 Break Room

A break room is available for your use. Although the organization provides general custodial care, you are expected to clean up after eating. This room should be kept clean for the next person's use.

## 8.30 Fitness Room

E.C. Fennell, Inc. strives to provide a safe and comfortable environment for all members. As such attire that may present health or safety hazards or damage equipment, is not allowed. For example,

- Open-toed shoes or sandals pose a safety hazard for members working out;
- Jeans or pants with prominent grommets may damage equipment
- Water bottles/jugs of all sizes (including gallon sizes) are allowed, so long as they have a screw-on top. Press-on tops such as those found on certain gallon jugs are not allowed, as these present a spill hazard.
- All personal belongings must be kept in your possession.
- Athletic footwear and appropriate clothing must be worn at all times.
- Gym attire must only be worn in designated gym/locker room areas.

**Gym attire is not permitted in any other part of the building.**

Prior to entering the fitness room, you and all accompanying guest must sign the Fitness Waiver.

Please respect the personal space of others, keep the equipment in its designated area, and if you're resting between sets, allow other members to use the equipment.

It is unauthorized to remove the gym equipment from the Fitness Room. Gym equipment is only permitted in the Fitness room, no equipment, company owned or personal is permitted into the workspaces or any other part of the building. After you have finished your workout, we ask that you please be courteous and wipe down all equipment used, and return any weights or other accessories to the designated storage areas.

## 8.31 Kitchen and Bathrooms

Please keep the kitchen and bathroom areas clean at all times, cleaning up after use. You should be mindful that these are public areas and you should be respectful to others by always cleaning up after yourself. If you use dishes then wash them immediately after use. If there are any issues with these facilities you should notify your Manager immediately.

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## 8.32 Meeting rooms

Please tidy up after meetings, take away your dirty cups, files, papers etc. Place chairs back in position and clean all work away.

## 8.33 Printing

Save costs on printing wherever possible by printing on both sides of the paper. Please pick up all printed matter off of the printer and ensure that the printer is stocked with paper at all times. Color printing should be kept to a minimum.

## 8.34 Recording Devices in the Workplace

Employees are prohibited from having any form of recording or photography device in the workplace and from recording or photographing fellow employees in the workplace or during working time. Violations of this policy may result in discipline (including the possibility of discharge), immediate removal of the recording device and/or the employee from the workplace, and retention of the recording device for inspection by the organization and/or legal authorities.

Limited exceptions will apply when the employee in possession of the recording device has been provided advance written authorization to use the recording device by an authorized member of organization management and the recording device is being used in an authorized manner to further organization business.

Prohibited "recording devices" under this policy include but are not limited to cameras, camcorders, video devices, picture or video-capable cellular telephones, cassette recorders, and digital voice or image recorders. Cellular telephones, PDAs, MP3 and DVD devices, portable computers, and other devices are covered if they are equipped with any device or technology that has the capability to record images or sounds.

This prohibition applies irrespective of whether the recording capability is activated or not. Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

## 8.35 Security Disposal/Shredders

Paperwork with any sensitive or confidential ECF information needs to be disposed of by either being shredded or placed into the locked security disposal bin. The key for this bin will be the responsibility of the Practice Manager. Documents to be placed in the security bins include but are not limited to:

- Company Information
- Client information
- Forms
- Terms and conditions
- Policies

## 8.36 The Noise Factor

Try to avoid shouting at each other across the office or on site at a client and respect people's busy periods or meeting times. Or if someone is engrossed in something at their computer or there are more than two people meeting with someone, it usually means they are busy. Try to talk quietly when you are on the telephone and respect others around you.

## 8.37 If You Must Leave Us

Should you decide to leave your employment with us, we ask that supervisors provide at least one month's advance notice to the organization. All other employees are asked to

provide at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the organization.

Employees, who are rehired following a break in service in excess of six months, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits. Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All organization property, including this Employee Handbook, must be returned upon discharge. Otherwise, the organization may take action to recoup any replacement costs and/or seek the return of organization property through appropriate legal recourse. You should notify the organization if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

## Section 9: Safety in the Workplace

### 9.1 Each Employee's Responsibility

Safety can only be achieved through teamwork at our organization. Each employee, supervisor, and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify your supervisor, HR Department and Upper Management of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your Supervisor, HR Department, and Upper Management immediately.
- The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the organization's property is forbidden.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your Supervisor, HR Department, and Upper Management.
- Know the locations, contents, and use of first aid and firefighting equipment.
- Wear personal protective equipment in accordance with the job you are performing.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

### 9.2 Stair

Using stairs safely might seem like a no-brainer, but it's often when we become complacent that accidents happen. Good practices for stairs and making sure that your steps are well-maintained can prevent workplace injuries.

