

EMPLOYEE HANDBOOK

METRO ELECTRIC CO., INC.

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Metro Electric Co., Inc.

Disclaimer

Metro Electric Co., Inc. hereinafter referred to as "The Company" has developed this Employee Handbook. It supersedes any and all other handbooks previously produced and distributed by The Company and renders those handbooks null and void. Current employees will signify their acceptance and agreement with this provision by continuing their employment with The Company.

It is intended to be used as a guideline for answers to questions which employees frequently ask. It is not intended to be a contractual agreement of any kind. All policies, procedures, terms and conditions of the employment relationship are subject to change. Specific questions concerning this Handbook should be directed to the President, Randolph Harley or the Executive Assistant, Lee A. Ecle.

The information contained in this Employee Handbook applies to all employees of The Company. No management officials other than the President have the authority to enter into any other agreement contrary to the foregoing or make any oral assurance or promise of continued employment. Please read this Employee Handbook thoroughly and retain it for future reference. All policies stated in this handbook are subject to change at the sole discretion of The Company. From time to time you will receive updated information regarding changes in company policy. If you have any questions, please ask the President or the Executive Assistant.

This handbook is not a contract, express or implied, guaranteeing employment for any specific duration. Either you or The Company may terminate this relationship at any time, for any reason, with or without cause or notice. The only exception to the foregoing may be in the case of certain reinstated military veterans under the Uniformed Services Employment and Re-Employment Rights Act (USERRA) of 1994 (Please see "protected period" in section 4 page 5 Military Leave). Please understand that no representative of The Company, other than the President, has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the President shall not be enforceable unless it is in writing.

We'll do our best to help you make a success of your position but most of the success will result from your own effort. We hope that your employment relationship with The Company will be a rewarding experience.

Welcome to Metro Electric Co., Inc.

Metro Electric Co., Inc. was incorporated in October 1976 and has enjoyed steady growth since that time. Metro Electric now employs in excess of 100 employees and is currently licensed in North Carolina, South Carolina and Georgia. Contracted projects range in size up to \$4,000,000.

Metro Electric enjoys a close working relationship with area engineering, as well as building and mechanical contracting firms. The Company is committed to safety and has a comprehensive drug testing policy in place.

The key to Metro's success in the marketplace is the quality of its personnel. The ability of its people to get the job done in a timely fashion with quality workmanship and materials has propelled Metro into being a key player in the business community.

You are a valued member of Metro's team who is helping to build and maintain the reputation of our Company into a place of prominence. Because we place a high value on our people, Metro has a strong safety policy. Electrical contracting can be dangerous work without a solid accident prevention program. The goal of Metro is to have a zero tolerance for accidents. By using diligent care in following the rules, you can help make Metro one of the safest places in the city to work.

The management of Metro welcomes you and will work hard to help you be successful during your tenure on board. However, most of the success will result from your effort.

I wish you the best of luck!

Cordially,

Randolph H. Harley
President

Metro Electric Co., Inc.

Mission Statement

"To continue to provide "state of the art" electrical service for our customers at competitive prices by staying in step with the latest technology."

Metro Electric Co., Inc.

Fundamentals of Employment

You may have been working for some time or ... this may be your first job. In any event, if you are reading this, you have agreed to use your skills, talent and ability as well as your time to perform tasks your employer deems necessary to carry on its business. In return for the use of your talent, ability and time, your employer has agreed to pay you wages and/or other benefits.

But from where does your compensation originate? "From my employer," you answer. But ... does it really?

Every business serves some entity. Otherwise there would be no reason for the business to exist. Your employer provides a useful service to someone or to some organization. As an employee, you help your employer, in some way, to serve that entity.

You then, are part of a well-organized team that should work to advance the quality of our service. The customers served by your employer exchange dollars with your employer to purchase that service.

It is from the funds of customers, flowing through your employer's business, that your wages originate. If these funds are diminished or cut off, your employer is out of business and you...are out of a job! On the other hand, if these funds are increased, especially as a result of the quality of work performed, you raise your chances of obtaining more personal benefits.

Employees who have an understanding of the fundamentals of employment become better workers. They have an appreciation of the true source of their income and/or benefits and ... they develop a healthy respect for those people or organizations served by their employer.

In a real sense, regardless of their position, they become representatives of their employer. They take pride in their personal conduct and in the quality of their work and the result is, they feel good about themselves and their accomplishments. As an additional benefit, they also become better candidates for wage increases and advancement in their organization.

When the employee's talent and ability are well suited for the requirements of the job and the employee's attitude is right ... sometimes it's hard to tell the difference between work and play.

Metro Electric Co., Inc.

