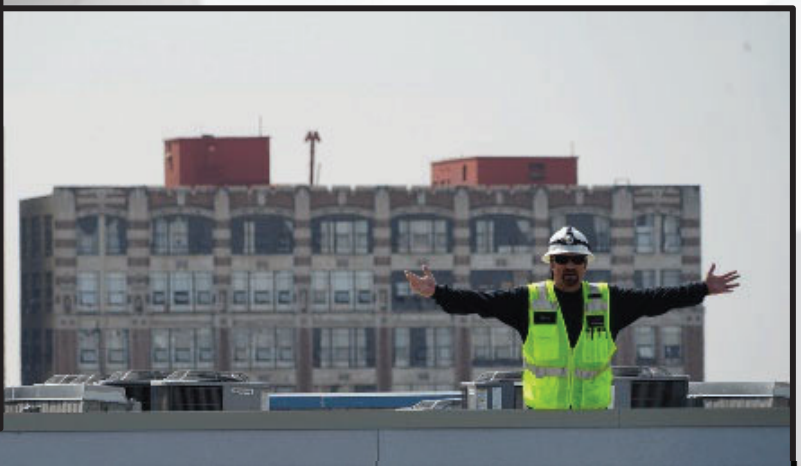
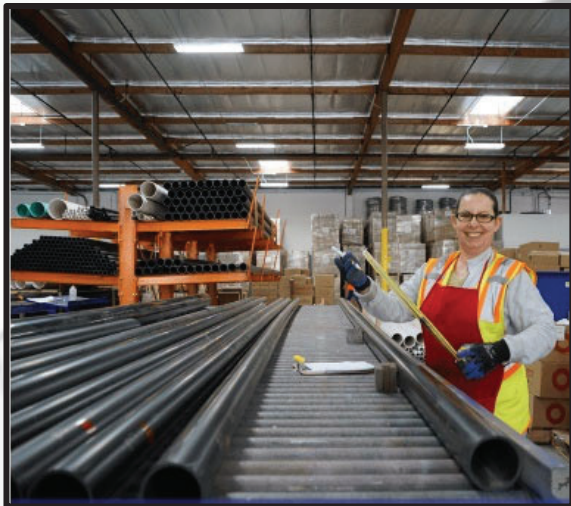




Parks Mechanical

an employee owned company



EMPLOYEE HANDBOOK

May 2022

Introductory Statement

I would like to take this opportunity to welcome you to AMPAM Parks Mechanical (“AMPAM” or “Company”). Whether you are a new employee or one who has been with us for many years, we value your contribution and would like you to know that you are an important part of our success. We hope that you find your position with AMPAM rewarding, challenging, productive, and fulfilling.

This Employee Handbook is intended as a general reference guide to familiarize yourself with the Company and its policies. The Company has the right, with or without notice, in an individual case or generally, to change and/or modify its interpretation of any of its guidelines, policies, practices, working conditions, or benefits at any time, unless otherwise restricted by applicable law. This handbook is not to be construed as a guarantee of employment or employment conditions, but merely as a statement of general Company practices. It is not a contract or promise of treatment in a particular manner. As it is impossible to foresee every situation which could arise, the information in this Handbook have been deliberately stated in broad terms to allow management flexibility. AMPAM reserves the right to amend, supplement or eliminate policies, as necessary.

Additionally, many matters covered by this Handbook are also described in separate official documents, and such official documents are always controlling over any statement made in this Handbook or by any supervisor or manager.

If you have any questions or need clarification, I encourage you to reach out to your supervisor or to the Human Resources Department for more information.

Thank you for your service. I hope your association with AMPAM is a rewarding and enjoyable experience.

Welcome again to the AMPAM team!

Sincerely,

A handwritten signature in cursive script, reading "Kevin Dow", is positioned above a horizontal line.

Kevin Dow, Chief Executive Officer

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At-Will Employment Status

AMPAM personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Company. Nothing in this handbook is intended to change the policy of at-will employment. No manager, supervisor, or employee of the Company has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on anything other than at-will terms. Only the CEO and Chairman of AMPAM have the authority to make any such agreement, which is binding only if it is in writing and signed by the CEO/Chairman.

Employees must understand that except for employment at-will status, any policies or practices can be changed at any time by the Company. AMPAM reserves the right to change work hours, wages, and working conditions at any time.

Equal Employment Opportunity

AMPAM is an equal opportunity Employer. The Company accepts its responsibility to make employment decisions without regard to actual or perceived race, religious creed, color, age, sex, sexual orientation, gender identity, gender expression, transgender status, national origin, ancestry, marital status, genetic characteristics, cancer diagnosis or history, disability, military service or veterans' status, pregnancy, childbirth, and related medical conditions, genetic information, or any other classification protected by applicable federal, state, and local laws and ordinances. Our management is dedicated to ensuring the fulfillment of this policy with respect to all terms and conditions of employment including but not limited to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and general treatment during employment.

It is the responsibility of the Human Resources Department to implement these policies, however all supervisors are also responsible for ensuring that these policies are upheld within their specific work areas.

If you have any questions regarding this policy or believe this policy has been violated, please contact the Human Resources Department.

Discrimination, Harassment, and Retaliation Prevention Policy

AMPAM is committed to a workplace free of discrimination, harassment, and retaliation based on protected characteristics. The Company does not tolerate harassment, discrimination, and retaliation based on protected characteristics. These behaviors are unacceptable in the workplace and any work-related settings such as business trips and Company sponsored social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.

Discrimination Defined. Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

Harassment Defined. Harassment is defined in this policy as unwelcome conduct based on or because of a protected characteristic that creates an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual or graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails), or physical conduct (including physically threatening another, blocking someone's way) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this

policy, even if it is not unlawful. Because harassment is sometimes hard to define, employees are expected to act in a professional and respectful manner with their co-workers, customers, and members of the public.

Sexual Harassment Defined. Sexual harassment can include all the above actions, as well as other conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Other examples of conduct that violates this policy include:

- Obscene or vulgar gestures, posters, or comments.
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies.
- Propositions, or suggestive or insulting comments of a sexual nature.
- Derogatory cartoons, posters, and drawings.
- Sexually explicit e-mails or voicemails.
- Leering, whistling, uninvited touching of a sexual nature, assault, brushing up against someone's body.
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual.
- Teasing or other conduct directed toward a person because of the person's gender.
- Comments, inquiries, or gossip about one's own or someone else's sex life or sexual activities.

Retaliation Defined. Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

Reporting Procedures. The following steps have been put into place to ensure the work environment at the Company is respectful, professional, and free of discrimination, harassment, and retaliation based on protected characteristics. If an employee believes someone has violated this policy or our Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of the employee's supervisor or Human Resources. If the supervisor or the Human Resources Department is the subject of the concern, an employee should contact any higher-level manager in their reporting chain.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to senior management and Human Resources.

Investigation Procedures. Upon receiving a complaint, AMPAM will promptly conduct a timely, fair, and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy. To the extent possible, the Company will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, the Company generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, the Company shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The Company will inform the complainant and the accused of the results of the investigation.

The Company will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy if the Company determines such measures are necessary. These measures may include but are not limited to, counseling, suspension, or immediate termination. Anyone regardless of position or title, whom the Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

Training. All employees of the Company are required to undergo harassment prevention training as required by applicable law. For more information on this training requirement, employees can visit <https://www.dfeh.ca.gov/shpt/>

In addition to being a violation of this policy, harassment, discrimination, or retaliation can also be against the law. Employees who engage in conduct that rises to the level of a violation of law may also be personally liable for such conduct.

Reasonable Accommodations for Individuals with Disabilities

AMPAM recognizes and supports its obligation to reasonably accommodate job applicants and employees. The Company endeavors to provide reasonable accommodations to individuals with disabilities as long as the accommodations does not pose an undue hardship on the Company's operations and does not pose a direct threat of substantial harm to the employee or others.

An applicant or employee who believes the applicant or employee needs a reasonable accommodation of a disability should discuss the need for possible accommodation with the applicant's or employee's direct supervisor or Human Resources. Upon receiving an accommodation request, the Company shall engage in a timely interactive process with the employee to identify possible accommodations.

Reasonable Accommodations for Religious Beliefs and Practices

The Company does not discriminate on the basis of religion and will make every effort to reasonably accommodate employees' sincerely held religious beliefs. The Company endeavors to provide reasonable accommodation to otherwise qualified job applicants and employees unless doing so would impose an undue hardship on the Company. An applicant or employee who believes they need a reasonable accommodation of a religious belief or practice should discuss the need for a possible accommodation with their direct supervisor or Human Resources.

Lactation Accommodation Policy

AMPAM provides a reasonable amount of break time and a place to accommodate an employee's need to express breast milk for the employee's child. The lactation area or room will be a permanent or temporary location, other than a rest room, that is in close proximity to the employee's work area. Whether permanent or temporary, the room or area will be private, free from intrusion, and used only for lactation purposes when the employee is using the room for such purposes. The room or location will be safe, clean, have a surface on which to place a breast pump and personal items, have electricity or access to electricity, and a place to sit.

The room or location may be the employee's private office, if applicable. If because of operational, financial, or space limitations, the Company is unable to provide a permanent lactation room or area, it will provide a temporary area or room. When permitted by law, employees will be able to use a multi-employer or multi-occupant lactation area in the building. In addition to providing a room or location that can be used for lactation purposes, the Company will provide access to running water and a refrigerator or cooler to store the breast milk.

Procedures

An employee may request an accommodation for lactation breaks by submitting a request form to Human Resources and her supervisor.

The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Employees have a right to report violations of lactation accommodation requirements to the California Labor Commissioner.

New Hires

The first three months (90 days) of continuous employment at AMPAM is considered an introductory period. During this time employees are expected to learn their responsibilities, get acquainted with fellow employees, and with the Company.

Your supervisor should explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of the company. Your cooperation and assistance in performing such additional work is expected. AMPAM reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities. Employees who complete the introductory period continue to be employed at-will as described in the At Will Employment Status policy.

Employee Classifications

Full-Time Employees

Regular full-time employees are those who are regularly scheduled for and do work 30 hours or more per week. Following the completion of the introductory period, regular full-time employees are eligible for most employee benefits described in this handbook.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 30 hours per week. Part-time employees are not eligible for AMPAM benefits except those mandated by applicable law.

