



— MECHANICAL CONTRACTORS —
Building People Who Build Great Things

Employee Handbook

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1. Welcome

Welcome to Apollo! We are excited that you have chosen to join our family and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Apollo’s goals.

You are joining an organization that has a reputation for “Building People Who Build Great Things”. Our employees use their extreme ownership, leadership, and relationships to offer the most effective services/products in the industry. With your active involvement and commitment to our core values of Safety, Integrity, Pride, Quality, Family, and Faith, Apollo will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Apollo's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources (HR) department.

This handbook is intended as a general overview of Apollo Mechanical Contractors (hereinafter referred to as “Apollo” or the company) policies, benefits, and procedures. These statements are not intended to be exhaustive and are subject to change by Apollo without prior notice. Policy updates will be communicated to you as they are made.

2. Employment at Will

Employment at Apollo is at will. This means that employment may be terminated by the company or employee at any time for any reason. Nothing in this handbook is intended to be construed as altering the at will employment relationship. This handbook is not a contract and is not to be construed as a guarantee of employment.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Apollo employees have the right to engage in or refrain from such activities.

3. Equal Opportunity Employment

As an Affirmative Action, Equal Opportunity Employer, Apollo Mechanical Contractors “Apollo” ensures that no applicant for employment or employee of Apollo is denied equal opportunity because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability (mental or physical), genetic information, veteran status, or any other characteristic any characteristic of his or her relatives, friends, or associates.

SCOPE

Apollo’s Equal Employment Opportunity (EEO) Policy applies to all aspects of the relationship between Apollo and its applicants and employees. We are committed to ensuring that:

- All recruitment, hiring, employment, training, promotion, transfer, termination, layoff, recall, leave of absence, compensation, working conditions, and other employment-related programs are provided fairly to all persons on an equal opportunity basis.
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion, or discrimination because they have exercised any right protected by law.
- Reasonable accommodation will be provided for employees and applicants with disabilities, and for religious observances and practices.

IMPLEMENTATION OF POLICY

The Director of Human Resources serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. The HR Department is responsible for and will maintain personnel records in compliance with applicable laws and regulations.

Each of us must take responsibility for implementing Apollo’s EEO Policy and cooperating fully in its enforcement. In doing so, we reaffirm our company’s commitment to a workplace free of discrimination, harassment, and retaliation.

All supervisors are aware of this policy and accept the responsibility to uphold equal employment practices. Employees and applicants for employment have the right to report incidents of discrimination or harassment without fear of retaliation.

COMPLAINT PROCEDURES

Violations of this policy will not be tolerated. Apollo will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

Any Apollo employee or applicant who believes they have been subjected to discrimination or retaliation should contact Apollo's Human Resource Department at 509-579-4874 or HR@apollomech.com.

For a copy of the full Affirmative Action plan please send a request to HR at HR@apollomech.com.

4. Non-Discrimination and Anti-Harassment

Apollo Mechanical Contractors "Apollo" is committed to maintaining a workplace free of discrimination, harassment, and retaliation. Everyone has a right to work in a professional atmosphere that promotes dignity and respect. Apollo will not tolerate discrimination, harassment, or retaliation of any kind based on any protected characteristic.

SCOPE

All employees, regardless of their positions, are covered by and expected to comply with this policy and take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including failure to immediately report such misconduct to human resources (HR), are in violation of this policy and subject to discipline.

DISCRIMINATION

It is a violation of Apollo's policy to discriminate against anyone based on race, color, national origin, sex (including pregnancy, gender identity, and sexual orientation), religion, disability, age (age 40 or older), genetic information, or any characteristic of his or her relatives, friends, or associates.

Apollo will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Apollo's business operations.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

HARASSMENT

Apollo prohibits harassment of any kind, based on any protected characteristic, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.

Workplace harassment based on race, color, national origin, sex (including pregnancy, gender identity, and sexual orientation), religion, disability, age (age 40 or older), or genetic information, or any characteristic of his or her relatives, friends, or associates is a form of discriminatory behavior.

Harassment consists of unwelcome verbal, written, or physical conduct which creates an intimidating, hostile, or offensive working environment or has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes slurs, comments, jokes, innuendoes, compliments, pictures, cartoons, pranks, or negative stereotyping; threatening, intimidating, or hostile acts; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time,, or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites, or other means.

Such conduct in any form is prohibited in the workplace, at work-related functions, or outside of work if it affects employees in the workplace.

All employees must ensure they understand this policy and their obligations. Whether an employee's conduct violates this policy will be based on how an employee's conduct is received and whether a reasonable person would find the conduct to be in violation of the policy.

Harassment in violation of this policy will be subject to disciplinary measures up to and including termination.

SEXUAL HARASSMENT

Sexual harassment is strictly prohibited and will not be tolerated. Employees are prohibited from harassing others both on and off the employer's premises and during or outside of work hours.

Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- It is made explicitly or implicitly a term or condition of an individual's employment.
- It is used as a basis for an employment decision and could affect such individual.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive working environment.

Sexual harassment can be physical and psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

Though sexual harassment encompasses a wide range of conduct, some examples of prohibited conduct include the following:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text

messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.

- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse, or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Appropriate performance reviews, counseling or discipline by your manager do not constitute harassment.