What is a Successful Employee?

Throughout employment history there has been a certain division between employees and employers. Employers look for more production and less payroll. Some employees, on the other hand, look for the most payroll and perks for the least amount of work. Recent downsizing in many organizations are the result of this divisive relationship.

Yet a certain amount of work is necessary for the success of any business. And without business success there is no need for employees.

Employees as well as employers, who are above average achievers, have an understanding of this fundamental economic reality and both are blind to the above division. Successful employees see themselves as members of a team working together with management to move the business to greater success.

Owners and workers both need each other in order to survive and achieve viable growth. Employment can be viewed as an unwritten (in some cases written) contract by the employee to lend all reasonable assistance in helping the organization reach its goals, in return for wages, perks and benefits.

Some employees are innovative. They work to sharpen their job skills as they work their jobs. If their goal is to advance in their present (or future) organization, they look beyond the immediate job to the next rung of the employment ladder without missing a beat in performance of their present job.

They're responsive to management and follow the rules as they develop leadership skills in anticipation of that next position. They are motivated by money and benefits but their main source of motivation is from within themselves. They have a deep internal satisfaction in doing and improving what they do but they're also motivated by change.

Other employees are content to stay where they are and have no wish to move beyond their present position. They have achieved job satisfaction and enjoy what they do. Business has a great need for the work performed by these people. The quality of work at line or first line supervision level is critical to the survival and success of any enterprise.

Whether an employee is motivated by change or is content to stay in place makes no difference in the achievement of success. Success is an every day occurrence for those employees working to the best of their ability. They derive great enjoyment and job satisfaction with the quality and quantity of their work output. For these employees, success will always be a journey and not a destination.

Metro Electric Co., Inc.

A Message from Management

There are several ways to value your organization. Accountants may look at the business' net worth. Managers, with human resource insight, may look at the ability of the people they're hiring and managing. Sales people and engineers will speak well of the organization's product or service. However, there is one tangible value that surpasses all others as the true worth of a business organization. Without this tangible value, no organization has ever, nor will ever, survive!

No business can survive without its customers, patients, members, guests or whatever one calls the ultimate users of its products or service.

The singular ability of an organization to attract and hold and expand its consumer base is the ultimate measure of its success in the marketplace and the true value of that organization. Yet this ability ... this most valuable and tangible asset, is most vulnerable to mishandling, mangling or destruction by its own employees.

What often took weeks, months and even years to build, can be destroyed in less time than it takes you to read this sentence! Not by deliberate design, (although in today's marketplace ... that is possible) but usually by carelessness and/or an accidental misstatement. A single thoughtless, insensitive remark by one of the organization's people can ruin a valuable customer relationship that perhaps took years to build.

Each employee, regardless of his/her job, is directly or indirectly, a salesperson/ representative for their organization. As an employee of Metro Electric Co., Inc., you may not be aware that you are always "on stage." People outside of The Company will form some sort of opinion of your organization by your actions ... the things you say and way you conduct yourself on or off premises.

The Company is proud to have you aboard. We're also proud of our success in maintaining our client base (although we're always looking for improvement). We'd be pleased if you would reflect that organizational pride to our customers and as well as others outside our organization.

When an employer treats its employees well, and we mean to do this for you, employees can be a walking advertisement for their employer and help that employer, directly or indirectly, maintain and expand its client base.

Employers and employees should work as a team. Teamwork produces more success for the employer and more benefits for the employees. When we do our part as an employer in treating you well, perhaps you'll help us to maintain and keep our most valuable asset ... those "hard to come by" and "hard to replace" ... customers!

Metro Electric Co., Inc.

Open Door Policy

Members of management have their doors open to allow discussion of any questions, problems, complaints or suggestions arising during the performance of your job. It is important that any job or performance issues be discussed openly in order to reach a fair solution. Most problems can be solved quickly. However, if they are not discussed when they first occur, they usually become more serious.

The most effective means of preventing and adjusting problems is by informal discussions between an employee and their Foreman. Your relationship with your Foreman is an extremely important one. If, however, you do not feel that a discussion with this person has solved (or will solve) the problem, you may request an appointment with the Project Manager or President.

Metro Electric Co., Inc.

Orientation Program

During the first 30 days of employment, all new and re-hired employees will participate in an orientation conducted by their Foreman.

During this orientation, you will receive safety training, meet other employees, be provided with the specific performance requirements of your position, and become knowledgeable of basic Company policies. You'll also discuss payroll procedures and be introduced to available compensation and benefits programs, plus other information necessary to acquaint you with your job and The Company. Please ask any questions you may have during this orientation to better understand the policies and procedures that affect your employment with us.