Employment Status

Employees at AMPAM Parks Mechanical are classified as non-exempt or exempt.

- **Exempt Employees**

Exempt employees are those whose job assignments meet the federal and state requirements for overtime exemption. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Generally, executive, administrative, professional, and certain outside sales employees are overtime exempt. Your supervisor will inform you if your status is exempt.

- **Non-Exempt Employees**

A non-exempt employee is an employee who is entitled to overtime pay under the federal Fair Employment Standards Act and applicable state wage and hour laws. Non-exempt employees are eligible for overtime premium pay when overtime work is performed.

Alcohol and Drug Policy

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing, or using illegal or unauthorized drugs and marijuana (regardless of prescription) or other unauthorized or mind-altering or intoxicating substances while on AMPAM Company property or AMPAM'S remote job sites (including parking areas and adjacent grounds), or while otherwise performing their work duties away from the Company's premises.

Included within this prohibition are lawful controlled substances, which have been illegally or improperly obtained. For the purposes of this Policy, "controlled substances" shall mean all forms of narcotics, depressants, stimulants, hallucinogens and other drugs, including but not limited to marijuana, cannabis and cannabis products (with or without a medical marijuana card, patient registry number and/or prescription and regardless of whether such substances may be lawful in some states) whose use, possession or transfer is restricted or prohibited by federal, state or local law, including but not limited to all substances controlled under Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. This policy does not prohibit the possession and proper use of lawfully prescribed drugs or controlled substances **other than marijuana** taken in accordance with the prescription. Although marijuana use is legal in California, it is still an illegal drug under federal law and the California Supreme Court has ruled that employers do not have to tolerate its use, possession, sale, distribution, and being under its influence while at work or a positive test even when medically prescribed.

Employees are also prohibited from having any such illegal and/or unauthorized controlled substances (***and marijuana regardless of prescription***) in their system while at work and from having excessive amounts of otherwise lawful controlled substance in their systems. This policy does not apply to the authorized dispensation, distribution or possession of legal drugs where such activity is a necessary part of an employee's assigned duties.

All employees are prohibited from distributing, dispensing, possessing, or using alcohol while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with your ability to perform the duties of your job. From time to time, the Company may host events where alcohol is served. During these **authorized** Company events, employees are permitted to engage in moderate consumption of alcohol that is served. Employees are expected to exercise good personal judgement concerning alcohol consumption and must not overindulge.

Prescription Drugs

The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. In addition, marijuana is not a permitted prescription drug under this policy. Misuse of prescribed medication includes, but is not limited to, giving, providing, or sharing prescription medication with your coworkers. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. You are required to disclose any medication that may cause a risk of harm to yourself or to others in performing your job duties. It is your responsibility to determine from your physician whether a prescribed drug may impair your job performance.

Notification of Impairment

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee in the performance of their job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to their

supervisor or another member of management. This includes not only what appears to be impairments based on use of drugs or alcohol, but any signs the employee may be experiencing some kind of medical event or issue that is causing safety concerns so that both the employee and others are not harmed.

Who is Tested

Reasonable Suspicion Testing. An employee will be tested for the presence of drugs and/or alcohol if there is reasonable suspicion that the employee has used or may have used drugs or alcohol in violation of this policy. The Company's "reasonable suspicion" determinations will be based on specific, current observations that can be verbalized, including but not limited to the employee's appearance, behavior, speech, and breath and/or body odors. All "reasonable suspicion" tests must be administered as soon as possible following the determination. The Company shall transport or arrange for the transport of the employee to and from the collection site, and will ensure that the employee gets home safely after testing is completed. An employee who is required to submit to a "reasonable suspicion" test will be suspended after the completion of the drug and alcohol tests, pending receipt of the test results. The Company also reserves the right to evaluate the employee's conduct that triggered the drug and/or alcohol test, to determine if the conduct in and of itself warrants discipline, up to and including termination.

Post-Accident Testing for Safety Sensitive Employees. An employee in a safety-sensitive position may be directed to undergo drug and/or alcohol testing following an accident that occurs in the workplace or while the employee is either driving an AMPAM-owned vehicle or driving his/her own vehicle while engaged in AMPAM business other than commuting to and from work. (Safety-sensitive positions are those where impairment by drugs or alcohol could threaten the health or safety of the employee or others). All post-accident tests must be administered as soon as possible following the accident. Employees who are involved in a work-related accident must remain readily available for testing or will be considered to have refused to submit to a test. However, an employee who is involved in a work-related accident is not prohibited from leaving the scene of an accident for the period of time necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care for the employee or others who injured as a result of the accident. Except where circumstances do not permit, the Company shall transport or arrange for the transport of the employee to and from the collection site. An employee who is required to submit to a post-accident test may be suspended after the completion of the test, pending receipt of the test results. The Company also reserves the right to evaluate the employee's conduct that triggered the test, to determine if the conduct in and of itself warrants discipline, up to and including termination.

Return to Duty Testing of Safety-Sensitive Employees. Any safety-sensitive employee who is found to have engaged in any of the prohibited conduct described in this policy and who is subjected to discipline (as described below) for a drug or alcohol related offense or incident may be required to undergo drug and/or alcohol testing before being restored to active employment status.

Testing Methods and Procedures

Drug tests will be conducted by collection of urine specimens. The Company will test for amphetamines (including methamphetamine), cocaine, marijuana, opiates, PCP and their metabolites. Applicants and employees who test positive will be contacted by a Medical Review ("MRO") to discuss whether there is any legitimate explanation for the positive test result. Applicants and employees may provide any information which may be considered relevant to the test, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information. If the MRO determines that there is a legitimate medical explanation for the confirmed positive test result, the MRO will report the test result as

negative. If the MRO determines that there is no legitimate explanation for the confirmed positive test result, the result will be verified by the MRO as a confirmed positive test. If an applicant or employee refuses or fails to make himself/herself available to speak with the MRO, the MRO may verify a test as positive without having communicated directly with the tested individual.

If the MRO reports to the Company that a negative drug test was dilute, the applicant or employee will be directed to take another test immediately. If the applicant or employee refuses to take a second test, this constitutes a refusal to test.

If the MRO verifies a drug test result as positive, the applicant or employee may request a confirmatory re-test of the original specimen at a different laboratory at their own expense. Such a request must be made within 72 hours of the time that the MRO notifies the applicant or employee that he/she has tested positive.

Alcohol tests will be conducted by collection of breath specimens. A confirmed alcohol test of .04% BAC or greater shall be considered positive.

No Contractual Rights. This Policy does not create a contract, express or implied, between AMPAM and any employee or candidate for employment. No part of this Policy, nor any of the procedures in the Policy, are intended to limit AMPAM's right to manage its workplace or to discipline its employees. This Policy is not a guarantee of employment, continued employment, or any terms or conditions of employment. This Policy is subject to change by AMPAM at any time without notice, and nothing contained herein shall alter or limit AMPAM's right to terminate an individual's employment at any time, for any reason, without prior notice.

Discipline. Applicants who refuse to submit to testing will not be hired. Employees who refuse to submit to testing required by this policy will be terminated. "Refusal to submit to a test" includes, but is not limited to: excessive delay in reporting for a required test; refusing or failing to provide a specimen, or refusing or failing to attempt to provide a specimen without an adequate medical explanation; adulteration or substitution of a specimen, or attempting to adulterate or substitute a specimen; failing to complete any paperwork required by the collection facility; failing to remain at the testing site until the test is completed; failing or refusing to submit to a second test that may be required by the collector or the Company; or, failing to cooperate with any aspect of the testing process.

Applicants who test positive for drugs will not be hired. Employees who test positive for drugs or alcohol will be subject to disciplinary action up to and including termination.

Other violations of this policy (e.g., drug possession) will lead to disciplinary action up to and including termination.

Searches

In order to enforce this policy and procedures, in addition to the testing procedures described above, the Company may, when appropriate, conduct searches of all areas of the Company's physical premises, including, but not limited to work areas, remote job sites, personal articles, employees' clothes, desks, workstations, lockers, and personal and Company vehicles. You will be subject to disciplinary action, up to and including termination of employment for refusing to cooperate with searches or investigations, refusing to submit to screening, tampering with any screening sample, or for failing to execute consent forms when required by the Company.

Workplace Violence and Bullying

The Company has a zero-tolerance policy for violence and bullying.

Workplace Violence: Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination. Possession of weapons on Company premises and at Company-sponsored events shall constitute a threat of violence. This policy does not preclude workers from having or using their usual tools even though some of the tools can be used as a weapon. Possession of a tool with the intent to harm another is a violation of this policy.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening. You must immediately report any incident that violates this policy to a supervisor/ manager or to Human Resources.

For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of domination or intimidation. Threats may be direct or indirect, and they may be communicated verbally or nonverbally.

Workplace Bullying. Bullying is repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators. The Company considers the following type of behavior examples of bullying:

- Verbal bullying – slandering, ridiculing, or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying – pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Gesture bullying – nonverbal gestures that can convey threatening messages.
- Exclusion – socially or physically excluding or disregarding a person in work-related activities.
- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public reprimands or humiliation.
- Deliberately interfering with mail and other communications.
- Encouraging others to disregard a supervisor's instructions.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings without any reason.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

Procedures and Discipline. Employees who experience workplace violence or bullying should report the situation to Human Resources or any manager with whom the employee feels comfortable. Managers who receive such reports must contact Human Resources or a senior executive of the company if Human Resources personnel are the subject of the concern. Employees are prohibited from retaliating against anyone who reports a violation of this policy.

The Company will investigate reports of violations of this policy. Any employee who violates this policy will be disciplined, including termination of employment.

Work Schedules

AMPAM Parks Mechanical is normally open for business between the hours of: 6:00 a.m. and 6:00 p.m., Monday through Friday. Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations and ready to work at the start of their scheduled shifts. Company work hours are determined and approved by the Department Manager.

For payroll purposes, the workweek begins on Monday at 12:01am and ends on Sunday at 12:00am. Call the Payroll Department at 800-647-7779 if you have any questions.

Timekeeping Requirements

All nonexempt employees are required to use the company timekeeping system to record time worked. Office employees must punch in at the start and end of each work period, including before and after the lunch break. Field employee time is tracked by scanning the QR code sticker on each employee's hard hat.