RETALIATION

Retaliation or discrimination against an employee who reports a suspected incident of discrimination or harassment, or who cooperates in an investigation, or who opposes employment practices they reasonably believe discriminate against individuals is prohibited.

Employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action up to and including termination.

GENERAL PRINCIPLES

Apollo will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.

Individuals who believe they are being subjected to harassment, intimidation, or retaliation are encouraged to advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Apollo recognizes, however, that an individual may prefer to pursue the matter through the complaint procedure. If the individual is uncomfortable confronting the harasser, or the conduct does not stop, the individual must bring this to the attention of the Human Resources Director immediately so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated.

The company will treat all aspects of the procedure confidentially to the extent reasonably possible, and information is disclosed strictly on a need-to-know basis.

SUPERVISOR'S RESPONSIBILITIES

Each manager or supervisor is responsible for preventing and stopping acts of harassment, including, but not limited to monitoring the unit work environment daily for signs that harassment may be occurring and stopping any observed act that may be considered harassment.

Any manager or supervisor who receives a complaint of harassment, discrimination, or retaliation must inform the HR Director of the allegations so that a prompt investigation may be conducted.

COMPLAINT PROCEDURES

Apollo has established the following procedure for employees who believe that they have been victims of conduct prohibited by this policy or believe they have witnessed such conduct to lodge a complaint of harassment, discrimination, or retaliation.

- Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The HR Director may assist the complainant in completing a written statement or, in the event an employee declines to provide information in writing, the HR Director will dictate the verbal complaint.
- Upon receiving a complaint or being advised by a supervisor or manager that a violation of this policy may be occurring, the HR Director will notify senior management.
- The HR Director will initiate or coordinate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
- If necessary, the complainant and the respondent will be separated during the investigation, either through internal transfer or administrative leave.
- The investigation will include interviewing the complainant, the respondent, and any witnesses to determine whether the alleged conduct occurred.
- If it is determined that a violation of this policy has occurred, the HR Director will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:
 - the severity, frequency, and pervasiveness of the conduct.
 - prior complaints made by the complainant.
 - prior complaints made against the respondent; and
 - the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, the HR Director may recommend appropriate preventive action.

- Senior management will review the investigative report summary, discuss the results of the investigation with the HR Director and other management staff as appropriate, and decide what action, if any, will be taken.
- Once a final decision is made by senior management, the HR Director will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.
- A confidential file of discrimination, harassment, or retaliation will be maintained in a secure location.
- The HR Director, along with the complainant's supervisor will monitor the workplace to make sure no retaliation or recurrence of the harassment is taking place.

Sexual harassment in violation of this policy will be subject to disciplinary measures up to and including termination.

5. Americans with Disabilities Act (ADA) and Reasonable Accommodation

Apollo is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Apollo's policy to provide reasonable accommodation to qualified individuals with disabilities unless

the accommodation imposes an undue hardship on the company. Apollo prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such accommodation can be arranged, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodation. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Apollo to prohibit harassment or discrimination based on disability or because an employee has requested reasonable accommodation. Apollo prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

6. Romantic or Sexual Relationships

Apollo strongly discourages romantic or sexual relationships between a manager or other supervisory employee and an employee who reports directly or indirectly to that person, because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee. Moreover, given the uneven balance of power within such relationships, consent by the staff member is suspected and may be viewed by others, or at a later date by the staff member, as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation, coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment. If there is such a relationship, the parties need to be aware that one or both may be moved to a different department, or other actions may be taken.

7. Consensual Romantic or Sexual Relationships Mandatory Reporting

If any employee of Apollo enters a consensual relationship that is romantic or sexual in nature with an employee who reports directly or indirectly to that employee, or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must notify the HR Director immediately in writing. Because of potential issues regarding quid pro quo harassment, Apollo has made reporting mandatory. This requirement does not apply to employees who do not work in the same

department or to parties where neither one supervises or otherwise manages responsibilities over the other.

Once the relationship is made known to Apollo, the company will review the situation with human resources considering all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. If it is determined that one party must be moved, and there are jobs in other departments available for both, the parties may decide who will be the one to apply for a new position. If the parties cannot amicably come to a decision, or the party is not chosen for the position to which he or she applied, the HR Director and senior management will decide which party will be moved. That decision will be based on which move will be least disruptive to the organization. If no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.

8. Secondary Employment

While employed at Apollo, employees are not permitted to engage in outside employment that conflicts with the nature of Apollo's business, competes with Apollo, conducts business with Apollo or otherwise interferes with an employee's ability to perform their work according to Apollo's established standards of performance and work rules. Further, employees may not conduct business connected to outside employment during the hours an employee is scheduled to work at Apollo.

An exception to this policy may be made with prior written approval from the Apollo Board of Directors. If an exception is granted, employees may not use Apollo paid sick leave to perform work for another employer. Violation of this policy may result in corrective action, up to and including termination of employment.

Apollo applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations.

9. Gratuities Policy

No employee of Apollo Mechanical shall solicit or accept gratuities, favors, or anything of monetary value over \$100.00 from contractors, firms, subcontractors or suppliers. This includes rebates, customer loyalty programs, cash incentives, points for rewards programs, trips, tickets or gifts and any other item of monetary value over \$100.00.

