# Company Policies

# Employee Copy

# Index

Equal Employment Opportunity/ Affirmative Action Policy……..…..1-10

How, When and Whom to Report an Injury.....11

Apollo General Work Site Safety Rules.....12

Time Keeping Policy.....13

Social / Media Policy……..…14-15

Tobacco Products/Smoking/Electronic Cigarettes Policy.....16

Additional Information included in this packet:

Direct Deposit Procedures and Policies

Health Insurance Market Place Coverage Options and your Health Care

Health and Welfare Trust Information

Washington Employees – Paid Sick Leave Law

Family Medical Leave Act-Employee Rights and Responsibilities

E-Verify Notification –Apollo Participates in E-Verify process

Employee Rights (Under the National Labor Relations Act)

AISH 02 Drug Free Work Place (attached - Revision 07)

Apollo
MECHANICAL
CONTRACTORS

# EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Apollo Mechanical Contractors, Inc. will not discriminate against any employee because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, disability or veteran status. It is our policy to ensure and maintain a working environment free of harassment, intimidation and coercion at all sites and in all facilities at which our employees are assigned to work. All supervisors are aware of our policy and accept the responsibility to uphold equal employment practices.

Any employee believing that his or her rights have been violated should report this immediately to the company EEO Coordinator, Monica Moreno, at (509) 586-1104 ext. 1353; Mike Ellis, Safety Manager at (509) 948-1433; or Jeff Grade, Safety Manger at (509) 727-6883. All information will be kept as confidential as possible.

Sincerely,

Monica Moreno
EEO Coordinator
Apollo Mechanical Contractors, Inc.

Date: March 23, 2018

## SEX DISCRIMINATION GUIDELINES

The purpose of the provisions in this part is to set forth the interpretations and guidelines of the Office of Federal Contract Compliance Programs regarding the implementation of Executive Order 11246, as amended for the promotion and insuring of equal opportunities for all persons employed or seeking employment with Government contractors and subcontractors or with contractors and subcontractors performing under federally assisted construction contracts, without regard to sex.

## RECRUITMENT AND ADVERTISING

A. Employers engaged in recruiting activity must recruit employees of both sexes for all jobs unless gender is a bona fide occupation qualification.

B. Advertisement in newspapers and other media for employment must not express a sex preference unless gender is a bona fide occupation qualification for the job.

C. The employer must not make any distinction based upon sex in employment opportunities, wages, hours or other conditions of employment. In the area of insurance, pensions, welfare programs and other similar "fringe benefits" the employer will not be considered to have violated these guidelines if his contributions are the same for men and women or if the resulting benefits are equal.

D. Any distinction between married and unmarried persons of one sex that is not made between married and unmarried persons of the opposite sex will be considered to be a distinction made on the basis of sex. Similarly, an employer must not deny employment to women with young children unless it has the same exclusionary policies for men, or terminate an employee of one sex in a particular job classification upon reaching a certain age unless the same rule is applicable to members of the opposite sex.

E. The employer's policies and practices must assure appropriate physical facilities to both sexes. The employer may not refuse to hire men or women, or any man or woman for a particular job because there are no restrooms or associated facilities unless the employer is able to show that the construction of the facilities would be unreasonable for such reasons as excessive expense or lack of space.

F. (1) Women shall not be penalized in their conditions of employment because the require time away from work on account of childbearing. When, under the employer's leave policy, the female employee would qualify for leave, then childbearing must be considered by the employer to be a justification for leave of absence for female employees.

G. (2) If the employer has no leave policy, childbearing must be considered by the employer to be a justification for a leave of absence for a female employee for a reasonable period of time. Following childbirth, and upon signifying her intent to return within a reasonable time, such female employees shall be reinstated to her original job or to a position of like status and pay, without loss of service credits.

H The employer must not specify any differences for male and female employees on the basis of sex in either mandatory or optional retirement age.

I. Nothing in these guidelines shall be interpreted to mean that differences in capabilities for job assignments do not exist amount individuals and that such distinctions may not be recognized by the employer in making specific assignments. The purpose of these guidelines is to insure that such distinctions are not based on sex.

Signed

Monica Moreno

Company Official

Monica Moreno, EEO Coordinator

Date: March 23, 2018

# GUIDELINES ON DISCRIMINATION BECAUSE OF RELIGION OR NATIONAL ORIGIN

## PURPOSE AND SCOPE

The purpose of the provisions is for promoting and insuring equal employment opportunities for all persons employed or seeking employment with Government contractors and subcontractors or with contractors and subcontractors performing under federally assisted construction contracts, without regard to religion or national origin.