Any changes to a recorded time must be authorized by you in writing and formally amended by your supervisor/manager or HR. Entering another employee's time, allowing another employee to enter your time, or altering your time is not permissible and subject to disciplinary action up to and including termination. *Any errors on your time entry should be reported immediately to your supervisor/manager for correction or notations. If your supervisor or manager is out, please call the HR department for assistance.*

Payment of Wages

Biweekly Payments

All employees of AMPAM Parks Mechanical are paid every other **Friday** for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on last day worked before the holiday.

Automatic Deposit

If you wish to have your paycheck deposited directly into your bank account, please see HR for the appropriate form. It may take up to two pay periods for direct deposit to be processed.

Call in and Reporting Time Pay

Call In Pay

Occasionally, employees may be called in to work a second time in a workday. If an employee is a non-exempt employee and asked to report to work under these circumstances, they will receive no fewer than two (2) hours pay at their regular rate of pay.

Reporting Time Pay

It may happen that an employee reports to work and finds work is not available or the employee is given less than one-half of their usual day's schedule of work.

If an employee reports to work and they have not previously been notified work is not available or a full day's work is not available, they will receive one-half of their usual or scheduled day's pay at their regular rate (at least two (2) hours and no more than four (4) hours).

However, employees will not be paid for reporting to work when they are forced to cease operations due to threats to Company employees or property, recommendations by civil authorities, a failure of public utility service, or other causes beyond the Company's control such as "Acts of God," including earthquakes, fire and rainstorms that make it impossible or unsafe to work.

These provisions do not apply to employees on paid stand-by status who are called to perform assigned work at a time other than their scheduled reporting time.

Meal and Rest Periods

All nonexempt employees are entitled to periodic rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods and you will not clock out. Your supervisor will advise you of the time and duration of your breaks and you are expected to return to work promptly at the end of any rest break.

You will be provided one (1) 10-minute rest break for every four (4) hours you work (or major fraction thereof, which is defined as two (2) hours).

If you work more than six (6) hours and up to 10 hours in a workday, you will receive one (1) rest break during the first half of your shift and one rest break during the second half of your shift. If you work more than 10 hours and up to 14 hours, you will be entitled to an additional paid 10-minute rest break. Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks.

Rest breaks may not be combined with each other or with the meal period. In addition, rest breaks may not be taken at the beginning or end of the workday to arrive late or leave early. Each rest break must be a separate break, meeting the requirements described above. If any work is performed during a rest break, or if the rest break is interrupted for any work-related reason, the employee is entitled to another uninterrupted paid rest break.

If you work more than five (5) hours in a workday, you also will be provided an unpaid, uninterrupted meal period of at least 30 minutes. If you work more than 10 hours, you will be provided a second, unpaid, uninterrupted meal period of at least 30 minutes. **You must clock out for your meal period.**

During a meal period, employees are relieved of all duties and should not work during this time. When taking a meal period, employees should completely stop working for at least thirty (30) minutes. Employees are prohibited from working "off the clock" during their meal periods. Those employees who use a time clock must clock out for their meal periods. Employees are required to clock back in and promptly return to work at the end of any meal period. Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period.

Your supervisor will advise you of the scheduling of your meal period, and it should begin no later than the end of your fifth hour of work. Employees are encouraged to and should take their full 30-minute meal periods; they are not expected to work and should not work during their meal periods.

- **All rest breaks and meal periods must be taken away from the regular work area. You may leave the premises for your rest breaks and meal periods. Three areas inside of the office and the front patio are designated areas for employee breaks and meals. Meals should not be taken at the desk.**

If for any reason you do not take the applicable rest breaks or meal periods, you must notify your supervisor immediately. However, a 30-minute Fmeal period must not be missed.

You are not expected to remain “on call” or available to respond to messages, monitor radios, telephones, email or other messaging devices during meal and rest periods -- even those who are in a sensitive position like security or information technology. Employees are required to notify Human Resources immediately if they believe they are being pressured or coerced by any manager, supervisor, or other employee to forego any portion of a provided rest break or meal period. In addition, if you do not have the opportunity to take timely, full and/or uninterrupted rest breaks or meal periods for any reason except by your own choice, you must notify Human Resources.

Waivers of Meal Periods. If no more than six (6) hours of work will complete the day’s work, employees may voluntarily waive their meal period in writing. Employees should see their direct supervisor to obtain waiver forms. If an employee works no more than twelve (12) hours, the employee can voluntarily waive the second meal period, but only if the first meal period was received and not waived in any manner. Any waiver of the second meal period must be in writing and submitted before the second meal period. Employees should see their direct supervisor obtain a second meal period waiver form. Employees who work more than twelve (12) hours may not waive and should take their second unpaid, off-duty 30 consecutive minute meal period.

Overtime for Non-Exempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. AMPAM will attempt to distribute overtime evenly and accommodate individual schedules but there may be times when employees are required to work overtime. All overtime work must be previously authorized by a Supervisor. AMPAM provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight (8) hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Tuesday at 12:01 am;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight (8) hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight (8) on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

AMPAM will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- Any hours in excess of eight (8) in a day or 40 in a week will be paid at the appropriate overtime rate.

Advances

AMPAM does not permit advances against paychecks or against paid time off that has not accrued.

Deductions for Exempt Employees

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked except as stated below. Exempt employees may not be paid for any workweek in which they perform no work, subject to AMPAM benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted his or her leave under this policy;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment.

Partial day deductions from available accrued vacation or sick leave balances will also be made by the Company when applicable and as stated in the vacation and sick leave policies

In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial-day absences for personal reasons, sickness or disability (however your sick leave and vacation time may be reduced in partial day increments).
- Your absence on a holiday when the facility is closed, or because the facility is otherwise closed on a scheduled workday.

- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work (subject to the offsets as set forth above).
- Any other deductions prohibited by state or federal law.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact Human Resources, the manager of payroll, or any other supervisor in the Company with whom you feel comfortable. If you are unsure of whom to contact if you have not received a satisfactory response within five (5) business days after reporting the incident, please immediately contact the Company Vice President of Business Operations at uzma.khan@ampam.com with a copy sent to hr@ampam.com.

Every report will be fully investigated, and corrective action will be taken where appropriate, up to and including termination for any employee(s) who violates this policy. In addition, the Company will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the Company's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

Family and Medical Leave

As an employee, you may be entitled to a leave of absence under the Family and Medical Leave Act (“FMLA”) and/or the California Family Rights Act (“CFRA”). This policy is intended to provide you with information concerning FMLA/CFRA entitlements and obligations you may have during such leaves. If you have any questions concerning FMLA/CFRA leave, please contact Human Resources.

ELIGIBILITY

The FMLA and CFRA provide eligible employees with a right to leave, health insurance benefits, and, with some limited exceptions, job restoration. To be an “eligible employee,” you must (1) have been employed by the Company for at least 12 months (which need not be consecutive); (2) have worked for at least 1250 hours during the 12 month period immediately preceding the commencement of the leave. All California employees who meet these two criteria are eligible for CFRA leave. California employees may be eligible to take leave for FMLA reasons if they are eligible for CFRA leave and work a worksite where 50 or more employees are located within 75 miles. An employee who is not eligible for FMLA/CFRA leave at the start of a leave because the employee has not met the 12-month length of service requirement can meet this requirement while on leave because leave to which the employee is otherwise entitled counts toward the length of service requirement (but not the 1,250 hours requirement).

EMPLOYEE ENTITLEMENTS FOR FMLA/CFRA LEAVE

Basic FMLA/CFRA Leave Entitlement

The FMLA/CFRA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12 month period. The 12-month period is determined by a rolling 12-month period measured backward from the date an employee uses any CFRA or FMLA leave. In some instances, leave may be counted under the FMLA but not CFRA or CFRA but not the FMLA. Leave may be taken for any one, or for a combination, of the following reasons:

- Disability due to pregnancy, childbirth, or related medical condition (counts only toward FMLA leave and California Pregnancy Disability Leave (“PDL”) leave entitlements);
- Bonding and/or caring for a newborn child (counts toward FMLA and CFRA leave entitlements);
- For placement with the employee of a child for adoption or foster care and to care for the newly placed child (counts toward FMLA and CFRA leave entitlements);
- To care for the employee’s spouse, child, or parent, including the employee’s spouse or registered domestic partner’s parents) with a **serious health condition**; (counts toward FMLA and CFRA leave entitlements except that care for parents in law counts only against CFRA leave);
- To care for the employee’s registered domestic partner, grandparent, grandchild, or sibling with a **serious health condition** (counts towards CFRA entitlements only, except when grandparent, grandchild, or sibling meets FMLA definition of parent or child);
- For the employee’s own **serious health condition** (excluding pregnancy) that makes the employee unable to perform one or more of the essential functions of the employee’s job (counts toward FMLA and CFRA leave entitlements); and/or
- Because of any **qualifying exigency** arising out of the fact that an employee’s spouse, registered domestic partner, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty status) in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country (counts toward FMLA/CFRA leave entitlements,

except that leave taken for a registered domestic partner counts towards CFRA leave entitlement only).

Under the **FMLA**, a **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves a period of incapacity or treatment connected with inpatient care (e.g., an overnight stay) in a medical care facility, hospice, or residential health care facility; or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Under the **CFRA**, a **serious health condition** is an illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity; or continuing treatment by a health care provider, including but not limited to treatment for substance abuse. The CFRA defines "inpatient care" broadly and includes a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with inpatient care, or any period of incapacity. A person will be considered an "inpatient" when they are formally admitted to a health care facility with the expectation that they will remain at least overnight and occupy a bed, even if the person is ultimately discharged or transferred to another facility and does not actually remain overnight. The CFRA defines "incapacity" as the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.

Under the FMLA and CFRA, subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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

A leave of absence in connection with a workers' compensation injury/illness or for which an employee receives disability or State of California Paid Family Leave benefits shall run concurrently with FMLA/CFRA leave.

Additional Military Family Leave Entitlement

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

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered servicemembers also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definition of a serious illness or injury for current Armed Forces members and covered Veterans are distinct from the definition of “serious health condition” applicable to leave to care for a family member or the employee’s own illness or injury.