Any such rewards or incentives are to be presented to the Apollo Vice President for distribution to employees. The only authorized employee of Apollo to receive these items for distribution to Apollo employees is the company President, Ryan Ratchford. Failure to disclose receipt of rewards or incentive to the Apollo Vice President can result in disciplinary action, up to and including termination.

For a copy of the complete policy please reach out to Human Resources at HR@apollomech.com

10. Travel and Credit Card Charges

Apollo has developed this policy to assist employees in accomplishing their objectives while traveling on business by implementing procedures designed to save time and effort, providing employees who must

travel as part of their jobs with an acceptable level of services and comfort with minimum inconvenience, and to accomplish all the above at the lowest reasonable cost and a high level of safety.

- Travelers will be allowed to keep all their frequent flyer miles for personal use.
- The company will cover charges for changes allowing the traveler to return early or to change flights for other business reasons.
- The company will pay for up to 2 checked bag charges with a company credit card.
- Airline lounge access (e.g., Delta Sky Club, United Club, Alaska Lounge, etc.) is not reimbursable and will not be covered by the company. Travelers may purchase access with their reward points or at their own cost.
- Travelers are responsible for providing a company credit card for hotel costs and incidentals. If prepayment is arranged for hotel costs with Corporate Travelers at the time of booking, a credit card is only required for incidentals.
- Travelers are responsible for calling the hotel and CT when plans change to avoid no-show fees.
- All lodgings will be in standard rooms. Travelers may upgrade at their own cost or with the use of reward points.

For a complete copy of the Travel Arrangement Policy please contact Human Resources at hr@apollomech.com.

11. Attendance

Apollo expects that each employee will be ready to work at their starting time each day. Absenteeism and tardiness place a burden on other employees and on the company. Habitual absenteeism can result in disciplinary action, including termination.

Absences not covered by PTO, or another form of paid leave will be unpaid and unexcused absences.

12. Jury Duty

If you are called for jury duty, please notify your supervisor as soon as possible. If you are released from serving that day you will be expected to return to work. Anytime spent serving on a jury will not be paid by Apollo. You may choose to use your Paid Time Off (PTO) to cover any time missed from work.

13. Paid Time Off (PTO)

Some employees receive Vacation Pay as a benefit of employment with Apollo. This time can be used to cover the time away from work for a scheduled workday. Requests for vacation need to be submitted in advance to your supervisor for approval. Vacation has no cash value and will not be carried over into the next calendar year.

14. Holidays

All non-union employees will receive holiday pay at the employee's regular straight time rate for the following holidays. Employees who work a 4-10 schedule follow the holidays that are observed on the jobsite. Holiday pay, however taken, will not exceed 64 hours paid.

- New Year's Day
- Memorial Day

- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Day
- New Year's Day

If the holiday falls on a Saturday it will be observed on the proceeding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. The holiday schedule is published to the company website each year.

15. Federal Family and Medical Leave Act (FMLA)

Employees who have worked at Apollo for at least 12 months, and who have worked 1250 hours during the 12 months prior to the start of the leave, are entitled to 12 weeks of leave during any 12-month period for the following reasons:

- Birth of a child
- Placement of a child for adoption or foster care
- Caring for a spouse, child, or a parent with a serious health condition
- A serious health condition of the employee

FMLA paperwork will be required to verify the request. Leave will not be approved until the proper documentation has been turned into the Human Resources Department.

If you believe you may be entitled to FMLA, please contact HR who can explain your eligibility in more detail.

16. Benefits

401K Retirement Plan

You will automatically be enrolled into the company 401K plan on the first of the month after 30 days of employment at a 3% contribution rate. Further plan Information will be sent to your home address upon hire.

Employees are eligible for employer contributions after one year of service. Apollo will match half of what the individual contributes, with a maximum employer match of 5%. The employer match is discretionary. Employer matches are made for the current plan year the following September.

Medical, Dental, and Vision Insurance

All non-union employees working 30 hours or more per week are eligible for benefits the first of the month following 60 days of employment. A representative will contact you and walk you through the enrollment process within 30 days of your hire date.

If an employee separates employment from Apollo and is rehired within 6 months of the termination date, the waiting period for benefits will be waived and the employee will be eligible to enroll in benefits the first of the month following their hire date.

If eligibility is not reinstated within 6 months, the employee must complete the full waiting period before re-enrolling. Previously applied or credited deductibles, out-of-pocket maximums, and benefit limitations will still apply once coverage is reinstated.

If your spouse or domestic partner is already covered under their employer's insurance plan, they must either:

- Add Apollo's plan as secondary coverage, **or**
- Decline their employer's coverage to enroll in Apollo's plan as their primary insurance.

17. How, When, and Whom to Report and Injury

FAILURE TO REPORT ON THE JOB INJURIES CAN RESULT IN TERMINATION!

As an employee you are responsible for reporting your on-the-job injuries immediately to your supervisor. You are also responsible to document your injury on "Pre-task plans", "Weekly Safety Meetings" and your "Timecard".

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, such as not reporting an 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 policy and may result in disciplinary action, including termination of employment.

18. 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 Pre-Task Plan, Weekly Safety Meeting and Time Card. **Failure to report injury is grounds for termination.**
3. You are required to participate in the Pre-Task Planning and Safety Meeting.
4. You must sign pre-task plans, safety meetings, and timecards (where paper timecards are still utilized).
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 are prohibited on job sites. Any other location needs prior approval.