Employers are prohibited from discriminating against employees or applicants for employment because of religion or national origin, and must take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their religion or national origin. Such actin includes, but is not limited to the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other form of compensation, and selection for training, including apprenticeship.

Employers shall review their employment practices to determine whether members of the various religious and/or ethnic groups are receiving fair consideration for job opportunities.

Based upon the findings of reviews, employers shall undertake appropriate outreach and positive recruitment activities (examples list below) to remedy existing deficiencies. The scope of the employer's efforts shall depend on the extent of the employer's deficiencies and the employer's size and resources.

Internal communication to provide equal employment opportunity without regard to religion or national origin in such a manner as to foster understanding, acceptance, and support to encourage such persons to take necessary action to aid the employer in meeting this obligation.

Development of internal procedures to provide equal employment opportunity with out regard to religion or national origin.

Periodically informing employees of employers commitment to equal employment opportunity without regard to religion or national origin.

Enlisting all recruitment sources (including employment agencies, college placement directors, and business associates) for employers commitment to provide equal employment opportunity without regard to religion or national origin.

Reviewing employment records to determine the availability of promotable and transferable members of various religious and ethnic groups.

Establishment of contacts with religious and ethnic organizations for such purposes as advice, education, technical assistance, and referral of potential employees.

Engaging in recruitment activities at educational institutions with substantial enrollments of students from various religious and ethnic groups.

Use of the religious and ethnic media for institutional and employment advertising.

The company will make reasonable accommodations to the religious observances and practices of an employee or prospective employee who regularly observes Friday evening and Saturday, or some other day of the week as his/her Sabbath and/or who observes certain religious holidays during the year and who is conscientiously opposed to performing work or engaging in similar activity on such days, when such accommodations can be made without undue hardship on the conduct of the company's business.

Signed

Company Official
Monica Moreno, EEO Coordinator

Date: March 23, 2018

GINA ACT of 2008

Title of Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisitions of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history): and request for or receipt of genetic services by applicants, employees or their family members.

Signed

Monica Moreno

Monica Moreno
EEO Coordinator
Apollo Mechanical Contractors, Inc.

Date: March 23, 2018

# AFFIRMATIVE ACTION PLAN
# FOR
# DISABLED VETERANS
# VETERANS OF THE VIETNAM ERA
# AND
# HANDICAPPED INDIVIDUALS

## COMPANY EQUAL EMPLOYMENT OPPORTUNITY POLICY

The objective of this plan is to obtain individuals best qualified for any position by virtue of education, training, experience, and personal qualifications consistent with job requirements. Responsible officials of the company will periodically review our EEO activities and measure Company progress against these stated objectives.

The Company reaffirms its commitment to the Company's equal employment policy statement.

## AFFIRMATIVE ACTION- VETERANS

In conformance with Executive order the Company will not discriminate against any employee or applicant for employment, because he or she is a disabled veteran, veteran of the Vietnam Era, or handicapped in regards to any position for which the employee or applicant for employment is qualified. The company agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped, disabled veterans and veterans of the Vietnam Era without discrimination based upon their disability or veterans status in all employment practices such as the following: employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Company agrees that all suitable employment openings of the Company shall be listed at an appropriate local office of the State Employment Service System. The Company further agrees to provide such reports to such local office regarding employment openings and hires as may be required.

Signed

Monica Moreno
EEO Coordinator
Apollo Mechanical Contractors, Inc.

Date: March 23, 2018

AFFIRMATIVE ACTION PRACTICES AND PROCEDURES

A. EMPLOYMENT PRACTICES

Chief Executive Officer, has the ultimate responsibility to see that the Equal Employment Opportunity Policy and Affirmative Action Plans are followed at all times. the Company has appointed Angie Haisch as Director of the Corporate Equal Employment Opportunity Program. The Director and the EEO Coordinator are responsible for initiating and administering activities within their area of responsibility to ensure full implementation of the equal employment opportunity policy.

In this capacity, they are responsible for a periodic audit of equal employment opportunity practices, coordination of special programs necessary to implement the affirmative action program and to provide guidance in the resolution of problems which may arise. They are also responsible for developing equal opportunity policy and informing management of the latest developments in this area.