Intermittent Leave and Reduced Leave Schedules

FMLA/CFRA leave usually will be taken for a period of consecutive days, weeks, or months. However, employees are also entitled to take FMLA/CFRA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Intermittent leave can also be taken for any qualifying exigency. Intermittent or reduced work schedule leave may be taken for absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition, even if they do not receive treatment by a health care provider. Employees are also eligible for intermittent leave for bonding with a child following birth or placement. Intermittent leave for bonding purposes generally must be taken in two-week increments, but the Company permits two occasions where the leave may be for less than two weeks.

Exempt employees who request intermittent or reduced schedule leave may be switched to non-exempt status for the duration of the intermittent leave and deductions will be made from their salary on a pro rata basis based on the amount of time absent. Exempt status will be reinstated once intermittent leave has been fully exhausted.

➤ **Health Insurance Benefits**

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

➤ **Restoration of Employment and Benefits**

At the end of FMLA/CFRA leave, employees generally have a right to return to the same or equivalent positions they held before the FMLA/CFRA leave.

Use of FMLA/CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA/CFRA leave.

➤ **Notice of Eligibility for, and Designation of, FMLA/CFRA Leave**

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

The Company will respond to a leave request within 5 business days. Once given, approval shall be deemed retroactive to the date of the first day of the leave. The Company may designate FMLA/CFRA leave retroactively with appropriate notice and provided that doing so does not cause harm or injury to the employee. In other cases, the Company and employee can mutually agree that leave is retroactively designated as FMLA/CFRA leave.

EMPLOYEE OBLIGATIONS FOR FMLA/CFRA LEAVES

Provide Notice of the Need for Leave

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

Content of Employee Notice

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

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency cause by a military member being on covered active duty or called to covered active duty status; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA/CFRA leave under this policy. Employees must respond to the Company's lawful questions to determine if absences are potentially FMLA/CFRA-qualifying.

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

Timing of Employee Notice

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

Cooperating in the Scheduling of Leave

When planning medical treatment for the employee or family member or requesting to take leave on an intermittent or reduced schedule work basis, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations. Employees must consult with the Company prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of the applicable health care

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

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

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

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

The Company (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate a medical certification.

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

Initial Medical Certifications

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

If the Company has reason to doubt the validity of an initial medical certification regarding an employee's own serious health condition, it may require the employee to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final, and binding certification from a health care provider designated or approved jointly by the Company and the employee. The Company will reimburse employees for any reasonable "out of pocket" travel expenses incurred to obtain second or third medical opinions. Except in very rare circumstances, the Company will not require employees to travel outside normal commuting distance for purposes of obtaining second or third medical opinions.

Medical Recertifications

Depending on the circumstances and duration of FMLA/CFRA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification. In cases of leave that qualifies under CFRA, recertification will be requested only when the original certification has expired and additional leave is requested.

Return to Work Release

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA/CFRA leaves that were taken because of their own serious health conditions must provide the Company with a release to return to work from his or her healthcare provider stating the employee is able to resume work. An employee taking intermittent leave may be required to provide a return to work release for such absences up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform his or her duties. The Company may delay and/or deny job restoration until employees provide return to work releases.

Submit Certifications Supporting Need for Military Family Leave

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

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

Reporting Changes to Anticipated Return Date

If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Company with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If employees give the Company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the Company's obligation to maintain health benefits (subject to COBRA requirements) and to restore their positions will cease.

Use of Paid Leave During Unpaid FMLA Leave

Employees may elect to use available paid sick leave and vacation during any period of unpaid FMLA/CFRA leave. This usually means employees can only use sick leave and vacation during any waiting periods before wage replacement benefits start. Typically, the only wage replacement programs that have a waiting period are State Disability Insurance and Worker's Compensation programs.

The use of paid time off during unpaid family/medical leave time does not extend the length of FMLA/CFRA leaves and the paid time off runs concurrently with the FMLA/CFRA entitlement.

Pay Employee's Share of Health Insurance Premiums

As noted above, during FMLA/CFRA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. If paid leave is substituted for unpaid family/medical leave, the Company will deduct employees' shares of the health plan premium as a regular payroll deduction. If FMLA/CFRA leave is unpaid, employees must pay their portion of the premium monthly and should contact Human Resources to make arrangements. The Company's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

If employees do not return to work for at least 30 calendar days after the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA/CFRA leave.

COORDINATION OF FMLA LEAVE WITH OTHER LEAVE POLICIES

The FMLA and CFRA do not affect any federal, state, or local law prohibiting discrimination, or supersede any State or local law which provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA/CFRA leave is either not available or exhausted, please consult the Company's other leave policies located in this handbook or contact Human Resources.

QUESTIONS AND/OR COMPLAINTS ABOUT FMLA/CFRA LEAVE

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

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

Pregnancy Disability Leave (PDL)

Any employee who is disabled by pregnancy, childbirth or related medical conditions are eligible to take a pregnancy disability leave. If affected by pregnancy or a related medical condition, an employee also is eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodation where doing so is medically necessary. In addition, if it is medically advisable for the employee to take intermittent leave or work a reduced leave schedule, the Company may require the employee to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave. Employees needing to take pregnancy disability leave or requiring transfer or accommodation should advise the HR department as early as possible.

Employees who need to take pregnancy disability must inform AMPAM Parks Mechanical when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin, otherwise the employee must notify the Company as soon as practicable if the need is an emergency or unforeseeable. Employees must consult with the HR representative regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company and notify their supervisor/manager, where possible. Any such scheduling is subject to the approval of the employee's health care provider;

- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide AMPAM Parks Mechanical with a certification from a health care provider. The certification indicating disability should contain:
 - The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- A certification to request reasonable accommodation or transfer is sufficient if it contains:
 - A description of the requested reasonable accommodation or transfer;
 - A statement describing the medical advisability of the reasonable accommodation or transfer because of pregnancy; and
 - The date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Leave returns will be allowed only when the employee obtains a release to return to work from their health care provider and provides it to the Company;
- PDL leave is unpaid. However, an employee will be permitted to use sick leave and vacation (if otherwise eligible to take the time) during a pregnancy disability leave. You may be eligible for partial wage replacement benefits from the California State Disability Insurance program (SDI). Employees are encouraged to contact the California Employment Development Department (EDD) to apply for benefits. The EDD determines eligibility and the payment amount. You may use sick leave and vacation to supplement State Disability payments up to your usual base compensation.
- Duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months (e.g. the number of days the employee would normally work within the four calendar months (17 1/3 weeks)).
- Time off needed for prenatal or postnatal care; doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth or loss or end of pregnancy are all covered by this PDL policy.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as may be needed.

Employees who participate in the Company's group health insurance plan shall continue to participate in the plan while on PDL under the same terms and conditions as if they were working. Employees should make arrangements with Human Resources for payment of their share of the insurance premiums. Benefit continuation under PDL is in addition to benefit continuation for employees who also take birth bonding leave under the California Family Rights Act. In some instances, the Company may recover premiums it paid to maintain health coverage for you if you fail to return to work following pregnancy disability leave. Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not the California Family Rights Act.

Any request for leave after the employee's disability has ended will be treated as a request for Family and Medical Leave under the California Family Rights Act and the federal Family and Medical Leave Act, if the employee is eligible for such leave. Employees should refer to the "Family and Medical Leave" policy in this Handbook for additional information. In typical pregnancies, employees usually use PDL and FMLA concurrently during the time they are disabled by pregnancy and childbirth, and the disability from childbirth usually ends six to eight weeks after giving birth. If the employee is eligible for CFRA leave, the employee may use CFRA leave for new child bonding.

If you do not return to work on the originally scheduled return date or request in advance an extension of the agreed upon leave with appropriate medical documentation, you may be deemed to have voluntarily terminated your employment with the Company. Failure to notify the Company of your ability to return to work when it occurs may be deemed a voluntary termination of employment. Failure to return from a PDL when it expires may be deemed a voluntary termination of employment unless you request, in advance of the expiration of your leave, additional time off under the FMLA/CFRA or the Medical Leave of Absence policy.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to their same position held at the time the leave began or to an equivalent position, if available.

Taking PDL may impact certain employee benefits. An employee does not accrue benefits while on any leave of absence. If an employee wants more information regarding their eligibility for a leave/benefits, the employee should contact the Human Resources Department.

Medical Leave other than Family and Medical Leave

If an employee is not eligible for Family and Medical Leave or has exhausted their Family and Medical Leave entitlement, or as otherwise required by law, the Company may provide the employee with an unpaid medical leave of absence due to illness or injury.

If an employee is disabled due to illness or injury, they should give written notice of disability to their supervisor as soon as possible. Requests for leaves for elective surgery should be submitted at least 30 days in advance. Leave requests must include a certification from the employee's healthcare provider stating the date on which the condition began, the probable duration of the leave, a statement the employee is unable to work at all or are unable to perform one or more of the essential functions of their position with or without reasonable accommodation, and the expected date of return to work. Employees who need additional leave must provide new medical certifications from their healthcare provider establishing the continuing need for leave to Human

Resources when the initial period of leave expires. The new certification should be provided at the latest on the day the initial certification expires. Employees are required to contact Human Resources about their need for additional leave at least one week before their initial leave period expires so that the Company can plan for the employee's continued absence.

Employees may use any accrued paid time off, including sick and vacation during an unpaid leave under this policy. If the employee is receiving partial wage replacement benefits such as State Disability Insurance payments, the employee may use vacation and sick leave to supplement the SDI payments up to their usual base compensation. The use of paid leave during unpaid leave will not extend the maximum duration of an employee's leave. The Company encourages employees to contact the Employment Development Department regarding their eligibility for state disability insurance for the unpaid portions of leave.

Under the law, eligibility for employer-paid health and dental insurance benefits cease during a leave under this policy. Accordingly, employees must pay their portion of the medical and dental premiums during a leave of absence granted under this policy if they choose to receive such benefits during the leave. Employees will receive notice of their right to continue benefits through COBRA.

A leave of absence under this policy generally will be approved by HR unless otherwise required by law. Requests for any extension beyond the approved leave by an employee who is disabled by a medical condition will be evaluated on a case-by-case basis as a possible reasonable accommodation, consistent with applicable federal and state law.