- Always use handrails when ascending or descending stairs.
- Avoid talking with other people or congregating on stairs.
- Be aware of the stairs and watch where you're going, even when the stairway is familiar to you.
- Take one step at a time.
- Wear correct and appropriate footwear, and keep your shoes tied.
- Look where you are going. Put the smartphones away!
- Do not run on stairs.
- Do not horseplay on or near stairs.
- Do not carry an item that would block your view

### 9.3 Elevator

Elevators are both a convenience and a necessity in engineering's fast-paced environment. In E.C. Fennell's hustle and bustle, it's important to make sure safety remains a top priority in the building and elevator system. Here are some essential elevator rules to ensure you reach your destination safely and efficiently.

- Watch your step – the elevator car may not be perfectly level with the floor.
- Stand clear of the doors – keep clothes and carry-ons away from the opening.
- Hold onto elevator firmly.
- Passengers nearest to the doors should move first when the car arrives.
- Do not horseplay on or near elevator.
- Push and hold the DOOR OPEN button if doors need to be held open or ask someone to push the button for you.
- Never try to stop a closing door, wait for the car to return.
- Pay attention to the floor indications.
- If the doors do not open when the elevator stops, push the DOOR OPEN button.
- If elevator stops working, press Call button and wait for response, call light will flash when call is answered

**In the event of an emergency, DO NOT TAKE THE ELEVATOR, take the stairs**

## 9.4 Balcony

When accommodation has a balcony, it is an extension of your office, somewhere you can relax and watch the sunrise, enjoy the views, take your breaks, read a book and watch the sun go down. However unfortunately each year accidents occur on balconies; this is often as a result of a lapse in concentration or misuse.

Here are some tips to help you stay safe.

- Be aware that glass in balcony doors can be difficult to see in bright sunlight and at night.
- Watch for wet floors/debris while on the balcony.
- Before closing the door whilst on the balcony, make sure you have access token on hand.
- Never lean over, sit, or climb on the balcony wall or railings.
- Never horseplay on balcony
- Don't try to pass items to someone on the ground or another balcony.
- Don't climb from one balcony to another.
- Never stand/climb on railings/balcony furniture.
- Do not horseplay on or near Balcony/railings.
- Don't hang items over the balcony façade as you may be tempted to lean over to retrieve items that may fall over the edge.
- Keep all balcony furniture away from the balcony wall or railings.
- Don't leave potential trip hazards on the balcony.

## 9.5 Fitness Room

The following table provides recommendations for ensuring facility and equipment safety, including flooring and mat safety, equipment maintenance, fire safety measures, first aid provisions, and security protocols.

Safety Category	Recommendation
Personal Flooring	<ol style="list-style-type: none"> <li>1. Use sturdy, non-slip shoes and personal mats that can withstand heavy impact. This is crucial for preventing slips and injuries.</li> <li>2. Secure personal flooring/mats on smooth flat surfaces.</li> <li>3. Regularly inspect mats for cleanliness, tears, or rips.</li> </ol>
Distance	
Equipment Safety	<ol style="list-style-type: none"> <li>1. Do not handle unfamiliar equipment.</li> <li>2. If you are unfamiliar with equipment, refrain from using said equipment until you receive proper handling and operation instructions.</li> <li>3. Wipe down all equipment with disinfectant before and after use.</li> </ol>
First Aid	<ol style="list-style-type: none"> <li>1. Know where the well-stocked and easily accessible first aid kit is located.</li> <li>2. Know where the emergency contact numbers are prominently displayed.</li> </ol>

## 9.6 Bloodborne Pathogens Exposure Control

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, our organization has instituted a Bloodborne Pathogens Exposure Control Program.

Briefly, our program includes an employee exposure determination, information, and training about bloodborne pathogens, the availability of hepatitis B vaccinations, Universal Precautions, engineering controls, safe work practices, personal protective equipment and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included. These matters are discussed in our written Infection Control Plan, which is available to you in accordance with the plan.

Further information about our Bloodborne Pathogens Exposure Control Program will be provided to affected employees and may be obtained from Upper Management.

## 9.7 Fire Drills

Fire drills are scheduled periodically throughout the year. These drills are an important aspect of employee safety. We expect your complete cooperation during these drills. If you have any questions concerning evacuation procedures, see your supervisor.

## 9.8 Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to organization property in the event someone, for whatever reason, may be unhappy with an organization decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to Upper Management at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any

suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the organization's investigation, may result in disciplinary action, up to and including discharge.

## 9.9 Workplace Searches

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

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

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge. If upon investigation they are found to be in violation of the organization's security procedures or any other organization rules and regulations.

## 9.10 Hazard Communication

Our organization may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Material Safety Data Sheets (MSDS) are available for inspections in your work area. You must follow all labeling requirements.