The manager of the Company, has the responsibility to see that the Equal Employment Opportunity Policy and Affirmative Action Plans are followed at all times. Coordination and implementation of policies and procedures shall be the responsibility of the Personnel Manager who has been appointed Equal Employment Opportunity Coordinator.

As coordinator of the affirmative action program at the Company, the EEO Coordinator shall invite all applicants and employees who believe themselves to be handicapped, disabled veterans or veterans of the Vietnam Era to identify themselves to the Company. Exhibit A accompanying this document will be posted on all bulletin boards.

The EEO Coordinator will also be responsible for the annual review of all physical and mental job qualification requirements to ensure that they are job related and are consistent with business necessity and safe performance of the job. He shall, consistent with his assessment of job qualifications, review the qualifications of all employees to ensure that disabled veterans of the Vietnam Era and handicapped are afforded a full opportunity for available employment opportunities and that they are encouraged to participate in Company sponsored educational activities.

The Company will make reasonable accommodations to the physical and mental limitations of a disabled veteran #1 unless the Company can demonstrate that such an accommodation would impose an undue hardship on the conduct of the Company's business. In determining the extent of the Company's accommodation obligations, the following factors among others may be considered: (1) business necessity and (2) financial costs and expenses.

The EEO Coordinator and director shall conduct a review of the Company's present personnel policies to determine whether they assure careful consideration of the qualifications of known handicapped, disabled veterans and veterans of the Vietnam Era and to the extent necessary modify or reform those policies to conform them to the Company's policy of nondiscrimination. This review shall include a review of personnel decisions affecting apparently qualified disabled veterans or veterans of the Vietnam Era including the following decisions: hiring, upgrading, transfers, training, or increased in compensation. The company will consider only that portion of a covered veteran's

military record, including discharge papers, relevant to the specific job qualifications for which the veteran is being considered.

In offering employment or promotions to handicapped disabled veterans or veterans of the Vietnam Era, the Company will not reduce the amount of compensation offered because of any disability income, pension or other benefit the applicant or employee receives from another source.

All other members of management have an administrative or directional authority or responsibility for conducting day-to-day personnel activities in a manner which ensures compliance with the Company's non-discrimination policy and affirmative action program. Techniques of implementing this policy will be incorporated in supervisory training programs.

B. PROMOTION AND TRANSFER

It is the policy of the Company to fill vacancies by promotion or transfer within its existing work force. Decisions on the promotion or transfer of covered veterans will be made after a review of the specific job requirements for which the individual is being considered. Covered veterans and handicapped shall not be disqualified unless such disqualification is required by business necessity or to ensure the safe performance of the job.

C. RECRUITMENT

The Company will recruit employees on the basis of job qualifications without regard that the person is a handicapped, disabled veteran or veteran of the Vietnam Era.

The EEO Coordinator will annually advise the recruiting sources of the Company's nondiscrimination policy and its commitment to equal employment opportunity. The Company will enlist the assistance and support of such organizations as the State Employment Service Office, the Veterans Administration Regional Office and Veteran's counselors and coordinators on college campuses and state's vocational agencies. Recruiting efforts at all colleges will incorporate special efforts to reach handicapped disabled veterans and veterans of the Vietnam Era.

The Company will list all suitable employment agencies with the local office of the State Employment Service.

DISSEMINATION OF POLICY

A. The statement of policy will be posted in a conspicuous place available to all applicants and employees. New employees upon employment shall be advised of the Company's equal employment policies.

B. Copies of this policy will be made available to Unions representing the Company employees.

C. To ensure understanding and continuing implementation of this policy, the subject of equal employment opportunities will continue to be discussed at appropriate management and supervisory meetings.

D. Recruiting sources, community organizations, agencies and colleges will continue to be informed concerning our nondiscrimination policy.

E. The company shall post in a conspicuous place the joint EEOC-OFCCP Poster.

F. The company shall incorporate the requirements contained in 41 C.F.R. Section 60-250.20 60-741 covering affirmative action for disabled veterans, veterans of the Vietnam Era and handicapped by reference in every sub-contract or purchase order of $10,000 or more, unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to the Act.

REVIEW PROCEDURE

A. Annually, the EEO Coordinator shall analyze the effectiveness of the affirmative action program in placing qualified disabled veterans, veterans of the Vietnam Era and the handicapped into employment opportunities which arose during the preceding period.