If an employee requests an extension of their leave, they must submit a certification from their healthcare provider of the continued need for medical leave for each extension request. In some cases, the Company may ask that employees provide medical information to the Company or a medical professional of its choosing supporting the request for further leave.

Employees do not earn vacation and are not eligible for holiday pay when on a leave under this policy. If the employee is provided sick leave in the form of an annual grant, the employee will receive the grant of sick leave upon return to work.

When an employee is able to return to work, they must give the Company at least one (1) week notice of their intent to return by mailing Human Resources a certification from their healthcare provider stating they are physically able to return to their duties, with or without accommodation. This notice is important to ensure an employee's return to work is properly scheduled. When an employee takes time off under this policy because of a disability, the Company will return the employee to the same or comparable position when the employee is able to return to work unless it is an undue hardship to hold the employee's position open during the leave.

If an employee does not return to work on the originally scheduled return date or request in advance an extension of the agreed-upon leave with appropriate medical documentation, the employee may be deemed to have voluntarily terminated their employment with the Company. In addition, failure to notify the Company of availability for work when it occurs, failure to return to work when called by the Company, or an employee's continued absence from work because their leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of their employment with the Company.

Jury Duty and Witness Leave

AMPAM Parks Mechanical encourages employees to serve on jury duty when called. Non-exempt full time employees who have completed 90 days of continuous employment will be compensated up to a maximum of three (3) days in any calendar year while serving jury duty. Exempt employees will receive full salary unless they

are absent for a **full** week and perform no work. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

You may be required by law to appear in court as a witness. The Company provides unpaid time off for this purpose. However, exempt employees will be paid their full salary for any work week in which they are required to appear as a witness. We ask that you give your supervisor as much advance notice of your court appearance as possible.

Unpaid Personal Time Off

An unpaid personal leave of absence may be considered when the employee has a need for a leave that is not covered by other leaves of absence provided by the Company. Personal leaves may not be taken to extend the length of any other leave of absence granted by the Company.

- Requests for personal time off requires notice and pre-approval. This time off is unpaid. Employees must use all vacation time before being provided with a personal leave of absence.
- Your request will be considered on the basis of the compelling nature of the reason given, the length of time requested, our business requirements, your length of service and your performance record. Failure to return to work on the expiration of your leave may be deemed a voluntary resignation of your employment with the Company.
- Under the law, eligibility for employer paid health and dental insurance benefits cease during a leave under this policy if your leave extends beyond the month in which it started. Accordingly, you must pay the full cost of continuing coverage under COBRA during a leave of absence granted under this policy if you choose to receive such benefits during the leave. You will receive notice of your right to continue your benefits through COBRA.
- Unless otherwise required by law, we will make reasonable efforts to return you to the same or similar job and at the same rate of pay held prior to your leave of absence, subject to operational requirements that may exist. If you do not return to work on the originally-scheduled return date or request in advance an extension of the agreed upon leave, you may be deemed to have voluntarily terminated your employment with the Company.
- Employees who request personal leaves to care for family members with serious health conditions or disabilities may be required to submit a medical certification from the family member's healthcare provider stating the employee is needed to assist or care for the family member.
- In addition, failure to notify the Company of your availability for work when it occurs may be deemed a voluntary termination of your employment with the Company.
- Employees do not earn vacation during an unpaid personal leave and are not paid holiday pay. If the employee is provided sick leave by an annual grant and is on leave on the day the new grant is provided, the employee will be provided the grant when the employee returns from leave.

Bereavement Leave

AMPAM Parks Mechanical grants a three-day paid leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild. The Company grants two days paid leave of absence to employees in the event of the death of the employee's mother-, father-, sister-, brother-, son-, or daughter-in-law. The employee's supervisor may approve additional unpaid time off. Additionally, the Company may require verification of death and/or relationship.

Military Leave

Employees who wish to serve in the military and take military leave should contact the Human Resources Department for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Time Off for Military Spouses and Registered Domestic Partners

If you work, on average, at least twenty (20) hours per week and your spouse/registered domestic partner is a qualified member of the United States Armed Forces, the National Guard, or the Reserves, you are eligible to take leave for a period of up to ten (10) days while your spouse/registered domestic partner is home during a qualified leave period.

Where an employee is also eligible for military family member exigency leave, leave under this policy shall also count toward an employee's FMLA/CFRA leave entitlement where the time off meets the definition of FMLA/CFRA military exigency leave.

Within two (2) business days of receiving official notice that your spouse/registered domestic partner will be on leave, you must provide notice to the Company of your intent to take military spouse and registered domestic partner leave. You must submit written documentation to the Company certifying that during your requested time off, your spouse/registered domestic partner will be on leave from deployment during a period of military conflict.

Leave granted under this policy is unpaid. However, employees must first use any accrued, unused vacation time for any period of unpaid military spouse or registered domestic partner leave.

Definitions. For the purposes of this policy, the following definitions apply:

"Qualified Member" means any of the following:

- (a) A member of the U.S. Armed Forces who is deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or
- (b) A member of the National Guard who is deployed during a period of military conflict; or
- (c) A member of the Reserves who is deployed during a period of military conflict.

"Period of Military Conflict" means any of the following:

- (a) A period of war declared by the U.S. Congress; or
- (b) A period of deployment for which members of the Reserves are ordered to active duty.

"Qualified Leave Period" means the period during which the qualified member is on leave from deployment during a period of military conflict.

Volunteer Emergency Duty Leave

AMPAM Parks Mechanical provides leaves of absence for employees who are required to perform emergency duty due to their status as state emergency rescue personnel, reserve peace officers, or volunteer firefighters.

The amount of time an employee can use for volunteer civil service leave is unlimited. Additionally, a leave of absence of up to 14 calendar days is available for reserve peace officers, volunteer firefighters, or emergency rescue personnel required to engage in training as part of their civil service obligations.

"Emergency rescue personnel" is defined as any person who is:

- An officer, employee or member of a fire department, fire protection or firefighting agency of the federal government, California state government, local government, special district or other public or municipal corporation or political subdivision of California.
- An officer of a sheriff's department, police department or private fire department.

School and Childcare Activities, Emergencies and Suspensions

Employees are encouraged to participate in the school and daycare activities of their child(ren). Parents, stepparents, foster parents, guardians, or grandparents with school children from kindergarten through Grade 12, or whose children attend a licensed child care provider are provided unpaid time off up to a maximum of eight (8) hours in one (1) calendar month and 40 hours in one (1) calendar year to find, enroll or re-enroll their child in a school or with a licensed child care provider or to participate in activities of the school or licensed child care provider of the employee's child so long as the employee provides reasonable advance notice of the absence. The Company may require proof of an employee's participation in child-related activities on a specific date at a particular time.

Time off is also provided to address a childcare provider or school emergency if the employee gives notice of the need for time off. "Child care provider or school emergency" means that an employee's child cannot remain in a school or with a child care provider due to one of the following: (1) the school or child care provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider; (2) behavioral or discipline problems; (3) closure or unexpected unavailability of the school or child care provider, excluding planned holidays; and (4) a natural disaster, including, but not limited to, fire, earthquake, or flood.

This time off is subject to the following:

- Employees planning to take time off must provide as much advance notice as possible to their supervisor
- **If both parents are employed by AMPAM Parks Mechanical**, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor
- Employees must use any accrued and available vacation leave in order to receive compensation for this time off
- **Employees who do not have vacation available will take the time off without pay**
- Employees may be asked to provide their supervisor with documentation from the school or day care verifying that the employee participated in a school or day care activity on the day of the absence for that purpose

In addition to the above time off, if an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. No discriminatory action will be taken against an employee who takes time off for this purpose. The Employee may be asked to provide documentation from the school verifying the summons on their return to work.

Organ Donor Leave

An employee may request a paid leave of absence for up to 30 business days in a one-year period to undergo a medical procedure to donate an organ to another person. In addition, an employee can request an additional 30 days of unpaid leave in a one-year period to undergo a medical procedure donate an organ to another person. The one-year period is measured from the start of the leave.

Employees must provide a certification from their physician regarding the purpose and length of each leave requested.

For an initial request for organ donation leave, an employee must use up to two weeks of accrued vacation during the leave. If accrued vacation is not available, the paid time off will be for up to 30 days. Organ donation leave will not be designated as FMLA or CFRA leave time. Employees will continue to receive health benefits for the duration of their organ donation leave as if they were working. Upon returning from such leave, employees will have a right to return to the same or equivalent positions they held before such leave. Absences due to organ donation leave do not count as a break in service for the purpose of the employee's right to salary adjustments, sick leave, vacation, and paid time off or seniority. The use of vacation during this time off does not extend the amount of time off provided under this policy

Bone Marrow Leave*

Employees may qualify for bone marrow donor leave for choosing to donate bone marrow. The employee must provide AMPAM Parks Mechanical with written verification from their health care provider of the need for bone marrow donation leave. If 30 days' advance notice is not possible, notice must be given as soon as practical. The verification must state that the employee is a bone marrow donor. Bone marrow donors may qualify for a paid leave of absence up to five (5) days in any one-year period.

NOTE: For purposes of these two (2) leaves as identified above, Organ Donor/Bone Marrow Leave*, a "one-year period" is 12 consecutive months from the date the employee begins his/her leave; not one calendar year.

Organ and/or bone marrow donation leave cannot be taken concurrently with the Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA).

Employees will receive health benefits for the duration of their organ or bone marrow donation leave and upon returning from such leave will have a right to return to the same or equivalent positions they held before such leave. Consult the HR department for additional information.

Time off for Crime Victims, Including Victims of Domestic Violence, Stalking or Sexual Assault

Time Off for Criminal Proceedings

No matter what the nature of the crime is, an employee who is who is the victim of any crime may take unpaid time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. Employees may use vacation for this unpaid time off.

Time off and Accommodation for Crime Victims

Employees are considered “crime victims” under this policy when they:

- are victims of stalking, domestic violence, or sexual assault
- are victims of a crime that caused physical injury or that caused mental injury and a threat of physical injury; and
- have an immediate family member (defined below) that is deceased as the direct result of a crime that would constitute a misdemeanor or a felony.