- h. Electronic Cigarettes.
 - i. Hood strings, lanyards (unless breakaway), 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 basis.
 7. No smoking unless the area is designated.
 8. Sunflower seeds are prohibited on any job site.
 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 (sleeves must be 4”), long pants, substantial boots above the ankle, and cut resistant gloves.
 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 where seatbelts are equipped.
 18. All speed limits must be obeyed.
 19. You must comply with the Apollo/Collective Bargaining Agreement drug testing program.

19. Workplace Violence

Apollo maintains a work environment free from intimidation, threats, and acts of violence. This includes but is not limited to intimidation, threatening or hostile behaviors, physical abuse, vandalism, arson, and sabotage.

Firearms explosives, or any other type of weapon are not permitted on company property. Unless there is a state or federal law that supersedes this rule. Apollo reserves the right to inspect and/or search without notice of any company or personal property that is on company premises for unauthorized weapons or explosives. Employees violating this policy may be subject to discipline, up to and including termination of employment and prosecution.

Employees who feel they have been subject to any type of workplace violence or harassment, or who have observed, or have known of a violation of this policy are required to report the incident immediately to their supervisor and/or the HR department. Employees are directed to call 911 if they feel there is an immediate threat to the safety of themselves or others.

20. Time Keeping Policy

Accurate time keeping is necessary for the Payroll Department to Process employee timecards in a timely and correct manner. 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. Hours reported for each day and total hours for the week are correct. Apollo's pay period is weekly starting Monday and ending on Sunday.
2. The type of work performed is classified in the correct trade and wage classification to the work you did.
3. The timecard must be signed by you, the employee. By doing this you acknowledge that you have reviewed your timecard and agree that it is accurate.
4. Ensure that you mark injured/hurt on timecard if an injury occurs. This must be reported to safety.

21. Service Animal Policy

Apollo does not allow animals in the workplace. Employees with disabilities may request a reasonable accommodation under the Americans with Disabilities Act (ADA) to bring a trained service animal when medically necessary. Emotional support animals are not considered service animals and are not permitted.

If approved, the accommodation may be granted on a temporary or trial basis. Service animals must always behave appropriately; disruptive or aggressive animals must be removed immediately, and approval may be revoked.

All service animals must:

- Have current vaccinations and be in good health
- Wear identification with the owner's name and phone number
- Be leashed, harnessed, or otherwise restrained unless the employee's disability prevents this
- Always remain under the employee's control

Employees are responsible for the care, supervision, and cleanup of their service animal.

For a complete copy of the Service Animal policy please send a request to HR at HR@apollomech.com.

What to do if you are paid incorrectly?

Contact the Payroll Department at 509-987-1481 or payroll@apollomech.com immediately. It is your responsibility to report any errors that you find with your pay. Should that be an underpayment we will make every effort to repay you as quickly as possible. If there is 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 be a serious infraction of this policy and can lead to disciplinary action, including termination.

Any questions regarding this policy, please contact your supervisor or the payroll department.

22. Direct Deposit

Payroll direct deposit is the process in which your net pay is electronically deposited into a 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.
- Direct Deposit is not available for injured employees who are being kept on salary (KOS). Paper checks are issued.

To enroll in direct deposit employees, need to complete the direct deposit authorization form, this is included in your new hire paperwork, or you can ask HR for a copy, and attach a voided check or deposit slip.

If you choose to close or change your bank account, **it is your responsibility to notify the Payroll Department at least 5 days prior to payday** to avoid having your funds sent to a closed account. If the required 5-day notice is not given, a manual check will be generated after the electronic funds, that could not be deposited, are returned to the Apollo bank account.

23. Acceptable Use Policy

Apollo data should be accessed and used only as necessary for business purposes and in accordance with applicable laws and regulations.

Corporate data and confidential data may never reside on non-corporate computers or drives. Apollo data should only be stored on Apollo-approved devices and storage services such as Apollo's SharePoint.

Do not share or forward confidential or sensitive information via email such as passwords, social security numbers, or credit card details.

Sharing confidential company information with unauthorized individuals or entities is prohibited. Employees caught sharing confidential information will be disciplined, up to and including termination.

For a complete copy of the Acceptable Use policy please send a request to HR at HR@apollomech.com.

24. Social Media

Apollo is committed to building people who build great things. As an employee of Apollo, 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 in all aspects of social media. Social media is a powerful tool, with far reaching connections that in many cases are permanent.

- We encourage you to share anything posted on Apollo's social media accounts on your own pages so that your family and friends can see the great work our teams do.
- Posting while on the clock is not allowed. Save your posts for breaks and after hours.
- Be aware that others will associate you with your employer when you identify yourself as an Apollo employee. Ensure that your social media profiles and related content are consistent with how you wish to present yourself with clients and colleagues.

- Talking or posting about proprietary elements about the Apollo work environment is not allowed.
- Posting job site photos on your own is not permitted. If jobsite photos are allowed, please forward any jobsite photos to Apollo’s Corporate Communications Department (janelle.laflamme@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 any item features the sentence “for internal use only” that it is absolutely not meant to be forwarded to anyone who is not employed by Apollo. This includes, but is not limited to:
 - Information that could require clearance to view
 - Emails from the President to all employees
- Only certain people can speak on behalf of Apollo. Please write in the first person and do not use your company email address for private communications. You can use a disclaimer like “The postings on this site are my own and do not necessarily represent the position or opinions of others.”
- Do not cite or reference clients, partners, or suppliers without their approval.
- You are **personally responsible** for the content you publish on social media.
- Employees can be 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 liable for anything you write or express 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.