B. The members of management will conduct annual audits of hiring and promotion patterns to remove impediments to the attainment of goals and objectives. The non-attainment of established goals shall be explained in detail and corrective actions will be investigated and integrated into the affirmative action program.

C. The Company shall file such reports as may be required by the State Employment Service.

Signed

Company Official
Monica Moreno, EEO Coordinator

Date: March 23, 2018

Contacts:
Monica Moreno, EEO Coordinator (509) 586-1104 ext 1353
Mike Ellis, Safety Manager (509) 948-1433
Jeff Grade, Safety Manager (509) 727-6883

# FAILURE TO REPORT ON THE JOB INJURIES CAN RESULT IN:

# TERMINATION!!!

**As an employee you are responsible to report your on the job injuries immediately to your supervisor. Also you are responsible to document your injury on "pre-task plans", "weekly safety meeting", and "time card".**

**Our goal at Apollo is every person "GO HOME SAFE" every day. Getting hurt IS NOT A VIOLATION, however not following procedures, policies, and safe work practices, like not reporting your injury is.**

**Early reporting is early treatment, if you get hurt we want you to get treatment, but you must report it.**

**Not reporting job related injuries immediately to your supervisor is a violation of this policy and may result in disciplinary action including termination of employment.**

## APOLLO GENERAL WORK SITE SAFETY RULES

1. All employees shall participate in Stretch and Flex prior to each shift.
2. All injuries regardless of severity shall be reported immediately to your supervisor. Documented on Pre-Task Plan, Weekly Safety Meeting, and Time Card. **Failure to report injury is grounds for termination.**
3. You are required to participate in Pre-Task Planning and Safety Meeting.
4. You must sign pre-task plans, safety meeting, and time cards.
5. The Following are prohibited items on Apollo Construction sites and Property
    a. Dangerous weapons (firearms)
    b. Ammunition
    c. Explosives
    d. Incendiary devices
    e. Controlled substances (e.g., illegal drugs and associated paraphernalia)
    *Note: Prescription drugs in their original containers are not prohibited*
    f. Any items prohibited by law
    g. Pets/animals (except certified guide/service dogs with prior approval)
    h. Electronic cigarettes
    i. Hood Strings, Lanyards (unless break away), Loose Clothing.
    j. Ear buds or other music listening headphones.
6. Cell phone use is prohibited while on job sites unless supervisor grants permission on a case by case situation.
7. No Smoking unless area is designated.
8. Sunflower seeds are prohibited on any jobsite.
9. Use of Alcohol or illegal drugs and marijuana before or during work hours may result in immediate termination.
10. No fighting or Horseplay.
11. All required guards must be in place prior to any tool use.
12. Must report any medication use that may affect your safety or the safety of others.
13. Standard Apollo PPE required on all projects is: Hard Hat, Safety Glasses, shirt with sleeves, long paints, substantial boots above the ankle.
14. Any employee operating or occupying an aerial lift or fork truck is required to be trained and licensed for that equipment.
15. All unsafe conditions shall be corrected or reported to your supervisor immediately
16. If you question the safety of an operation **stop the work** and ask questions.
17. Seatbelts shall be worn when operating any type of equipment when seatbelts are equipped.
18. All speed limits must be obeyed.
19. You must comply with Apollo's/Bargaining unit drug testing program. A positive test includes: testing positive for illegal drugs, testing positive for legal drugs without a prescription, failure to show for random test as required, temperature out of range, tampering with sample, giving a false sample or any other out of compliance issue with the program.

# Time Keeping Policy

Accurate time keeping is necessary for the Payroll Department to process employee's timecards in a timely and correct matter. It is also important in ensuring that you the employee receive the wages owed to you each week. Please make sure when filling out or reviewing your timecard that you check the following:

1). Check that hours reported for each day and total hours for week are correct. Apollo's pay period is weekly starting on Monday and ending on Sunday.

2). Check the type of work performed is classified in the correct trade and wage classification to the work you did.

3). Make sure the timecard is signed by you. By doing this you are acknowledging that you have reviewed your timecard and agree that it is accurate.

**What should you do if you are paid incorrectly?**

Contact the Payroll Department at 509-586-1104 immediately. It is your responsibility to report any errors that you find with your pay. Should there be an underpayment, we will make every effort to repay you as quickly as possible. In the event that there is an overpayment of any kind, it is your responsibility to bring this to the attention of the Payroll Department.

Employees are prohibited from engaging in any conduct to falsify their own timecard or another employee's timecard. This would a serious infraction of this policy that can lead to disciplinary action including termination.