The Company will provide unpaid time off when an employee is a crime victim and needs:

- (1) To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking. crime or abuse
- (2) To obtain services from a domestic violence shelter, program, or rape crisis center rape crisis center, or victim services organization or agency as a result of domestic violence, sexual assault, or stalking;
- (3) To obtain psychological counseling or mental health services related to an experience of domestic violence, sexual assault, or stalking. crime or abuse; and
- (4) To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, crime or abuse, including temporary or permanent relocation.

An employee who is the victim of domestic violence, stalking or sexual assault may request reasonable accommodation with respect to the employee’s safety while at work. Reasonable accommodation may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, or stalking, or referral to a victim assistance organization. Eligible employees desiring an accommodation should notify Human Resources. Human Resources will then engage in an interactive process with the employee to determine possible effective reasonable accommodations. As part of the interactive process, Human Resources may require the employee to provide appropriate certification. An employee who no longer needs an accommodation must notify Human Resources about the change in circumstance. Similarly, an employee who has been provided an accommodation must notify Human Resources if a new accommodation is needed.

Time Off for Violent and Serious Crimes Committed Against an Employee or Family Member

In addition, an employee is eligible for unpaid time off if the employee needs to attend a judicial proceeding related to certain types of violent or serious crimes if the employee is a victim of such crimes or a member of the employee’s immediate family is a victim of such crimes. For purposes of this policy, an immediate family member means the employee’s spouse, registered domestic partner, child, child of a domestic partner, stepchild, brother, stepbrother, sister, stepsister, parent, or stepparent.

Procedures for All Time Off Under this Policy

Before any absence, the employee must give the Company a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. When advance notice is not feasible, or an unscheduled absence occurs, no disciplinary action will be taken against the employee if the employee provides the Company with documentation evidencing the judicial proceeding within a reasonable time after the absence.

The documentation may be a police report documenting the individual was a victim of a specified crime; a court order or other evidence from the court the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim; or documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from a specified offense, or any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose covered by this policy.

An employee may elect to use accrued vacation for any time missed from work for this purpose and to use sick leave if the absence is for a sick leave reason as stated in the sick leave policy. To the extent allowed by law, the Company will maintain the confidentiality of any records provided by the employee requesting time off for this purpose. If paid leave is not used, the time off is unpaid. However, exempt employees will be paid their full salary for any workweek interrupted by the need for time off under this policy.

Time off under this policy does not extend the time allowable under the "Family and Medical Leave" Policy in this Handbook. If your absence under this policy also qualifies for FMLA leave and/or CFRA leave, the leaves will run concurrently.

The Company also will not discipline, discriminate or retaliate against an employee because the employee is a known crime victim. All requests under this policy will be treated as confidential.

Rehabilitation Leave

We are committed to providing assistance to our employees to overcome substance abuse problems. Our Company will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. This accommodation may include an adjusted work schedule or time off without pay, provided that it does not impose an undue hardship on the Company. You must use vacation benefits while on leave under this policy. You may choose to use available sick leave if the leave qualifies under the Paid Sick Leave policy. However, additional benefits will not be earned during the unpaid portion of the leave of absence. A leave of absence under this policy will be subject to the same provisions and rules as apply to medical leaves of absence. The Company will attempt to safeguard the privacy of an employee's participation in a rehabilitation program. You should notify Human Resources if you need to request an accommodation under this policy.

Time-Off to Vote

AMPAM Parks Mechanical adheres to all federal and state guidelines as follows:

If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote. No more than two (2) hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed. If the employee on the third working day prior to the day of election, knows or has reason to believe that time off will be necessary to be able to vote on election day, the employee shall give the employer at least two (2) working days' notice that time off for voting is desired, in accordance with this section.

Vacation Pay

Full time, regular employees are eligible for vacation. Part time and temporary employees are not eligible.

The rate of pay for vacation for hourly paid employees is their hourly rate of pay not including commissions, bonuses, or other compensation for each use of vacation. Salaried-exempt employees are paid vacation based on their usual base salary for each use of vacation.

Amount

Classification	Hours Accrued per Pay period	Annual Equivalent	Maximum Accrual Cap
Hourly Nonexempt	1.54	40 hours/5 days	80 hours
Salaried Exempt	3.08	80 hours/10 days	160 hours

Employees typically accrue vacation at the rates stated in the above chart. When an employee's vacation balance reaches the maximum accrual cap, the employee stops accruing vacation until enough vacation is used to drop below the cap.

Scheduling

Vacations only are to be scheduled with the approval of the employee's supervisor. Every effort is made to give an employee the time off preferred, however business demands may prevent the Company from honoring a request to take vacation at a particular time.

The employee should complete a Time Off form and turn it in to their supervisor for approval and turn it in to HR. Vacations are not authorized unless the employee has received written approval from their supervisor and a copy of the request is sent to HR.

Non-exempt employee vacation time must be used in a minimum of "half-day" (4 hour) increments. Appropriate advance notice is required before using any accrued vacation time.

If the employment relationship is terminated, for whatever reason, the Company will pay all earned/accrued, but unused vacation at the time of separation.

The Company may elect to require the use of vacation during special circumstances including shutdowns of operations.

Paid Sick Leave

An employee who works in California for 30 or more days within a year from the commencement of employment is entitled to paid sick days. Salaried, exempt employees receive 5 paid sick days or 40 hours at the time of hire and then each calendar year thereafter on January 1st when in an active paid status, or upon return to an active paid status. Nonexempt employees receive 3 paid sick days or 24 hours (unless otherwise mandated) at the time of hire and 3 paid sick days or 24 hours each calendar year thereafter on January 1st when in an active paid status or upon return to an active paid status. On the 90th day of employment, the employee may begin to use his/her paid sick leave. Unused sick time does not carry over from one calendar year to the next; instead, an employee receives a full allotment of paid sick days each calendar year to use during the year.

Payment. Eligible non-exempt employees will receive payment for sick time at the same wage as the employee normally earns during regular work hours unless otherwise required by applicable law. Eligible exempt employees will be paid sick leave consistently with how their vacation time is paid (i.e., at their base rate, not including commissions, bonuses, and/or other compensation). Employees may use all or any percentage of their available sick leave for the purposes outlined below. To be eligible to receive paid sick leave, employees must provide reasonable advance notice of a foreseeable absence from work for which paid sick leave will be used. When an employee has an unforeseeable absence, the employee must provide notice to their supervisor as soon as practicable and submit the required forms.

Usage. Sick leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. For purposes of this policy, "family member" means any of the following: (1) a child which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status; (2) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) a spouse; (4) a registered domestic partner; (5) grandparents; (6) grandchildren; and, (7) siblings.

Sick leave may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking for related absences that are due to: seeking medical attention or treatment; psychological counseling; obtaining services from a domestic violence shelter, program, or rape crisis center; safety planning; or seeking judicial relief arising from domestic violence, sexual assault, or stalking.

If an employee reports they are absent for a covered reason, the Company will assume the employee is requesting a deduction be applied against their paid sick leave balance consistent with this policy unless the employee advises otherwise.

Deductions. For both exempt and non-exempt employees, they are required to use a minimum of two (2) hours for each use of paid sick leave.

Deductions from nonexempt employee sick leave balances are based on the actual hours the employee is absent from work due to illness or injury. For example, if an employee is absent for covered reasons for 3.5 hours, then 3.5 hours will be deducted from the nonexempt employee's sick leave balance. Non-exempt employees (hourly and salaried) will not receive compensation for absences for covered reasons once they use all their available sick leave unless they choose to apply available, unused vacation to the absence.

Exempt employees who exhaust their sick leave and continue to be absent for reasons of injury or illness will have deductions made from their salary for full-day absences only unless their absences have been designated as intermittent leave under the Family Medical Leave Act ("FMLA") or California Family Rights Act ("CFRA"). Exempt employees who believe deductions from their salary have been made because of absences due to illness or injury and which are inconsistent with this policy should immediately bring it to the attention of Human Resources, who will investigate the matter.

Notice . Paid sick leave balances will be shown on employees' itemized wage statements or on a separate written document provided to employees with their paychecks and wage statements. Please see the above provisions of this policy regarding when paid sick leave can be used and under what terms.

No Payout at Termination. The Company will not pay employees for unused sick leave upon termination of employment.

No Retaliation. The Company will not discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using paid sick days, attempting to exercise the right to use accrued sick

days, filing a complaint with the state or other government body, or cooperating in an investigation into allegations of violations of any paid sick leave law.

For any questions regarding sick leave, please contact the Human Resources Department.

Insurance Benefits

Medical Insurance

AMPAM Parks Mechanical provides a comprehensive medical insurance plan for eligible employees and their dependents. All Fulltime employees are eligible for medical insurance the first of the month following 60 days of active employment. Premiums are paid through payroll deductions based on plan options. Please see the Human Resources Department for more detailed information. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication distributed by the human resources office. To the extent that any information in this handbook conflicts with the summary plan description, the summary plan description will control.

State Disability Insurance (SDI)

Each employee contributes through payroll tax to California's state disability insurance program which provides partial wage replacement benefits to eligible employees. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the California Employment Development Department (EDD). There is usually a one- week waiting period before SDI benefits begin.

Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the Company. Employees who have worker's compensation claims and who are unable to work because of the occupational injury or illness may apply for SDI benefits during the time they are waiting for wage replacement benefits from workers' compensation. Typically, the EDD will place a lien on any amounts you are awarded from workers' compensation to recover any SDI payments made.

Paid Family Leave Benefits

An employee who is off work for the following reasons may be eligible to receive partial wage replacement benefits through the California “Paid Family Leave” (“PFL”) program, which is administered by the Employment Development Department (“EDD”):

- to care for a child, spouse, parent, registered domestic partner, sibling, grandchild, grandparent, or parent in-law with a serious health condition
- to bond with a new child by birth or by placement for adoption or foster care including the spouse’s or registered domestic partner’s new child
- to participate in a qualifying exigency related to the covered active military duty or call to covered active military duty of the employee’s spouse, registered domestic partner, child, or parent in the Armed Forces of the United States including the following:
 - attending certain military events
 - arranging for alternative childcare
 - addressing certain financial and legal arrangements
 - attending certain counseling sessions
 - caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings

There may be other events or activities that are military exigencies. Employees can contact Human Resources for more information.

These benefits solely are financed through employee contributions to the PFL program. The EDD is solely responsible for determining if an employee is eligible for such benefits.