The orientation period also allows The Company and employee to determine if employment is mutually beneficial. If the capabilities, skills, attitude, or professionalism of the employee fall below the standards expected by The Company, employment may be terminated during this period.

Prior to beginning work, you will be asked to take a drug test, complete all necessary paperwork, such as enrollment forms for medical benefits, beneficiary designation forms, and appropriate federal, state, and local tax forms. At this time, you'll be asked for information to establish your identity as well as your eligibility to work in the United States in order to comply with federal law.

After the 30 day orientation, the foreman will conduct a written evaluation. If the employee's performance has been judged to be satisfactory, he/she will assume regular employment status. A significant absence may extend the orientation period. If it is determined that the orientation did not allow sufficient time to thoroughly evaluate the employee's performance, it may be extended for this purpose as well.

The new employee will receive another written evaluation by his foreman after six (6) months of employment. If this evaluation is positive, the employee will then be evaluated annually by the performance review committee.

The orientation period does not alter the "employment-at-will" relationship. Successful completion of the orientation does not qualify the employee for a salary or wage increase nor does it provide assurance of continued employment.

Metro Electric Co., Inc.

Promotions

The Company's policy is to promote employees whenever possible and to provide all employees an opportunity to apply for positions where they have an interest and feel qualified. Vacancies are posted on our website and are open to those employees who meet qualifications essential to successfully completing the tasks of the job.

To establish eligibility, applicants must have performed successfully in their current position which is documented by their written evaluations. They must be able to perform the tasks of their desired position, with reasonable accommodation for any disability, and be in good standing in their overall work record.

Final decisions for raises and/or promotions are made by the President.

Metro Electric Co., Inc.

Personnel Files

The Company maintains confidential personnel files on each employee. These files contain documentation of many aspects of the employee's history with The Company, such as the employment application, performance appraisals, beneficiary designation forms, a resume, disciplinary warning notices as well as commendation notices, payroll information, etc. You may review your personnel file at a convenient time during business hours. If you wish to review your file, make an appointment with Human Resources.

To ensure that your personnel file is up-to-date at all times, notify Human Resources of any change in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, emergency contacts or any other pertinent change.

Misrepresentations, falsifications, or material omissions in any of your personnel information may result in termination of employment.

Metro Electric Co., Inc.
Equal Employment Opportunities
Affirmative Action Program

The Company provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws.

In addition, The Company complies with applicable state and federal laws governing nondiscrimination in employment. This policy applies to terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Company has appointed an Equal Employment Opportunity Officer with the following affirmative action responsibilities:

1. Ensure that all recruitment, hiring, training and promotion of persons in all job titles is without regard to race, color, religion, sex or sexual orientation, national origin, qualified persons with barriers to employment, disabled veterans, veterans of the Vietnam Era, except where sex is a bona fide occupational qualification.
2. Ensure that all employment decisions augment the principles of equal employment opportunity.
3. Ensure that all promotion decisions are in accordance with the principles of equal employment by considering only the essential requirements for the promotional job opportunity.
4. Ensure that all personnel actions such as compensation, benefits, transfer, layoffs and return from layoffs, company sponsored training, education assistance, social and recreational programs are administered without prejudice or favoritism.

Any complaints of discrimination should be addressed to the following Equal Employment Opportunity Officer:

LISA BUCK
554-0621 Ext. 203

Metro Electric Co., Inc.

Harassment Including Sexual Harassment

Employee harassment is expressly prohibited in any form based on, but not limited to, race, color, religion, sex, sexual preference, national origin, age, disability, status as a Vietnam-era or special disabled veteran or status in any group protected by state and/or federal law. Interference to any degree with The Company's employees to perform their expected job duties will not be permitted.

Prohibited behavior includes, but is not limited to, the following examples:

1. Unwelcome sexual advances; requests for sexual favors or any verbal or physical conduct of a sexual or otherwise offensive nature.
2. Offering or providing terms or conditions of employment either explicitly or implicitly based on submission to offensive or unwelcome conduct.
3. Basing decisions affecting an individual's compensation or advancement on how well the employee submits to offensive or unwelcome conduct.
4. Offensive or sexual conduct having the purpose or effect of creating an intimidating, hostile, or offensive working environment.
5. Offensive comments, jokes, innuendos or sexually oriented statements.

Complaint Procedure

If you experience any job-related harassment or are a witness to harassment based on sex, sexual preference, race, national origin, disability, or other factor, or if you believe that you or others have been treated in an unlawful, discriminatory manner, the incident(s) should be reported to the Equal Employment Opportunity Officer, Executive Assistant or President. The matter will be investigated and appropriate action will be taken. Your complaint will remain confidential to the extent possible.