Please consult with the designated safety coordinator prior to purchasing chemicals for the organization or bringing them onto our premises. For additional information, please refer to our organization's written Hazard Communication Program. If you have any questions, ask Upper Management or the safety coordinator.

## 9.11 Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.

## 9.12 Smoking in the Workplace

Our organization is committed to providing a safe and healthy environment for employees and visitors. Smoking is not permitted.

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

## 9.13 No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating organization machinery, equipment or vehicles for work-related purposes or while engaged in organization business off premises is forbidden except where expressly authorized by the organization and permitted by state and local laws.

This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to Upper Management immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

## 9.14 In An Emergency

Upper Management should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If Upper Management is unavailable, contact the nearest organization official.

Should an emergency result in the need to communicate information to employees outside of business hours, Upper Management will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify Upper Management when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of Upper Management or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by Upper Management to await further instructions or information.

Please direct any questions you may have about the organization's emergency procedures to Upper Management.

## 9.15 Substance Abuse

The organization has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the clients we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the organization the following substance abuse policy.

The organization has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances.

Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on organization paid time, on organization premises, in organization vehicles, or while engaged in organization activities.

Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at the organization, sponsored functions or activities.

Your employment or continued employment with the organization is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the organization maintains a policy of nondiscrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions.

We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The organization will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the organization's policies and applicable federal, state or local laws.

The organization further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of organization issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this substance abuse policy.

This policy represents management guidelines. For more information, please contact Upper Management.

## Section 10: Code of Conduct Policy

E. C. Fennell, Inc. pursues excellence and insists on high standards of conduct and performance. The rules expressed in the following sections are designed to maintain the positive environment which the company strives to provide for all employees.

Listed below are the rules and regulations of behavior and conduct that ECF considers inappropriate and which would lead to disciplinary actions up to and including an unpaid suspension or termination of employment without prior warning, at the sole discretion of ECF, includes the following:

- Failure to follow ECF policies or procedures.
- Failure to follow established standards for requesting or reporting absences.
- Neglect of duty or failure or refusal to perform job-related duties and assignments.
- **Inappropriate handling or disclosure of confidential information or records.**
- Employees must accurately record their timesheet, and employees may not record work time of other employees. If done inappropriately, this can be grounds for immediate dismissal.
- Employees must not enter inaccurate or false information on any E. C. Fennell, Inc. records, including time records, employment applications or other personnel records. This can be grounds for immediate dismissal.
- **Inappropriate, disruptive, discourteous or irregular behavior adversely affecting other employees or visitors.**
- Behavior harmful to the reputation and mission of ECF.
- Employees must refrain from creating or being party to a disturbance or physical violence.
- Employees must observe the principle of mutual respect in their contacts with visitors, contractors/consultants and in their working relationships with other employees.
- Employees should not have their electronic devices set to a high volume.
- ECF internet, telephones, fax machines and other telecommunication devices are intended for official business transactions. Although the occasional use of the organization's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.
- Employees may engage in solicitation and/or distribution of printed or written material or posting and/or removal of notices or signs only when permitted or authorized in advance by management.
- **The performance of duties in an irresponsible, careless, reckless, or unsafe manner or behavior not conducive to a safe and healthful work environment, which includes not adhering to the office building policies of FH Collaborative Center (WPB), Plantation Executive Suites (FTL) and Terraces North (ATL) inclusive of non-smoking.**
- Commission of acts of discrimination or discriminatory harassment.
- Plea of nolo contendere or conviction for an illegal act committed on or off the job, which adversely impacts job performance, attendance or the reputation of ECF.
- Tape-recording meetings or phone calls without authorization.
- Failure to obtain or maintain, within a designated time, license or certification credentials necessary for continuation in the job.
- Unlawful manufacture, distribution, sale, possession, or use of any controlled substance or illegal drugs regardless of where or when the conduct occurs.

- Misuse, defacement or destruction of E. C. Fennell, Inc. employee, or visitor's property.
- Possession of firearms, weapons, explosives, or dangerous materials on ECF property.
- Theft or unauthorized possession, removal, destruction, or use of property belonging to employees, contractors/consultants, or visitor.
- Employees should assist in keeping company equipment; buildings and grounds clean, orderly and in good condition, and should avoid creating or contributing to unsanitary unsightly conditions.
- Employees must maintain regular and punctual attendance and should follow the Attendance Policy for reporting absenteeism from work.
- Employees are expected, whenever possible, to respond to work assignments outside of regularly scheduled hours, as necessary to provide essential staffing or support services.
- ECF employees and contractors must take a 30-minute lunch break
- (Company standard business hours are 8 AM- 5 PM) Flexible work schedule requests will need ECF approval.

Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, clients and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism.
- Be responsible and scrupulous in the proper use of company information, funds, equipment, and facilities.
- Be considerate and respectful of the environment and others.
- Exercise fairness, equality, courtesy, consideration, and sensitivity in dealing with other employees, clients, and suppliers.
- Avoid apparent conflict of interests, promptly disclosing to an ECF senior manager, any interest which may constitute a conflict of interest.
- Promote the interests of ECF.
- Perform duties with skill, honesty, care, and diligence.
- Abide by policies, procedures and lawful directions that relate to your employment with ECF and/or our clients.
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts.
- Under no circumstances may employees offer or accept money.
- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, while following correct reporting procedures, will not be disadvantaged or prejudiced.
- All reports will be dealt with in a timely and confidential manner.

ECF expects cooperation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Any employee in breach of this policy may be subject to disciplinary action, including termination.

Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from the Director of Operations. This policy will be regularly reviewed by ECF, and any necessary changes will be implemented by the Director of Operations.

## 10.1 Dress Code Policy

ECF's objective in establishing a safe and comfortable environment includes setting some standards for workplace dress code. This is to enable all people to project a professional image that is in keeping with the needs of our clients and customers to trust us. Whether or not your job responsibilities place you in direct client contact, you represent the organization with your appearance as well as your actions. The properly attired individual helps to create a favorable image for the organization, to the public and fellow employees.

The organization maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and client interaction. Because our industry requires the appearance of trusted professionals a standard dress code is necessary for everyone. Office employees are expected to dress business casual during work hours. Employees must dress in a neat and well-presented manner at all times.

## 10.2 Personal Hygiene

Maintaining a professional, business-like appearance is very important to the success of our organization. Part of the impression you make on others depends on your choice of dress, personal hygiene, and courteous behavior.

A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

## Section 11: Environmental Best Practice

ECF will comply with all local, state and federal laws and regulations on:

- Disposing of hazardous waste (including EPA's list of prescribed industrial waste), trade waste (i.e. waste added to the sewer) and waste water
- Safe handling, storage, and transport of hazardous waste and dangerous goods
- Noise
- Land use
- Air pollution and carbon emissions

### 11.1 Procedure

ECF will set targets each year to increase energy and water efficiency, and seek opportunities for reducing and recycling waste. To do this, we will:

### 11.2 General

- Investigate ways to reduce consumption or recycle waste
- Publish monthly energy and water use on the staff notice board including savings made, and report on greenhouse gas emissions
- Give preference to maintenance and other contractors using green products

### 11.3 Energy

- Buy electrical and lighting systems rated as energy efficient
- Use accredited GreenPower, either in part or whole

### 11.4 Water

- Buy appliances rated as water efficient
- Buy plumbing devices (e.g. taps) with built-in flow restrictors in kitchen and washing up areas, or add these to existing fittings

### 11.5 Waste

- Look for opportunities to exchange waste on the waste exchange database website ([wastehange.net.au](http://wastehange.net.au))

## Section 12: IT, Internet, Email & Social Media Policies

### 12.1 Internet Use

The internet is provided by ECF for business use. Limited private use is permitted if the private use does not interfere with a person's work and that inappropriate sites are not accessed e.g. pornographic, gambling, social media network. Management has the right to access the system to check if private use is excessive or inappropriate.

Failure to comply with these instructions is an offense and will be subject to appropriate investigation. In serious cases, the penalty for an offense or repetition of an offense may include dismissal. Staff members need to be aware that some forms of internet conduct may lead to criminal prosecution.

### 12.2 Email Use

- For formal business correspondence.
- Maintain confidentiality of sensitive information. If emails need to be preserved, they should be backed up and stored offsite.
- Limited private use of email is allowed if it doesn't interfere with or distract from an employee's work. However, management has the right to access incoming and outgoing email messages to check if an employee's usage or involvement is excessive or inappropriate.
- Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
- All emails sent must include the approved business disclaimer.

To protect ECF from the potential effects of the misuse and abuse of email, the following instructions are for all users:

- No material is to be sent as an email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of ECF in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
- Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.
- The email records of other persons are not to be accessed except by management (or persons authorized by management) ensuring compliance with this policy, or by authorized staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
- When using email a person must not pretend to be another person or use another person's computer without permission.
- Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.
- Failure to comply with these instructions is a performance improvement offense and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offense, may include dismissal.

This policy also applies to all employees, contractors, and sub-contractors of ECF who have an active profile on social or business networking site such as Facebook, Instagram, Twitter, etc. Write or maintain a personal or business' blog, and/or post comments on public and/or private web-based forums or message boards or any other internet sites.

This policy does not form part of an employee's contract of employment. Nor does it form part of any contractor or subcontractor's contract for service.