If you need to take time off work for one of the reasons above, please inform Human Resources, and you will be given information about the EDD’s PFL program and how to apply for benefits. Employees also may contact their local Employment Development Department Office for further information.

Despite its name, PFL is not a leave entitlement and is only a monetary benefit. Employees taking time off work for the reasons stated above are not guaranteed job reinstatement unless they qualify for such reinstatement under a leave policy in this handbook. Any time off for Paid Family Leave purposes will be designated as leave under the appropriate leave policy, if applicable. Please see the leave policies in this handbook for eligibility requirements.

Retirement Plan 401(k)

AMPAM Parks Mechanical provides a 401K plan for eligible employees to assist in their retirement planning. For information regarding eligibility, contributions, benefits, and tax status, contact the human resources department. All eligible participants will receive a summary plan description. To the extent any information in this handbook conflicts with the 401(k) summary plan description, the summary plan description controls.

Workers' Compensation

You are protected by the Company's workers' compensation insurance policy while employed by AMPAM Parks Mechanical, at no cost to you. The policy covers you in case of occupational injury or illness.

In accordance with state law, AMPAM provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and

- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you will need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers Compensation Benefits (DWC Form 1)* and return it to human resources; and
- Provide the Company with a certification from our health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee can return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. Employees must request a leave under the FMLA/CFRA policy or the Medical Leave other than FMLA/CFRA policy when the employee needs leave for an occupational injury or illness.

If, after returning from a leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, the Company's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act and state law.

For more detailed information please contact the HR department.

Punctuality and Attendance

As an employee of AMPAM Parks Mechanical, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others. Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for breaks/meal periods or when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call, email or text your supervisor **as soon as you are aware** that you will not be starting at your scheduled time for that day. Failure to do so will result in an unexcused absence and may result in disciplinary action up to or including termination. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or a detailed, valid explanation.

Employees also must inform their supervisor of the expected duration of any absence. An unexcused absence is one that is not scheduled or authorized by a supervisor. Unexcused excessive absenteeism/tardiness will not be tolerated. AMPAM defines excessive unexcused absenteeism as more than 3 unexcused days within 90-day period.

If you are absent due to your own illness or the illness of a family member for more than three consecutive business days, you must produce a certification from your healthcare provider before you return to work. Employees who fail to call in or report for work ("no call, no show") for more than three consecutive work days will be considered to have voluntarily terminated their employment with the Company.

The following absences as provided under Company policies will not constitute an attendance incident and will not result in disciplinary action if the employee follows the Company's policies and procedures for obtaining approval for the absence:

- time taken under our paid sick leave policy or other time off policies in this handbook if used as required in the policy
- personal leave of absence
- jury/witness duty
- military duty
- FMLA/CFRA and Pregnancy Disability Leave
- extended Medical Leave of Absence
- other leaves of absence provided for by applicable federal, state, or local laws

The Company may modify the disciplinary action given to any employee based on the circumstances of the situation. The employee may review his or her attendance records upon request under this policy.

Names and Addresses

AMPAM Parks Mechanical is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Company in the event of a name or address change. All requests for changes must be in writing; verification is required. Please visit the human resources department for a change of name or address form, or if you have additional questions.

Employment of Relatives

Relatives of employees may be eligible for employment with AMPAM Parks Mechanical only if individuals involved do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The Company defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest. A variety of job/business information is shared, confidentiality by all parties is expected.

Personnel Records

GINA & Medical Requests

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members, except as specifically allowed by law. In order to comply with this law, we ask that you do not provide any genetic information when responding to requests for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Review of Personnel and Payroll Records

You may request a review or copy of your personnel file. The review must take place during regular business hours and must be requested in advance in writing. The review must take place in the presence of a Company representative at a mutually convenient time. You or your representative designated in writing may review the Company's personnel records pertaining to your performance or any grievance concerning the employee, excluding records obtained prior to employment, investigations of possible criminal behavior or letters of reference. Records will be provided to you within 30 days. You may add comments to any disputed item in the file, but nothing can be removed from personnel files. Employees and their representatives may also obtain copies of the personnel records, although the Company will require the requesting party to pay actual copying costs.

You may request a copy of your payroll records. Please make any such request in writing to Human Resources. The Company will provide the copies within 21 days of your request. You are responsible for paying the reasonable expenses incurred in copying such records for you.

Disclosure of Personnel Information

AMPAM Parks Mechanical will restrict disclosure of your personnel file to authorized individuals within the Company. Any request for information contained in personnel files must be directed to the Human Resources Manager/Director. Only the Human Resources Manager/Director is authorized to release information about current or former employees.

Disclosure of personnel information to outside sources will be limited. AMPAM Parks Mechanical will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Employee Property

An employee's personal property that is on, entering or leaving the Company's property, including but not limited to items in Company lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of AMPAM Parks Mechanical property or upon reasonable suspicion of violation of Company policy. Inspection will be conducted by a person authorized by Human Resources

Additionally, workers who choose to bring personal property to work do so only at their own risk. AMPAM Parks Mechanical will not be liable for lost, damaged, or stolen items. Employees who do bring personal property to work should take necessary precautions to safeguard such items by not leaving such items unattended.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees should remove any personal items at the time they leave AMPAM Parks Mechanical. Personal items left in the workplace are subject to disposal by management if not claimed at the time of an employee's termination.

Employer Property

Lockers, desks, computers, vehicles, and Company-issued mobile phones are AMPAM Parks Mechanical property and must be maintained according to Company rules and policies. They must be kept clean and are to be used primarily for work-related purposes. AMPAM Parks Mechanical reserves the right to inspect all Company property to ensure compliance with its policies, applicable law, and to protect from theft, without notice to the employee and at any time, not necessarily in the employee's presence. Employees are expected to cooperate in the conduct of such searches.

No personal locks may be used on Company-provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a Company locker.

Prior authorization must be obtained before any Company property may be removed from the premises.

Cell Phone Usage Policy

This policy sets forth AMPAM Parks Mechanical policies about cell phone usage and applies to all Company employees. Company-owned cell phones are company property and are intended to be used for business purposes only. Upon termination or resignation, cell phones must be returned.

Use While Driving: When driving, employees are expected to either use a hands-free device or pull over to make phone calls.

Personal Calls

While you are at work, you are expected to perform your job duties and responsibilities. Personal calls, both incoming and outgoing, must be kept to a minimum and must not interfere with your duties and responsibilities.

Electronic Communications Policy

The Company's voice mail, e-mail, and internet systems are provided to employees by the Company and are intended primarily for business use. No communication using company devices or networks – nor the devices themselves – should be considered personal or private in nature and are open to discovery as needed.

No one may access, or attempt to obtain access, to another individual's electronic communications without appropriate authorization.

Violators of this Electronics Communications Policy may be subject to discipline, up to and including termination.

Parking

The Company cannot guarantee that all employees will have a parking space at the Carson Office. Parking spaces are assigned based on availability and a wait list is maintained that considers hire date, position, and general safety in an attempt to ensure fairness. Employees who are not assigned a space must park off Company property on neighboring streets. Employees parking inappropriately or in reserved parking spots not designated to them may be subject to tow and /or disciplinary action. *AMPAM is not responsible for any loss or damage to employee vehicles or contents while parked on Company property.*

Surveillance Monitoring

Public areas and office spaces, (inside or outside) including public parking areas may be monitored with video or other surveillance systems for security reasons. Employees should, therefore, not have any expectation of privacy in these areas. Company surveillance systems are not designed or intended to provide employees with security for personal vehicles.

Solicitation and Distribution of Literature

No employee shall solicit or promote support for any cause or organization during business hours without approval from senior management and HR.

Bulletin Boards

Important Company notices and items of general interest are continually posted on our Human Resources Department bulletin boards. Please review the bulletin boards frequently to keep up with current activities and compliance. Do not post or remove any material from the bulletin boards.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunchrooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Conducting Personal Business

Employees are to conduct only AMPAM Parks Mechanical business while at work. Employees may not conduct personal business or business for another employer during their scheduled working time.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding AMPAM Parks Mechanical, its suppliers, its customers, or perhaps even fellow employees. **You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties.** Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor.

Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the supervisor/manager or any company executive should be called immediately. If unavailable, the CEO may be contacted.

Dress Code

The dress code for construction site workers and visitors is focused on safety.

Shirts should not be baggy, and sleeves should fit snugly. Pants should always be worn. Wearing skirts, dresses, or shorts on the job site is prohibited. Additionally, proper PPE must be worn and maintained while on a job site. This includes and is not limited to the following:

- Hard hat
- Safety glasses
- Work boots (no open toe shoes are allowed)
- Gloves
- Safety vest

Jewelry must be kept to a minimum or not worn at all. Long hair must be tied back. Employees who show up to a job site without the proper attire will be sent home to change without any compensation for lost wages.

Dress Code – Office

Dress code in the office is business casual. Employees should take pride in their appearance and display an image that is appropriate for clients and vendors. Jeans without rips/holes are permissible. Employees who must enter the warehouse must wear closed-toe shoes. For women, sleeveless shirts should cut at the shoulder and not have thin or spaghetti straps. Shorts are not appropriate. Employees who are inappropriately dressed may be sent home and directed to return to work in proper attire. Such employees will not be compensated for the time away from work.

Visible tattoos which may be offensive to others should be covered while at work.

Other Employment

While employed by AMPAM Parks Mechanical, employees are expected to devote their energies to their jobs with the Company. **The following types of employment elsewhere are strictly prohibited, additional employment:**

- That conflicts with an employee's work schedule, duties, and responsibilities at the Company
- That creates a conflict of interest or is incompatible with the employee's position with the Company
- That impairs or has a detrimental effect on the employee's work performance with the Company
- That requires the employee to conduct work or related activities on Company property during the employer's working hours or using Company facilities and/or equipment; and
- That directly or indirectly competes with the business or the interests of the Company where the employee's knowledge of confidential information creates a conflict of interest.

Employees who wish to engage in additional employment, which may create a real or apparent conflict of interest with the Company, must submit a written request to Human Resources and their department manager explaining the details of the additional employment. If the additional employment is authorized, AMPAM Parks Mechanical assumes no responsibility for it. AMPAM Parks Mechanical shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment that creates an actual or potential conflict can be revoked at any time.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department.