For a complete copy of the social media policy please send a request to HR at HR@apollomech.com.

25. Use of Tobacco Products/Smoking/Electronic Cigarettes

To protect air quality and contribute to the health and well-being of all employees, Apollo shall ban the use of Electronic Cigarettes on all company properties 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 the enclosed areas within Apollos work sites without exception. This includes common work areas, private offices, lunchrooms, restrooms, company vehicles, and all other enclosed facilities. No one 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 intakes systems. State and/or local laws requiring a smoking area beyond 25 feet will be observed.

No additional breaks are allowed to anyone who smokes.

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 result in disciplinary action up to and including termination of employment.

For a complete copy of the tobacco policy please send a request to Human Resources at HR@apollomech.com.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND RECEIPT

I hereby acknowledge receipt of the employee handbook of Apollo. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, company practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the company to employ me now or hereafter and that my employment may be terminated by me or the company without reason at any time. I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the president of the company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the president of the company.

Please sign and return this page to HR.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE

COLORADO STATE ADDENDUM

*This addendum applies to Apollo employees who are working in the state of Colorado. If you are employed in the state of Colorado, please refer to this addendum for state specific laws that apply to Colorado State employees.

A. Colorado State Addendum

1. Healthy Families and Workplaces Act (HFWA)

The HFWA requires Colorado employers to provide two types of paid sick leave to employees: Public Health Emergency (PHE) leave and accrued leave. The following points apply to both PHE and accrued leave.

- Leave must be paid for time on leave, and at the same pay rate the employee earns during time worked.
- Leave can't be counted against employees as absences that may lead to firing or other negative action.
-

2. Accrued Paid Sick Leave

Effective January 1, 2021, employers are required to provide one hour of paid leave per 30 hours worked, up to 48 hours per year.

Accrued leave is usable for a wide range of health and safety needs which include the following:

- Any mental or physical illness, injury, or health condition that prevents work.
- Diagnosis, care, or treatment of such conditions.
- Preventative care (including vaccination)
- Needs due to suffering domestic violence, sexual abuse, or criminal harassment; or caring for family with such conditions or needs.

Employees are required to provide documentation when using accrued paid sick leave that is four consecutive days or longer. Documentation can be provided by the employee after the leave ends.

3. Public Health Emergency Leave (PHE)-THIS LEAVE ENDS MAY 11, 2023, WITH THE END OF THE FEDERAL PUBLIC HEALTH EMERGENCY.

In addition to "accrued paid sick leave" all Colorado employers, regardless of size or industry, must provide employees 2 weeks (80 hours, or less for part time employees) with public health emergency leave (PHE). This continues as long as federal, or state public health emergency is declared.

PHE leave is usable for a range of PHE-related needs, not just for confirmed cases. PHE-related needs include:

- Symptoms of COVID, FLU, RSV, or other similar respiratory illnesses
- Quarantining or isolating due to exposure
- Testing for COVID or similar respiratory illnesses
- Vaccination and its side effects
- Inability to work due to health conditions that may increase susceptibility or risk of COVID, flu, RSV or similar respiratory illnesses
- Needs to care for family (illness, school closure etc.)

Documentation is not required to use PHE related needs.

This 80-hour PHE leave will continue until four weeks after all applicable PHE declarations ends or are suspended. **PHE emergency leave is expected to continue until February 2023** but will continue longer if either the federal or the state PHE declaration is renewed further into 2023.

4. FAMLI (Family and Medical Leave Insurance Program) Notice



COLORADO
Family and Medical Leave
Insurance Program (FAMLI)
Department of Labor and Employment

2023 FAMLI Program Notice

Deductions from Employee Wages start January 1, 2023

- The employee share of FAMLI premiums is set at 0.45% of employee wages through 2024. For 2025 and beyond, the director of the FAMLI Division sets the premium rate according to a formula based on the monetary value of the fund each year. Employers with a total of ten or more employees nationwide must also contribute an additional 0.45% of wages for a total of 0.9%, but employers with nine or fewer employees are only responsible for sending the 0.45% employee share to the FAMLI Division.
- **Starting in 2023, employers may begin deducting up to 0.45% from employees' wages for FAMLI contributions.** This can be done through a simple payroll deduction, and employees will notice the deduction on their regular paychecks. Employers are responsible for collecting those deductions and sending them into the FAMLI Division on behalf of their employees once a quarter.

Benefits start January 1, 2024

- Starting in 2024, paid family and medical leave benefits are available to most Colorado employees who have a qualifying condition and who earned \$2,500 over the previous year for work performed in Colorado.
- The qualifying conditions for paid family and medical leave are:
 - Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
 - Caring for a family member with a serious health condition.
 - Caring for your own serious health condition.
 - Making arrangements for a family member's military deployment.
 - Obtaining safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.
- Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications are entitled to up to 4 more weeks of paid family and medical leave per year for a total of 16 weeks.
- Leave may be taken continuously, intermittently, or in the form of a reduced schedule.
- Leave will be paid at a rate of up to 90% of the employee's average weekly wage, based on a sliding scale. Employees may estimate their benefits by using the benefits calculator available at famli.colorado.gov.
- You don't have to work for your employer a minimum amount of time in order to qualify for paid family and medical leave benefits.
- If FAMLI leave is used for a reason that also qualifies as leave under the federal FMLA, then the leave will also count as FMLA leave used.
- Employees may choose to use sick leave or other paid time off before using FAMLI benefits, but they are not required to do so.
- Employers and employees may mutually agree to supplement FAMLI benefits with sick leave or other paid time off in order to provide full wage replacement.