## 12.3 Professional Use of Social Media

ECF expects its employees to maintain a certain standard of behavior when using Social Media for work or personal purposes. This policy applies to all employees, contractors, and sub-contractors of ECF who contribute to or perform duties such as:

- Maintaining a profile page for ECF on any social or business networking site (including, but not limited to LinkedIn, Facebook, Instagram, Twitter, etc.)
- Making comments on such networking sites for and on behalf of ECF.
- Writing or contributing to a blog and/or commenting on other people's or business' blog posts for and on behalf of ECF.
- Posting comments for and on behalf of ECF on any public and/or private web-based forums or message boards or other internet sites.

The organization may also have an interest in your electronic communications with co-workers, clients, vendors, suppliers, competitors, and the general public on your own time. Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline up to and including immediate termination.

We encourage you to use good judgment when communicating via blogs, online chat rooms, networking internet sites, social internet sites, and other electronic and non-electronic forums (collectively "social media").

The following is a general and non- exhaustive list of guidelines you should keep in mind:

- Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of the organization in any fashion.
- Do not disclose confidential or proprietary information regarding the organization, your co- workers or the organization's vendors and suppliers. Use of copyrighted or trademarked organization information, trade secrets, or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with Upper Management.
- Do not use organization logos, trademarks, web addresses, email addresses or other symbols in social media. You may not use the organization name or other identifying information to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.
- Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co- workers without their express consent.
- Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if the organization name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate organization policy, you may be subject to discipline up to and including immediate termination under various organization policies.
- Ensure that engaging in social media does not interfere with your work commitments
- Social media and similar communications have the potential to reflect on both you and the organization. We hope that you will show respect for our employees, clients, affiliates, and competitors. Nothing contained herein shall preclude an employee from engaging in conduct protected by Section 7 of the National Labor Relations Act.

## Section 13: Intellectual Property & Security

All intellectual property developed by employees during their employment with ECF, including discoveries or inventions made in the performance of their duties related in any way to the business of ECF, will remain the property of ECF. Employees may be given access to confidential information, data, business property, keys to premises or any other business related property/information in the performance of their duties. This must be protected and used only in the interests of ECF.

Employees must not:

- Disclose or use any part of any confidential information outside of the performance of their duties and in the interests of ECF.
- Authorize or be involved in the improper use or disclosure of confidential information.
- During or after their employment without the employer's written consent, other than as required by law.

Confidential Information includes any information in any form relating to ECF and related bodies, clients or businesses, which is not in the public domain. Employees must act in good faith towards ECF and must prevent (or if impractical, report) the unauthorized disclosure of any confidential information.

Failure to comply with this policy may result in performance improvement proceedings including dismissal, and ECF may also pursue monetary damages or other remedies.

## Section 14: Recruitment, Training, and Development

### 14.1 Recruitment & Selection

ECF recognizes a robust and professional approach to recruitment and selection helps us to attract and appoint individuals with the necessary skills and attributes to fulfill our aims and support our business goals. All appointments should be made on the principle of merit, compliance with all relevant Federal & State Legislation and adherence to this policy and related processes.

Our Business recruits people via the following methods:

- Internal
- External
- Employee Referred

### 14.2 Training & Development

ECF will give employees adequate training to do their job safely and competently. Our business believes training is a two-way process. We encourage employees to participate and to highlight any gaps in their own skills or knowledge they believe they have.

Training includes internal on-the-job training, written instructions such as standard operating procedures, coaching, external training, and courses. Safety training takes precedence.

ECF covers the cost of an employee attending training courses or conference. If the employee does not attend the total duration of the courses or conference, the employee would be responsible for all charges. Employees must provide proof of attendance or certification from said training courses or conference.

### 14.3 Probation

The 3-6 month probationary period is a time for both the employee and the business to assess suitability, fit and competency within a role. During this period, ECF commits to reviewing employee performance and at the end of this time, ongoing permanent employment will be confirmed.

## Section 15: Equal Employment Opportunity (EEO) & Anti-Bullying

This policy applies to all staff including contractors and covers all work-related functions and activities including external training courses sponsored by ECF. It also applies to all recruitment, selection and promotion decisions. The objective of ECF's Equal Opportunity Policy is to improve business success by:

- Attracting and retaining the best possible employees.
- Providing a safe, respectful and flexible work environment.
- Delivering our services in a safe, respectful and reasonably flexible way.

### 15.1 Workplace Harassment Policy

The purpose of this policy is to inform Employees that ECF will not tolerate any form of harassment, sexual or otherwise, at the workplace, which includes off-site work assignments or sponsored social functions. This policy concerns harassment or discrimination of any Employee or by any Employee, visitor or representative of the company of which ECF is made reasonably aware. ECF will not tolerate communications of a potentially offensive nature in the workplace.