Any questions regarding this policy please contact your supervisor or the Payroll Department.

Apollo MECHANICAL CONTRACTORS

1133 W. Columbia Drive
Kennewick, WA 99336
509-586-1104

Social / Media Policy Rev. 11-07-19

Apollo Mechanical is committed to building people who build great things. As employees of this company, we represent Apollo, and its values. Apollo employees should always look to promote Apollo's vision of Safety, Integrity, Pride, Quality, Family and Faith wherever they go.
Even more so, employees of Apollo should represent those values on all aspects of social media. Social media is a powerful tool, with far reaching connections that in many cases are permanent.

- We want you to be excited about your work and share your passion for it with the people around you, as well as in your social media circles! Seeing your hard work completed is one of the great things about construction and your friends & family on social media will think so too! We encourage you to share anything posted on Apollo's social media accounts on your own pages so that your friends and family can see the great work our teams do.
- Don't forget: when you're at work, you're at work. Save your posts for breaks or after hours.
- Be aware that others will associate you with your employer when you identify yourself as an Apollo employee. Please ensure that your Facebook, LinkedIn, Twitter, and Instagram profiles and related content are consistent with how you wish to present yourself with clients and colleagues. Remember that networks such as Twitter and Instagram do not by default require mutual acceptance for someone to follow you.
- It is perfectly fine to talk about your work and have a dialogue with the community, but it is not okay to talk or post about the proprietary elements about the Apollo work environment. Because of the nature of the work that we do, and the relationships we have with the owner, general contractor and other trades on site, please do not post any jobsite photos on your own personal social media. Many of our projects have confidentiality agreements. Many projects do not allow photos to be taken on site. If photos are allowed, forward any jobsite photos to Apollo's Corporate Communication Department (t.buckendorf@apollomech.com) to be shared on Apollo's social media accounts. Please act responsibly with the information you are entrusted with.
- Information generated in the Apollo work environment, and information stored on Apollo's internal network is property of Apollo. If an item features the sentence "for internal use only" then it is absolutely not meant to be forwarded to anyone who is not employed by Apollo Mechanical. Common sense is a huge factor here. This policy especially includes any information that could require a clearance to view. No exceptions. Even emails from the President to all employees are not meant for the media. If you are about to email / forward something that makes you even the slightest bit uncomfortable, please review with your Division Manager.
- Only certain people can officially speak on behalf of Apollo Mechanical. Please always write in the first person and don't use your company email address for private communications. Please also consider that even anonymous postings on sites such as Wikipedia can be traced back to the company. You can also use a disclaimer like "The postings on this site are my own and do not necessarily represent the position or opinions of others".

- Don't cite or reference clients, partners or suppliers without their approval.
- You are **personally responsible** for the content you publish on social media. Please remember that the internet never forgets. This means everything you publish will be visible to the world for a very long time. If you are about to publish something that makes you even the slightest bit uncomfortable, especially if it is related to Apollo, please get a second opinion from your Division Manager.
- Employees can be appropriately disciplined by Apollo for commentary, content, videos or images that are defamatory, pornographic, proprietary, harassing, and libelous or can create a hostile work environment. You are legally liable for anything you write or present online. This applies to all forms of media, including but not limited to distribution of text, pictures, video, audio, and software. This policy also applies to the perpetuation of material or content that could be connected to themes of slander, hate speech, and/or discrimination of any kind; including but not limited to retweets, reposts, and sharing functions.

Bruce Ratchford
CEO and President
Apollo Mechanical Contractors

November 7, 2019
Date

Apollo MECHANICAL CONTRACTORS

1133 W. Columbia Drive
Kennewick, WA 99336
509-586-1104

## USE OF TOBACCO PRODUCTS/SMOKING/ELECTRONIC CIGARETTES

To protect the air quality and to contribute to the health and well-being of all employees, Apollo Mechanical Contractors (hereinafter referred to as "Apollo" or the company) shall ban the use of Electronic Cigarettes (E Cigarettes) on all company property including in company vehicles. Other tobacco products such as cigars, pipes, cigarettes and chewing tobacco are allowed only in designated smoking areas.

Smoking is prohibited in all of the enclosed areas within Apollo's work sites without exception. This includes common work areas, private offices, lunchrooms, restrooms and company vehicles and all other enclosed facilities. No on may smoke along any pathway or walkway leading to or from the designated smoking area. Designated smoking areas shall be established a minimum of 25 feet from any opening in any of the above facilities including fresh air intake systems. State and/or local laws requiring a smoking area beyond 25 feet will be observed.