If The Company determines that an employee is guilty of harassment, the employee will be appropriately disciplined which may result in termination of employment.

The Company prohibits any form of retaliation for filing a bona fide complaint under this policy or for assisting in the investigation of a complaint. However, if, after investigating a complaint of harassment or unlawful discrimination, The Company determines that the complaint is not bona fide or an employee has provided false information regarding the complaint, the individual who filed the complaint or who provided the false information may be disciplined.

Metro Electric Co., Inc.

Substance Abuse Policy

Purpose

Metro Electric Co., Inc. maintains a firm commitment to provide a safe and productive work environment for its employees. To further this goal, Metro Electric Co., Inc. adopts this policy for a drug-free work environment as Metro Electric Co., Inc. is unwilling to assume any risk created by the presence of drugs, alcohol or controlled substances in the workplace.

For the purposes of this policy, Metro Electric Co., Inc. will hereafter be referred to as The Company.

Neither this policy nor any of its terms are intended to create a contract of employment. The Company retains the sole right to change, amend or modify any term or provision of this policy without notice. This policy is effective May 1, 2000 and will supersede all prior policies and statements relating to alcohol or drug use.

If any part of this policy is determined to be void or unenforceable under state or federal law, the remainder of this policy, to the extent possible, will remain in full force and effect.

Policy Statement

It is the policy of Metro Electric Co., Inc. that all employees, including management, administrative, part-time and temporary employees, shall not engage in the manufacture, use, possession, sale, purchase or transfer of any substance which may impair their ability to perform assigned duties or otherwise adversely impact The Company's business. Substances that may impair performance include, but are not limited to, alcoholic beverages, illegal drugs or other controlled substances. This policy applies to all employees during working time, regardless of location and at all times on Company property including work sites, parking lots or while operating a Company vehicle.

Violation of this policy can lead to disciplinary action, up to and including termination. Furthermore, depending on the circumstances, other action including notification of appropriate law enforcement agencies may be taken against any violator of this policy.

Certain employees may be subject to additional requirements under state and/or federal regulations.

Explanation of Terms

Legal Drugs - "Legal drugs" are those prescribed or over-the-counter drugs which are legally obtained by the employee and used for the purpose for which they were prescribed and sold.

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Metro Electric Co., Inc.

Substance Abuse Policy

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Illegal Drugs - "Illegal drugs" are drugs or controlled substances which are (1) not legally obtainable or (2) legally obtainable but not obtained or used in a lawful manner. Examples of illegal drugs include, but are not limited to, cocaine, marijuana and prescription drugs that are not lawfully obtained, properly utilized or used by someone other than the person for whom they are prescribed. The term "illegal drugs" also refers to mind-altering and/or addictive substances that are not sold as drugs or medicines but are used for mind or behavior-altering effect.

Safety Sensitive Position - A "safety sensitive position" is any position, which requires the performance of physical or supervisory tasks directly affecting operations, which, if performed improperly, could result in injury or death to employees or others or could result in significant property damage. A position may also be classified as "safety sensitive" if it involves responsibilities requiring a high degree of trust and confidence.

Company Property - The term "Company property" includes work sites, parking lots, vehicles or offices owned, rented, used or serviced by The Company or by any of The Company's customers. It also includes employee-owned or employee-rented vehicles on The Company's property or any customer of The Company while on Company business and locations where the employee represents The Company in any capacity.

On Duty/Working Time - The terms "on duty" or "working time" includes all working hours, meal periods, break periods and all hours when the employee represents The Company in any capacity whether on or off premises.

Alcohol Testing - Alcohol testing is the analysis of breath, saliva or blood samples for the detection of blood alcohol content in the employee's system.

Drug Testing - Drug testing shall include the analysis of a urine sample or if applicable, a hair sample, for the presence of legal or illegal drugs in the employee's system. The terms "testing for drugs," "tested for drugs" and "drug tested" shall mean the same thing.

Drug Use Prohibitions

The use, sale, purchase, possession, manufacture, distribution or dispensing of illegal drugs on Company property or during working time is a violation of Company policy and will subject the employee to disciplinary action, up to and including termination.

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Metro Electric Co., Inc.
Substance Abuse Policy
(continued)

Drug Use Prohibitions (continued)

It is also against Company policy for any employee to report to work with the presence of illegal drugs in the employee's body. For the purposes of this policy, an employee is presumed to be under the influence of legal or illegal drugs if a drug test shows a forensically acceptable positive quantum of proof of the drug in the employee's system. Additionally, for the purposes of this policy, the ingestion or consumption of hemp or hemp oil containing products will not be a viable explanation for a positive drug test. Employees who violate this policy are subject to disciplinary action, up to and including termination.