Filing Claims

- Employees will not be able to file for benefits until the last quarter of 2023. Benefits will be available starting January 2024. Instructions on how to apply for benefits will be available on famli.colorado.gov in the last quarter of 2023.
- Employees or their designated representatives apply for FAMLI benefits by submitting an application, along with required documentation, directly to the FAMLI Division. Employers cannot make employees apply for FAMLI benefits.
- Applications may be submitted in advance of the absence from work, and in some circumstances, they may be submitted after the absence has begun.
- Approved applications will be paid by the FAMLI Division within two weeks after the claim is properly filed, and every two weeks thereafter for the duration of the approved leave.
- Employees can appeal claim determinations to the FAMLI Division.
- Individuals who attempt to defraud the FAMLI program may be disqualified from receiving benefits.

Job protection and continued benefits

- Employers must maintain health care benefits for employees while they are on FAMLI leave, and both the employer and the employee remain responsible for paying for those benefits in the same amounts as before the leave began.
- An employee who has worked for the employer for at least 180 days is entitled to return to the same position, or an equivalent position, upon their return from FAMLI leave.

Retaliation, Discrimination, and Interference Prohibited

- Employers may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights.
- Employees who suffer retaliation, discrimination, or interference may file suit in court, or may file a complaint with the FAMLI Division.

Other Important Information

- An employer may offer a private plan that provides the same benefits as the state FAMLI plan, and imposes no additional costs or restrictions. Private plans must be approved by the FAMLI Division.
- Employees and employers are encouraged to report FAMLI violations to the FAMLI Division.



5. Executive Order 13706

WORKER RIGHTS UNDER EXECUTIVE ORDER 13706

PAID SICK LEAVE FOR FEDERAL CONTRACTORS

ONE HOUR OF PAID SICK LEAVE FOR EVERY 30 HOURS WORKED, UP TO 56 HOURS EACH YEAR

PAID SICK LEAVE Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors, requires certain employers that contract with the Federal Government to provide employees working on or in connection with those contracts with 1 hour of paid sick leave for every 30 hours they work—up to 56 hours of paid sick leave each year.

Employees must be permitted to use paid sick leave for their own illness, injury, or other health-related needs, including preventive care; to assist a family member who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member who is the victim of, domestic violence, sexual assault, or stalking.

Rules about when and how employees should ask to use paid sick leave apply. More information about the paid sick leave requirements is available at dol.gov/agencies/whd/government-contracts/sick-leave

ENFORCEMENT The Wage and Hour Division (WHD), which is responsible for making sure employers comply with Executive Order 13706, has offices across the country. WHD can answer questions, in person or by telephone, about your workplace rights and protections. WHD can investigate employers and recover wages to which workers may be entitled. All services are free and confidential. If you are unable to file a complaint in English, WHD will accept the complaint in any language.

The law prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Executive Order.

ADDITIONAL INFORMATION Executive Order 13706 applies to new contracts and replacements for expiring contracts with the Federal Government starting January 1, 2017. It applies to federal contracts for construction and many types of federal contracts for services.

Some state and local laws also require that employees be provided with paid sick leave. Employers must comply with all applicable requirements.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
866-487-9243
dol.gov/agencies/whd/government-contracts



WH1060 REV 03/22

NEW MEXICO STATE ADDENDUM

*This addendum applies to Apollo employees who are working in the state of New Mexico. If you are employed in the state of New Mexico, please refer to this addendum for state specific laws that apply to Colorado State employees.

B. New Mexico State Addendum

1. Accrued Paid Sick Leave

Effective July 1, 2022, employers are required to provide one hour of paid leave per 30 hours worked to all employees. Employees may only accrue up to 64 hours each year and may only use 64 hours of paid sick leave each year. Employees may carry over any unused sick leave at the end of each year, up to 64 hours per year.

Employees may use accrued sick leave for the following reasons:

- Employee's treatment or diagnosis of illness, injury, or health condition, or preventative medical care.
- Care of employee's family members for treatment or diagnosis of illness, injury, or health condition, or preventative medical care.
- Meetings related to an employee's child's health or disability.
Absence necessary because of and related to domestic abuse, sexual assault, or stalking suffered by the employee or their family member

The employee should notify the employer in advance when use of sick leave is foreseeable and make a reasonable effort to schedule the leave so it does

not disrupt business operations. When use of sick leave is not foreseeable, the employee must notify the employer as soon as practicable.

OREGON STATE ADDENDUM

*This addendum applies to Apollo employees who are working in the state of Oregon. If you are employed in the state of Oregon, please refer to this addendum for state specific laws that apply to Oregon State employees.