No additional breaks are allowed to any employee who smokes.

Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees.

Failure to comply with all components of this policy will results in a disciplinary action that can lead up to an include employment termination.

If you have any questions regarding this policy please contact Mike Ellis, Corporate Health & Safety Director.

Bruce Ratchford
CEO and President
Apollo Mechanical Contractors

November 7, 2019
Date

## DIRECT DEPOSIT

### Description

Payroll Direct Deposit is the process in which your net pay is electronically deposited to the checking or savings account of your choice on payday.

- Your funds become available in your bank account on payday.
- Direct Deposit can be made to any financial institution within the United States.

### Employee Procedures

- Complete the Direct Deposit Authorization Form.
- Attach a voided check or deposit slip

### Miscellaneous

If you close or change your bank account

- You must notify the Payroll Department at least 5 business days prior to a payday to avoid having your funds sent to closed account.
- If required noticed is not given a manual check will be generated only after the funds that could not be deposited are redirected back to our account.

# New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 6-30-2023)

## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.[1]

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact _____

.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit **HealthCare.gov** for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

---

[1] An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

# PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

| 3. Employer name | 4. Employer Identification Number (EIN) |
|---|---|
| Apollo Mechanical Contractors | 91-1178943 |
| **5. Employer address** | **6. Employer phone number** |
| 1133 West Columbia Drive | 509-586-1104 |

| 7. City | 8. State | 9. ZIP code |
|---|---|---|
| Kennewick | WA | 99336 |

| 10. Who can we contact about employee health coverage at this job? | |
|---|---|
| Monica Moreno | |
| **11. Phone number (if different from above)** | **12. Email address** |
| 509-987-1915 | monica.moreno@apollomech.com |

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

☐ All employees. Eligible employees are:

☒ Some employees. Eligible employees are:

Non-collectively bargained employees working at least 30 hours per week.

- With respect to dependents:

☒ We do offer coverage. Eligible dependents are:

Legal Spouse, Domestic Partner, Dependent Children up to age 26, unmarried disabled children age 26 and over

☐ We do not offer coverage.

☐ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, **HealthCare.gov** will guide you through the process. Here's the employer information you'll enter when you visit **HealthCare.gov** to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

13. **Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?**

☐ **Yes** (Continue)
13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage?_____ (mm/dd/yyyy) (Continue)
☐ **No** (STOP and return this form to employee)

14. Does the employer offer a health plan that meets the minimum value standard*?
☐ Yes (Go to question 15) ☐ No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard* **offered only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.
a. How much would the employee have to pay in premiums for this plan? $_____
b. How often? ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year?_____
☐ Employer won't offer health coverage
☐ Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)
a. How much would the employee have to pay in premiums for this plan? $_____
b. How often? ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly

• An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)

| Union Local | Health & Welfare Trust Name | Contact Information |
|---|---|---|
| International Laborers | Laborers-Employers Benefit Plan Collection Trust (LEBPCT) | 800-562-1181 |
| Laborers Local 335/252 | Laborers-Employers Benefit Plan Collection Trust (LEBPCT) | 202-466-2435 800-562-1181 |
| Laborers Local 737 | William C Earhart Company | 503-282-5581 |
| Laborers Local 169 Nevada | Northern NV Trust Funds | 775-856-0169 |
| NW Laborers | N.W. Laborers Employee Trust | 800-826-2102 |
| Local 3/58/208 | Colorado Pipe Trust | 800-257-2168 |
| Local 5 | SMW NATL HEALTH FUND | 615-859-0131 |
| Local 9 | CO Sheet Metal Workers Local 9 Family Health Plan | 303-922-1213 |
| Local 16 | William C Earhart Company | 503-282-5581 |
| Local 26 | Sheet Metal Workers Trust Fund | 800-947-4338 |
| Local 26/44 | NW Plumbing & Pipefitting Industry Trust | 866-417-4240 |
| Local 30 | Pipe Trades Trust Northern Rocky Mountain | 719- 577-4401 |
| Local 32 | Seattle Area Plumbing & Pipefitting Industry Trust | 888-406-3246 |
| Local 41 | Pipe Trades Trust Northern Rocky Mountain | 719- 577-4401 |
| Local 55/66/103 | Rehn and Associates | 800-872-8979 |
| Local 104 | Sheet Metal Workers Local 104 Trust Fund | 925-208-9994 |
| Local 177 | Southern Benefit Administrators | 800-831-4914 |
| Local 290 | Plumber, Steamfitter & Shipfitter Trust | 800-654-4411 |
| Local 350 | UA Local 350 Health Welfare and Vacation Trust Fund | 775-826-7200 |
| Local 370 | Zenith American Solutions | 509-534-5626 |
| Local 393 | UA Local 393 Trust Funds | 408-588-3751 |
| Local 469 | Arizona Pipe Trades Trust Funds | 602-956-9350 |
| Local 598 | A & I Benefit Plan Administrators, Inc | 800-205-7002 |
| MILLWRIGHT OREGON SW WA | William C Earhart Company | 503-282-5581 |
| Millwrights | Carpenters Trust of Western WA | 800-552-0635 |
| OR & SW WA CARPENTERS | William C Earhart Company | 503-282-5581 |
| Non-Union Employees | Apollo's Non-Bargaining Health Plan | 509-987-1915 monica.moreno@apollomech.com |