In compliance with California law, and to promote the concept of a safe workplace, AMPAM Parks Mechanical maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the Human Resources Department or at each job site. In compliance with Proposition 65, AMPAM Parks Mechanical will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Heat Illness

The Company is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All supervisors are trained in the prevention of heat illness. Please refer to the Company's Injury Illness and Prevention Program or talk to your supervisor for details on how to ensure you are protected from heat illness dangers.

Employees Who Are Requested to Drive

Employees who are required to drive a Company vehicle or their own vehicles on Company business will be required to show proof of current valid driving licenses and current effective insurance coverage before the first day of employment. AMPAM Parks Mechanical participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who drive as part of their job.

Company vehicles are considered a company-owned tool issued to certain individuals to assist in performing their jobs. Employees issued a company vehicle are expected to take proper care of the vehicle while it is in their possession. Being provided with a company car is a “privilege” and not a right. Any disregard for public safety or operating in excess of posted speed limits can be grounds for revocation of these privileges. Company gas cards are also a privilege and must be used only for the vehicle assigned and proper mileage must be keyed in at the time fuel is dispensed or the card may be revoked.

AMPAM Parks Mechanical retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked, or who is uninsurable under the Company's policy if the employee drives a company vehicle or uses the employee's own vehicle for business.

Employees who drive their own vehicles on Company business will be reimbursed at the rate mandated by law.

Recreational Activities and Programs

Neither AMPAM Parks Mechanical nor its insurer will be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Security

AMPAM Parks Mechanical has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to management. Office workers should always be sure to secure your desk or

office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around your workstation that may be accessible and lock your computer. Field personnel should be alert and report any suspicious activity to their foreman and HR.

The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor or HR when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Chairman's Letter

Integrity and ethics have always been paramount to us at AMPAM. This company was built on these tenets and now as an employee-owned company we strive to continue to always be committed to doing business fairly and honestly. No matter how our business may change over time, we will always uphold the values of acting with integrity.

Our reputation for acting with integrity is one of our most important assets. We believe it is one of the reasons that has contributed to our successful history, and it is a requirement for a successful future. This Code of Conduct outlines our long-standing principles and policies. It applies to every employee, regardless of rank or position. In addition to our employees, we also expect that our suppliers, vendors, consultants, and clients will apply appropriate conduct in their business dealings. This Code is a baseline policy against which to judge and evaluate actions.

AMPAM intends to protect our reputation and to help our employees make proper and ethical decisions, and to resolve ethical or conduct issues as they arise or are observed.

This Code does not intend to resolve every question or issue that may confront you. When it does not, our expectation is that you will utilize your best judgement to "do the right thing". We encourage you to communicate questions and problems and provide you with a forum for open discussion of issues through our Human Resources department. Open and honest, upfront communication can prevent many problems.

Your good integrity and representation of the AMPAM name and reputation is necessary to ensure the company's continued success. Thank you for doing your part.



Charles "Buddy" Parks III
Chairman of the Board

Introduction

“Conflict of Interest” means to engage in or conduct a relationship, transaction or obligation that could cause one to use his or her position and/or influence within the Company for personal gain or to benefit others, contrary to the best interests of the Company. We will address some examples of conflicts of interest in this document.

“Ethics” relates to morals and determining right from wrong.

It is the Company’s expectation that every employee will familiarize him/herself with all Company policies and understand how they relate to his/her job. Any employee not complying with these standards and requirements is acting outside of their scope of employment with AMPAM and may be subject to appropriate disciplinary action – up to and including termination. If there are any questions, they should be directed to the Human Resources Department.

Company Principles

AMPAM is committed to the highest standards of ethics and business conduct. This includes activities and relationships with our customers, suppliers, employees, shareholders, and the communities in which we operate.

Customers

We are committed to understanding our customers' requirements and meeting or exceeding their expectations. AMPAM customers include all those involved in the purchase and use of our services. We are committed to providing innovative, high-quality solutions, while providing the highest value to our customers. We deal lawfully, honestly, ethically, and with integrity with our customers.

Suppliers and Vendors

We are committed to conducting business fairly with our suppliers. We emphasize fair and ethical business dealings, in a manner consistent with long-lasting business relationships.

Employees

We are committed to treating all employees fairly and maintaining employment practices based on equal employment opportunity to all qualified individuals, regardless of their race, religion, color, national origin, gender, gender identity or expression, age, disability, sexual orientation, marital status, military status or any other basis protected by law, except where there is a bona fide occupational requirement exists that permits different treatment. We are committed to providing safe and healthy working conditions and an atmosphere of open communication for all our employees.

Our Communities & Environment

We are committed to being responsible corporate citizens to the environment and to the communities in which we reside and operate. We will abide by all applicable laws and strive to provide a positive influence within our communities and on the environment.

Our Competitors

We are committed to competing vigorously and ethically for business and treating our competitors with respect.

Standards of Conduct – Individual Responsibilities

Employees and Management Team

AMPAM expects that its Employees will perform all business duties conscientiously, honestly, and in accordance with the best interest of the Company. Employees must not use their position, or the knowledge gained from their position, for private or personal gain. Regardless of the circumstances, employees, are prohibited from making or receiving bribes, and may not receive payment or compensation of any kind from third parties, except as provided directly by AMPAM. In particular, the Company strictly prohibits the acceptance of kickbacks or secret commissions from suppliers or others. Employees are prohibited from taking business opportunities for personal benefit. All employees have a duty to advance the Company's business interests whenever a legitimate opportunity arises.

Any expenses, offers for paid travel, or business meals in excess of \$250 must be disclosed to your supervisor and to the Human Resources Department

Protection of Proprietary Information

All employees are expected to respect and protect our proprietary information and trade secrets (this includes customer and business process information), as well as those of our customers, suppliers, or any related parties.

Reporting Violations

It is each employee's responsibility to immediately bring known or suspected violations of the Code and related Standards of Conduct to the attention of their supervisor or the Human Resources Department, as appropriate, without fear of retaliation. All reports will be confidential when possible and treated professionally. The Company is committed to supporting an investigative process to review all concerns raised and to ensure a proper management response.

Standards of Conduct – with Customers and Suppliers

Conflict of Interest

It is essential that our employees avoid even the appearance of a conflict of interest in relationships with Company suppliers and clients. It is not prohibited for personal relationships to exist with current or potential suppliers, but all employees must not engage in conduct that is a conflict of interest, such as sharing confidential information, in these relationships. AMPAM employees may not be simultaneously employed by a competitor.

Standards of Conduct – with Employees

Employee Development and Training

AMPAM is dedicated to promoting and supporting employee development and providing an environment that fosters growth.

Workplace Environment

AMPAM is committed to providing a work environment that is free from recognized safety and health hazards, as well as from discrimination, harassment, or personal behavior not conducive to a productive workforce. Accordingly, possession of any firearms or concealed weapons is not permitted on or within AMPAM property or job sites.

Employee Stock Option Plan (ESOP)

In July 2019, AMPAM was sold to the employees and an Employee Stock Option Plan (ESOP) was created for the benefit of the employees. Based on W2 earnings, a percentage of stock is allocated to each employee annually. These shares are fully vested after 3 years of employment with AMPAM. The earned shares are considered deferred compensation and are not taxable until distributed. Please contact Human Resources for additional information on the ESOP.

Standards of Conduct – How to Report Violations

Please note that the primary purpose behind publishing this Code, and any processes for resolving or reporting issues, or monitoring compliance, are to ensure that AMPAM's business goals and objectives are met in a legal and ethical manner. If there is a perceived violation of this Code that has not been promptly corrected by normal company procedures, you may use any of these secondary methods to report an issue for investigation and resolution:

- Notify any member of management
- Notify the VP of Business Operations by calling the Office (310-835-1532)
- Send an email to HR@ampam.com and request that it be forwarded to the VP of Business Operations

AMPAM is committed to reviewing all reported concerns and ensuring an appropriate response. If individuals would like information on the resolution of the issues they report, they may request it from Human Resources.

List of AMPAM Policies

For your reference, the following is a partial list of selected AMPAM policies that supplement this Code of Conduct. This is not an all-inclusive list of company policies. If you have any questions regarding policies, please contact Human Resources.

- Confidentiality
- Discipline
- Gifts
- Equal Employment Opportunity
- Discrimination, Harassment and Retaliation Prevention Policy
- Inspection Policy
- Electronic Communication and Device Policy
- Company Property
- Substance Abuse Policy
- Workplace Violence

Conducting Personal Business

Employees are to conduct only AMPAM business during working time. Employees may not conduct personal business or business for another Employer during their working time. Break times are not considered working time.

Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the supervisor/manager should be called immediately. If unavailable, human resources should be contacted.

Prohibited Conduct

It is not possible to provide employees a complete list of every possible type of disciplinary offense. However, in order to provide employees some guidance concerning unacceptable behavior, the following are some examples of types of conduct that are considered impermissible. Employees who engage in any misconduct or whose performance is unsatisfactory may be subject to disciplinary action, up to and including immediate termination. The list below is intended simply to provide some examples of disciplinary offenses. Other types of conduct that threaten security, personal safety, employee welfare and Company operations also may be prohibited.

- Falsification of employment records, employment information, or other Company records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States)
- Engaging in fraudulent conduct or theft such as altering timecards in an effort to be paid for work not performed
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any timecard, either your own or another employee's

- Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer
- Removing or borrowing Company property without prior authorization
- Unauthorized use of Company equipment, time, materials, or facilities
- Provoking a fight or fighting during working hours or on Company property
- Participating in horseplay or practical jokes on Company time or on Company premises
- Carrying firearms or any other dangerous weapons on Company premises at any time
- Causing, creating, or participating in a disruption of any kind during working hours on Company property
- Unreported absence of three consecutive scheduled workdays (no call – no show)
- Failing to obtain permission to leave work for any reason during normal working hours
- Failing to observe working schedules, including rest and lunch periods
- Sleeping or malingering on the job
- Working overtime without authorization or refusing to work assigned overtime
- Violating any safety, health, security or Company policy, rule, or procedure
- Committing of or involvement in any act that violates the discrimination, harassment, and retaliation prevention policy
- Failing to promptly report work-related injury or illness.