C. Oregon State Addendum

1. Oregon Family Leave Act (OFLA)

Employees who have worked an average of 25 hours per week for 180 days are eligible for protected family leave under OFLA. This is *unpaid* time off from work for the following reasons:

- **Parental leave** (either parent can take time off for the birth, adoption, or foster placement of a child). *If you use all 12 weeks on this, you can take up to 12 more weeks for sick child leave.
- **Serious health condition** (your own, or to care for a spouse, parent, parent-in-law, child, grandparent or grandchild, same-sex domestic partner or parent or child of a same-sex domestic partner).
- **Pregnancy disability leave** (before or after birth of child or for prenatal care). *You can take up to 12 weeks of this in addition to 12 weeks for any reason listed here.
- **Sick child leave** (for your child with an illness or injury that requires home care but is not serious). You can also take OFLA protected time if your child's school or childcare provider is closed due to a statewide public health emergency, such as COVID-19 pandemic school closures.
- **Military family leave** (up to 14 days if your spouse or same-sex domestic partner is a service member who has been called to active duty or is on leave from active duty).
- **Bereavement leave** (up to 2 weeks of leave after the death of a family member).

2. Oregon Paid Family Leave

Effective January 1, 2023, employees and employers will begin paying into the new program. Effective September 3, 2023, employees can start applying for benefits.

Employees may request paid leave from the state of Oregon for the following reasons:

- **Family Leave:** To care for a family member with a serious illness or injury, to bond with a new child after birth, adoption, or foster care placement.
 - A family member is any of the following:
 - Spouse or domestic partner
 - Child or the child of a spouse or domestic partner
 - Sibling or stepsibling or their spouse or domestic partner
 - Grandparent or your grandparent's spouse or domestic partner
 - Grandchild or your grandchild's spouse or domestic partner
 - Anyone you are related to by blood or anyone who lives with or is connected to you like a family member.
- **Medical Leave:** Time off for an employee's serious health condition
- **Safe Leave:** Time off for survivors of sexual assault, domestic violence, harassment, or stalking.

Benefits of Paid Family Leave include:

- Up to 12 weeks of paid leave per year (up to 14 weeks for pregnancy related medical leave)
- It can be taken a day, a week, or a month at a time.
- If you have been employed with Apollo for more than 90 days your position is protected while you are on leave.

Employees are required to give Apollo HR 30 days' notice before taking leave. If it is an emergency, Apollo HR must be notified within 24 hours, and written notice must be given within three days of starting leave. HR can be contacted at HR@apollomech.com.

For more information regarding Oregon Paid Family Leave please visit paidleave.oregon.gov

3. Oregon Paid Sick Leave

Each Oregon employee will get 1 (one) hour of protected sick time for every 30 hours worked up to 40 hours a year. Apollo's policy limits an employee to accruing no more than 40 hours of sick time each year.

Any unused sick leave, up to 40 hours, will be carried over to the subsequent year.

"Sick Time" is protected time when an employee is allowed to miss work to take care of themselves or a family member that is sick, injured, experiencing mental illness, or needs to visit the doctor.

An employee may use sick time for any of the following:

(1) For an employee's mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for preventive medical care.

(2) For care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care.

(3) For the following purposes specified in ORS 659A.159:

(a) To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability. Leave under this subsection must be completed within 12 months after birth or placement of the child, and an eligible employee is not entitled to any period of leave under this subsection after the expiration of 12 months after birth or placement of the child.

(b) To care for a family member with a serious health condition as defined in OAR 839-009-0210(20).

(c) To recover from or seek treatment for a serious health condition of the employee as defined in OAR 839-009-0210(20) that renders the employee unable to perform at least one of the essential functions of the employee's regular position.

(d) To care for a child of the employee who is suffering from an illness, injury or condition that is not a serious health condition as defined in OAR 839-009-0210(20), but that requires home care.

(e) To deal with the death of a family member within 60 days of the date on which the eligible employee receives notice of the death of a family member by:

(A) Attending the funeral or alternative to a funeral of the family member;

(B) Making arrangements necessitated by the death of the family member; or

(C) Grieving the death of the family member.

(4) For the following purposes specified in ORS 659A.272:

(a) To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault, or stalking.

(b) To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee's minor child or dependent.

(c) To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking.

(d) To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent.

(e) To relocate, pursuant to OAR 839-009-0345, or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

(6) In the event of a public health emergency, including, but not limited to:

(a) Closure of the employee's place of business, or the school or place of care for the employee's child, by order of a public official due to a public health emergency;

(b) A determination by a lawful public health authority or by a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others, such that the employee must provide self-care or care for the family member;

(c) The exclusion of the employee from the workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons;

(d) The following public health emergencies are permissible uses of sick leave unless the employee is employed as a first responder:

(A) An emergency evacuation order of level 2 (SET) or level 3 (GO) issued by a public official with the authority to do so, if the affected area subject to the order includes either the location of the employer's place of business or the employee's home address; or

(B) A determination by a public official with authority to do so that the air quality index or heat index are at a level where continued exposure to such levels would jeopardize the health of the employee.

(7) Sick time provided pursuant to the Oregon Family Leave Act in ORS 659A.159 or ORS Domestic Violence Leave in 659A.272 runs concurrently with sick time provided pursuant to ORS 653.601 to 653.661

TENNESSEE STATE ADDENDUM

*This addendum applies to Apollo employees who are working in the state of Tennessee. If you are employed in the state of Tennessee, please refer to this addendum for state specific laws that apply to Tennessee State employees.