We urge Employees to be aware that the assessment of whether something is potentially offensive is not simply a question of whether any particular individual would be personally offended. It is also based on the content of the material when viewed from different perspectives. It is the responsibility of everyone within the company to uphold the requirements of all federal, state and local laws prohibiting harassment and/or discrimination. The environment of the company must be kept free of these negative influences. Justice requires that the rights and concerns of both complainant and respondent be fully assured. The company shall make every effort to assure and protect these rights and shall undertake no action that threatens or compromises them.

### DEFINITIONS

- ❖ **Workplace Harassment** - verbal or physical conduct that denigrates or shows hostility or aversion toward anyone in the workplace and:
  - Has the purpose or effect of creating an intimidating, hostile or offensive working environment.
  - Has the purpose or effect of unreasonably interfering with an individual's work performance.
  - Otherwise adversely affects an individual's employment opportunities.

#### **Examples of such workplace harassment include but are not limited to:**

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to gender, sexual orientation, race, color, religion, creed, national origin or ancestry, age, presence of children, pregnancy, marital status, mental or physical handicap, status as a Vietnam-era or special disabled veteran, or status as a qualified disabled individual, and in accordance with all applicable laws, except where sex is a bona fide occupational requirement, or where disability status is a bona fide occupational disqualification.

- Written, electronic, or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, creed, national origin or ancestry, age, gender, presence of children, pregnancy, sexual orientation, marital status, mental or physical handicap, status as a Vietnam-era or special disabled veteran, or status as a qualified disabled individual, and in accordance with all applicable laws, except where sex is a bona fide occupational requirement, or where disability status is a bona fide occupational disqualification disability and that is placed on walls, bulletin boards, or elsewhere on the employer's premises, or circulated in the workplace.
  - Retaliation against an Employee for complaining about such behavior.
- ❖ **Sexual Harassment** - any verbal or physical conduct that denigrates or shows hostility or aversion toward anyone in the workplace and if:
- Submission to or rejection of that conduct by an Employee is used as a factor in decisions affecting, hiring, evaluation, promotion, pay increase, or other areas of employment; (Quid Pro Quo)
  - The conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile or offensive work environment. (Hostile Environment)

**Examples of such sexual harassment include but are not limited to:**

- Requesting or demanding sexual favors in exchange for hiring, evaluation, promotion, pay increase, favorable review, assignment, continued employment, letter of recommendation, doing business with the Institute or promises of the same.
  - Sexual advances, propositions, or comments that may be derogatory toward a particular gender.
  - Display in the workplace of sexually explicit material, including objects, computer generated images, graffiti, posters, calendars, drawings, pictures, paintings, cartoons, etc.
  - Physical abuse of a sexual nature, including unwelcome touching, assault, coerced sexual acts, and rape.
  - Continued or repeated sexual jokes, slurs, innuendoes or epithets.
  - Sexually degrading or vulgar words to describe an individual, including graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies.
  - Leering, whistling, pinching, brushing the body, insulting or obscene comments or suggestive gestures.
  - Asking questions about sexual conduct, sexual orientation, or preferences.
  - Continued exclusion of females from male organization activities or certain types of assignments, or continued exclusion of males from female organization activities or certain types of assignments.
- ❖ **Discrimination** - basing employment decisions of an Employee implicitly or explicitly on factors other than job-related considerations or the treatment of one Employee or applicant differently on the basis of his/her race, color, religion, creed, national origin or ancestry, age, gender, presence of children, pregnancy, sexual orientation, marital status, mental or physical handicap, status as a Vietnam Era or special disabled veteran, or status as a qualified disabled individual.

**Examples of such discriminatory conduct include but are not limited to:**

- Basing decisions related to employment, such as hiring, evaluation, promotion, pay increase, favorable review, assignment, continued employment, or letter of recommendation, implicitly or explicitly on a protected category status.
- Verbal physical or written abuse directed toward an individual or group of individuals based on a protected category status.
- Unequal pay, benefits or pay increases to an individual or group of individuals based implicitly or explicitly on a protected category status.
- Continued exclusion of a person or group of persons from organization activities.
- Unequal treatment of an Employee or group of Employees merely on a protected category status.

## 15.2 Procedure: To Make A Complaint

If you believe you are being, or have been, discriminated against, sexually harassed or bullied, you should follow this procedure.

- Tell the offender the behavior is offensive, unwelcome, and against business policy and should stop (only if you feel comfortable enough to approach them directly, otherwise speak to your manager). Keep a written record of the incident(s).
- If the unwelcome behavior continues, contact your supervisor or manager for support.
- If this is inappropriate, you feel uncomfortable, or the behavior persists, contact another relevant senior manager.

Employees should feel confident that any complaint they make is to be treated as confidential as far as possible.

## 15.3 Procedure: To Receive A Complaint

When a manager receives a complaint or becomes aware of an incident that may contravene ECF EEO Policies, they should follow this procedure.