## Washington Employee Paid Sick Leave Notification

You are entitled to accrue paid sick leave. This leave will accrue at one (1) hour of paid sick leave for every 40 hours you work.

You may use this accrued paid sick leave for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c)):

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child's school or place of care is closed by order of a public official for any health-related reason.

You are entitled to use accrued paid sick leave beginning 90 calendar days after the start of your employment.

All employees will need to specify on their timecard if they used paid sick leave for any portion of the week.

Retaliation against you by Apollo Mechanical Contractors or Apollo Inc. for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

For more information, please visit http://lni.wa.gov/WorkplaceRights/LeaveBenefits/VacaySick/EmployeeInfo.asp

# EMPLOYEE RIGHTS
## UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

### LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

### BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

### ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

### REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

### EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

### ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

# This Organization Participates in E-Verify

# Esta Organización Participa en E-Verify

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

## E-Verify Works for Everyone

**For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.**

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

## E-Verify Funciona Para Todos

**Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.**

**888-897-7781**

dhs.gov/e-verify

**E-VERIFY IS A SERVICE OF DHS AND SSA**

The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

English / Spanish Poster

# EMPLOYEE RIGHTS

## UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity. Employees covered by the NLRA* are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

**Under the NLRA, you have the right to:**

- Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
- Form, join or assist a union.
- Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
- Discuss your terms and conditions of employment or union organizing with your co-workers or a union.
- Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
- Strike and picket, depending on the purpose or means of the strike or the picketing.
- Choose not to do any of these activities, including joining or remaining a member of a union.

**Under the NLRA, it is illegal for your employer to:**

- Prohibit you from soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.
- Question you about your union support or activities in a manner that discourages you from engaging in that activity.
- Fire, demote, or transfer you, or reduce your hours or change your shift, or otherwise take adverse action against you, or threaten to take any of these actions, because you join or support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.
- Threaten to close your workplace if workers choose a union to represent them.
- Promise or grant promotions, pay raises, or other benefits to discourage or encourage union support.
- Prohibit you from wearing union hats, buttons, t-shirts, and pins in the workplace except under special circumstances.
- Spy on or videotape peaceful union activities and gatherings or pretend to do so.

**Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:**

- Threaten you that you will lose your job unless you support the union.
- Refuse to process a grievance because you have criticized union officials or because you are not a member of the union.
- Use or maintain discriminatory standards or procedures in making job referrals from a hiring hall.
- Cause or attempt to cause an employer to discriminate against you because of your union-related activity.
- Take other adverse action against you based on whether you have joined or support the union.

If you and your coworkers select a union to act as your collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is required to fairly represent you in bargaining and enforcing the agreement.

**Illegal conduct will not be permitted**. If you believe your rights or the rights of others have been violated, you should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: **www.nlrb.gov**.

Click on the NLRB's page titled "About Us," which contains a link, "Locating Our Offices." You can also contact the NLRB by calling toll-free: **1-866-667-NLRB (6572)** or (TTY) **1-866-315-NLRB (6572)** for hearing impaired.

*__The National Labor Relations Act covers most private-sector employers__. Excluded from coverage under the NLRA are public-sector employees, agricultural and domestic workers, independent contractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).

This is an official Government Notice
and must not be defaced by anyone.

**U.S. Department of Labor**