D. Tennessee State Addendum

1. Maternity Leave 4-21-408. (Leave for adoption, pregnancy, childbirth and nursing an infant)

(a)

Employees who have been employed by the same employer for at least twelve (12) consecutive months as full-time employees, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four (4) months for adoption, pregnancy, childbirth and nursing an infant, where applicable, referred to as "leave" in this section. Regarding adoption, the four-month period shall begin at the time an employee receives custody of the child.

(b)

(1) Employees who give at least three (3) months' advance notice to their employer of their anticipated date of departure for such leave, their length of leave, and their intention to return to full-time employment after leave, shall be restored to their previous or similar positions with the same status, pay, length of service credit and seniority, wherever applicable, as of the date of their leave.

(2) Employees who are prevented from giving three (3) months' advance notice because of a medical emergency that necessitates that leave begin earlier than originally anticipated shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) months' advance notice.

(3) Employees who are prevented from giving three (3) months' advance notice because the notice of adoption was received less than three (3) months in advance shall not forfeit their rights and benefits under this section solely because of their failure to give three (3) month's advance notice.

(c)

(1) Leave may be with or without pay at the discretion of the employer. Such leave shall not affect the employees' right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which the employees were eligible at the date of their leave, and any other benefits or rights of their employment incident to the employees' employment position; provided, that the employer need not provide for the cost of any benefits, plans or programs during the period of such leave, unless such employer so provides for all employees on leaves of absence.

(2) If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave period.

(3) The purpose of this section is to provide leave time to employees for adoption, pregnancy, childbirth and nursing the infant, where applicable; therefore, if an employer finds that the employee has utilized the period of leave to actively pursue other employment opportunities or

if the employer finds that the employee has worked part time or full time for another employer during the period of leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of the leave.

(4) Whenever the employer shall determine that the employee will not be reinstated at the end of the leave because the employee's position cannot be filled temporarily or because the employee has used the leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

(d) Nothing contained within this section shall be construed to:

(1) Affect any bargaining agreement or company policy that provides for greater or additional benefits than those required under this section;

(2) Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location; or

(3) Diminish or restrict the rights of teachers to leave pursuant to title 49, chapter 5, part 7, or to return or to be reinstated after leave.

(e) This section shall be included in the next employee handbook published by the employer after May 27, 2005.

WASHINGTON STATE ADDENDUM

*This addendum applies to Apollo employees who are working in the state of Washington. If you are employed in the state of Washington, please refer to this addendum for state specific laws that apply to Washington State employees.

E. Washington State Addendum

1. Washington Paid Sick Leave

Effective January 1, 2018, employees who work in Washington State will accrue one hour of paid sick leave for every 40 hours worked. You are entitled to use accrued paid sick leave beginning 90 calendar days after the start of your employment. You may use this time for the following reasons:

- Employees health condition
- Health condition of a family member
- When the workplace is closed for health reasons
- Your child if their school or place of care has been closed for a health-related reason
- For absences that qualify for leave under the state's Domestic Violence Leave Act.

Qualifying Family Members Include:

- Child (Biological, adopted, foster, stepchild etc.) regardless of age or dependency status
- Parents
- Spouse
- Registered domestic partner
- Grandparent
- Grandchild
- Sibling

Employees need to specify on their timecard if they are using paid sick leave for any portion of the week.

For absences **exceeding three days** verification must be provided to HR. For specific information and rules regarding the usage of the leave policy please see the HR department for the Sick Leave Policy.

2. Washington Paid Family and Medical Leave

Employees who have worked a minimum of 820 hours (about 16 hours a week) in Washington during their qualifying period (generally the first four of the last five completed calendar quarters) are eligible for paid family and medical leave. Employees apply for benefits directly through the state of Washington, the state reviews, approves and pays leave directly to the employee. For more information regarding this leave visit www.paidleave.wa.gov

You may use paid leave for the following reasons:

- Medical Leave: When a serious health condition prevents you from working. (Up to 12 weeks per year)
- Family Leave (Includes bonding leave and Military family leave): You can use family leave to care for:
 - Spouses and domestic partners
 - Children (Biological, adopted, foster or stepchild)

- Parents and legal guardians (or spouse's parents)
- Siblings
- Grandchildren
- Grandparents (or spouse's grandparents)
- Son-in-Law and daughter-in-law
- Someone who has an expectation to rely on you for care-whether you live together or not

You may be required to provide documentation about your relationship with the person or certification of their medical need.

3. Washington Family Care Act (FCA)

Employees with vacation time or paid sick leave are allowed to use any leave accrued to care for sick family members. For employees without available paid leave benefits, certain employer-provided short-term disability plans can be used for this purpose. Leave under FCA is not available for an employee's personal medical condition. It can only be used for a qualifying family member. While requesting FCA leave, all Apollo and collective bargaining agreements must be followed.

You may use available vacation or sick time for the following reasons:

- To care for a family member with a serious health condition
- Children under the age of 18, with a health condition that requires supervision or treatment including preventative care.
- Wife or daughter who is disabled because of pregnancy or childbirth.

Qualifying Family Members Include:

- Child (Biological, adopted, foster, stepchild etc.) regardless of age or dependency status
- Parents
- Spouse
- Registered domestic partner
- Parents-in-law
- Grandparent