- Listen to the complaint seriously and treat the complaint confidentially. Allow the complainant to bring another person to the interview if they choose to.
- Ask the complainant for the full story, including what happened, step by step.
- Take notes, using the complainant's own words.
- Ask the complainant to check your notes to ensure your record of the conversation is accurate.
- Explain and agree on the next action with the complainant.

If the investigation is not requested (and the manager is satisfied that the conduct complained is not in breach of ECF EEO policies) then the manager should:

- Act promptly
- Maintain confidentiality
- Pass any notes on to the manager's manager

If an investigation is requested or is appropriate, follow the next procedure.

- Check to ensure the action meets the needs of the complainant and ECF.
- If the resolution is not immediately possible, refer the complainant to more senior management.
- If the resolution needs a more senior manager's authority, refer the complainant to this manager.
- Discuss any outcomes affecting the complainant with them to make sure where appropriate you meet their needs.

## 15.4 Possible Outcomes

If after investigation management finds the complaint is justified, management will discuss with the complainant the appropriate outcomes which may include:

- Disciplinary action to be taken against the perpetrator (counseling, warning or dismissal)
- Staff training
- Additional training for the perpetrator or all staff, as appropriate
- An apology (the particulars of such an apology to be agreed between all involved)

## Section 16: Performance Management

The purpose of performance management is to improve performance. It is an ongoing process. It should include an informal and formal review. We encourage a two-way process, that is, employees can also give management feedback on performance.

All employees will undergo a formal performance review with their immediate managers at least 2 times a year.

### Procedure

- The manager and the employee agree on the date for a performance appraisal meeting to allow time to prepare.
- The manager and employee will meet and openly and constructively discuss performance over the period.
- The manager and the employee will agree on any objectives and outcomes for the next appraisal period.
- Training and development will be considered as part of the process.
- Notes should be taken of the meeting and copies kept.
- Outside of this formal process, employees are encouraged to raise any issues they have when they arise.

## Section 17: Performance Improvement

Where warranted ECF will use improvement processes to improve performance. Should such improvement processes be unsuccessful in improving an employee's performance, ECF may decide to end an employee's employment. Depending on the circumstances, performance improvement action may include verbal or written warnings, counseling or retraining.

ECF requires a minimum standard of conduct and performance which will be made clear to employees in management appraisals. If an employee does not meet this standard, ECF will take appropriate corrective action, such as training. Formal performance improvement procedures will generally only start when other corrective action fails.

If an employee deliberately breaches business policy or procedure or engages in misconduct, ECF may start improvement procedures, or, in cases of serious misconduct or breach of policy, may dismiss an employee.

Each employee must understand their responsibilities, be counseled and given the opportunity to reach the standards expected of them. ECF will give an employee the opportunity to defend themselves before management takes further action.

**Note:** If employees have a disability that requires reasonable adjustments to be made to the workplace or job to allow you to work safely and productively, they should raise this with their manager. ECF will only refuse such requests on reasonable business grounds.

### Procedure

- ECF will advise the employee of any shortfall in their performance, and give them an opportunity to respond. Once they respond, the manager will consider their response and decide if performance improvement action should be taken. ECF will provide support such as training where appropriate.
- If the employee is given a verbal warning, the manager should make a note of it, date it and sign it.
- The manager will advise the employee in clear terms what they see as the performance problem or the unacceptable conduct. To highlight the deficiency they should use specific examples, and refer to the correct policy or procedure.
- The manager will allow the employee to respond before making a decision and consider the employee's responses. The employee may have a support person present at such meetings.
- The manager will decide if more action is needed. If more action is taken, the employee could possibly be sent home without pay.
- The manager concerned will keep a record of all meetings, training and/or coaching given and a summary of discussions, and put a copy in the employee's personnel file. This should include date, location and time of discussion.
- They will continue to support the employee and note the support they give, for example, training or counseling.
- If the employee's performance or conduct doesn't improve, the manager will give the employee a final written warning and follow steps 4–10 above. This document needs to warn the employee in clear terms ECF will terminate their employment if there is not enough improvement, and a sustained improvement in, their performance.

If a written warning is to follow, the manager is to:

- Document it and give the employee a copy.
- Give the employee the opportunity (and their support person the opportunity) to sign the warning.
- Keep a copy on file.

The warning must clearly define:

- The deficiency
- A clear explanation of the expected standard
- By when the employee needs to achieve it
- How the business will help the employee achieve the improvement required
- Consequences of failing to improve

**Note:** Some circumstances justify going straight to a second or final warning.

## 17.1 Gross or Serious Misconduct Policy

Summary (instant) dismissal for gross or very serious misconduct is possible (depending on the facts involved). Management should seek advice before taking this step.

### **Procedure**

- The manager is to investigate the alleged offense thoroughly, including talking to witnesses, if any.
- The manager should ask the employee for their response to the allegation (taking notes of this discussion) and allow them to have representation. The manager should also have a witness present. The manager shall give genuine consideration to the employee's response and circumstances. If still appropriate, following a thorough investigation, the manager can terminate/dismiss the employee.
- The manager should keep a file of all evidence collected and action taken in these circumstances.
- ECF will send the employee a letter of termination noting brief details.

## Section 18: Grievance Complaints

ECF supports the right of every employee to lodge a grievance with their manager if they believe a decision, behavior or action affecting their employment is unfair. An employee may raise a grievance about any performance improvement action taken against them.

We aim to resolve problems and grievances promptly and as close to the source as possible. When necessary, ECF will escalate a grievance to the next highest level of authority for more discussion and resolution, and continue escalating it to the level above until it is resolved.

Managers will do their utmost to action grievances objectively, discreetly and promptly. Be aware that grievances that are misconceived, vexatious, and/or lacking substance may result in disciplinary action being taken against the employee lodging the grievance.

### Procedure

- The employee should try to resolve the grievance as close to the source as possible. This can be informal and verbal. At this stage, every possible effort should be made to settle a grievance before the formal grievance process starts. If the matter still can't be resolved, the process continues and becomes formal.
- To start the formal grievance the complainants must fully describe their grievance in writing, with dates and locations wherever possible and how they have already tried to settle the grievance.
- The person(s) against whom the grievance/complaint is made should be given the full details of the allegation(s) against them. They should have the opportunity and a reasonable time to respond before the process continues.

If the grievance still can't be resolved, refer the matter to the most senior manager for consideration and a final decision. A grievance taken to this level must be in writing from the employee.

## Section 19: Conflict of Interest

Conflict of interest arises whenever the personal, professional or business interests of an employee are potentially at odds with the best interests of E.C. Fennell, Inc.

All employees are required to act in good faith towards ECF Employees and need to be aware of the potential for a conflict of interest to arise and should always act in the best interests of ECF. As individuals, employees may have private interests that from time to time conflict, or appear to conflict, with their employment with ECF.

Employees should aim to avoid being put in a situation where there may be a conflict between the interests of ECF and their own personal or professional interests, or those of relatives or friends; where such a conflict occurs (or is perceived to occur), the interests of ECF will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favor of ECF.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt if a conflict exists, they should raise the matter with their manager.

### Procedure

Employees must:

- Declare any potential, actual or perceived conflicts of interest that exist on becoming employed by ECF to management.
- Declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment by ECF to management.
- Avoid being placed in a situation where there is potential, actual or perceived conflict of interest if at all possible.

If an employee declares such an interest, ECF will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation. Employees must disclose any other employment that might cause a conflict of interest with ECF to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance while working at ECF. If such involvement does affect performance or attendance it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake other employment in direct or indirect competition with ECF using knowledge and/or materials gained during the course of employment with ECF. Engaging in other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with ECF, in a timely manner, may result in performance improvement proceedings including dismissal.

## ECF - Policies and Declaration

You must read all the policies contained in this document and listed below. Company policies are a part of your employment contract and therefore must be read and understood to ensure you are fully aware of your responsibilities as an employee of E. C. Fennell, Inc. The organization reserves the right to revise, delete and add to the provisions of this employee handbook at any time without further notice.

Please read each of the policies listed below and initial where shown to indicate you are aware of the rules and responsibilities you have while employed by E. C. Fennell, Inc.

1. What We Do \_\_\_\_\_
2. Our Clients/Our Mission, Vision & Values \_\_\_\_\_
3. Your Employment \_\_\_\_\_
4. Time Away From Work and Other Benefits \_\_\_\_\_
5. General Leave \_\_\_\_\_
6. Business Environment \_\_\_\_\_
7. Safety in the Workplace \_\_\_\_\_
8. Code of Conduct Policy \_\_\_\_\_
9. Environment Best Practice \_\_\_\_\_
10. IT, Internet, Email, & Social Media Policies \_\_\_\_\_
11. Intellectual Property & Security \_\_\_\_\_
12. Recruitment/Training/Probation \_\_\_\_\_
13. Equal Employment Opportunity & Anti-Bullying \_\_\_\_\_
14. Performance Management \_\_\_\_\_
15. Performance Improvement \_\_\_\_\_
16. Grievance Complaints \_\_\_\_\_
17. Conflict of Interest \_\_\_\_\_

This Personnel policy manual is not an employment contract. This manual is intended to provide you with information about E. C. Fennell, Inc. policies and practices that are currently enforced.

### **Employee Declaration:**

I have read and understood the contents of this manual along with the above policies and I agree to the terms of conditions of these documents.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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