Legal drugs may also affect the safety of the employee, fellow employees or the general public. The Company prohibits the use or abuse of such drugs to the extent that job performance or fitness for duty may be adversely affected. Therefore, any employee who is taking any legal drug that might impair safety, performance or any motor functions must advise his or her supervisor before reporting to work under such medication. Upon request, the employee shall furnish The Company with a physician's statement stating the possible effects that would impact the employee's work activity. It may be necessary to restrict the employee's work activity while undergoing treatment.

Refusal to submit to, tampering with, or failure to pass a drug test will result in disciplinary action, up to and including termination. Failing to provide an adequate urine sample without a valid medical explanation or engaging in conduct that clearly obstructs the testing process will be deemed a refusal to be tested.

Alcohol Use Prohibitions

The consumption of alcohol on Company property or while on duty is prohibited and will result in disciplinary action up to and including termination. There may be occasions, however, removed from the usual work setting at which it is permissible to consume alcohol in moderation with Company approval on Company property or while on duty (i.e. a Company picnic).

It is a violation of Company policy to report to work or to work under the influence of alcohol.

An employee will be considered under the influence of alcohol when in the judgment of the employee's supervisor or other management official, the employee's ability to perform the job safely and effectively is affected by the use of alcohol. An alcohol test by breath, saliva, blood or other scientifically acceptable method may be performed. For the purposes of this policy, an employee is presumed to be under the influence of alcohol if an alcohol test shows a blood alcohol concentration of 0.02 or greater.

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Metro Electric Co., Inc.
Substance Abuse Policy
(continued)

Alcohol Use Prohibitions (continued)

Refusal to submit to, efforts to tamper with, or failure to pass an alcohol test will result in disciplinary action up to and including termination. Failing to provide an adequate breath or saliva sample without a valid medical explanation or engaging in conduct that clearly obstructs the testing process will be deemed a refusal to be tested.

Tests Required

Right of Refusal

Applicants and employees have the right to refuse to submit to testing when it's required. If an applicant refuses, he/she will not be considered for the job for which he/she has applied. If an employee refuses he/she will be subject to disciplinary action, up to and including termination.

Applicants

The Company requires that all applicants whom The Company intends to hire or use be tested for drugs. The testing will be provided subsequent to an offer of employment and conditioned upon receiving a negative result to the test. However, if an applicant is hired on a temporary basis and begins working before taking a drug test, he or she MUST submit to testing on their first day of work. Applicants testing positive will not be hired and will be informed that he/she failed to meet The Company's employment standards. The Company will not discriminate against applicants because of past drug use. It is the current use of drugs that will prevent a prospective employee from being considered for employment.

Employees

Post Accident Testing - Employees will be tested for the presence of drugs and/or alcohol following an accident or other occurrence that involves one or more of the following covered events: 1) A fatality. 2) An injury requiring medical treatment other than first aid to anyone. 3) Substantial damage to vehicles, and/or substantial damage to other property. This may also include employees who are the cause of an accident or whose job performance may have contributed to an accident meeting the above definition.

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Metro Electric Co., Inc.
Substance Abuse Policy
(continued)

Employees must be tested as soon as possible after the accident. An employee who is seriously injured and who is unable to provide a specimen at the time of the occurrence, shall provide the necessary authorization to obtain hospital records and other documents which would indicate the presence of alcohol or drugs in the employee's system.

Failure to report any accident meeting the post accident testing criteria, is a violation of this policy and is subject to disciplinary action, up to and including termination. Employees testing positive, under certain state laws, may be ineligible for Workers' Compensation benefits.

Reasonable Cause Testing - The Company requires an employee to be tested for the use of alcohol and/or drugs if there is reasonable cause that their ability to perform work safely or effectively may be impaired. Reasonable cause exists when an employee's appearance, speech or bodily odor is indicative of drug and/or alcohol use. Conduct constituting reasonable cause should best be witnessed by at least two supervisors or Company officials. If not feasible, only one supervisor or Company official need witness the conduct. The witness or witnesses must be trained in the identification of actions, appearance or conduct indicative of the use of alcohol and/or drugs. These findings and observations will be documented on the Reasonable Cause Investigation Form and signed by the witnesses within 24 hours of the observed behavior or prior to the test results whichever is earlier.

Random Testing - For the added safety and health of The Company's employees and the direct impact on The Company's profitability, image and reputation as a drug free employer, random testing for drugs will be conducted on all employees as permitted by applicable law. Testing will be conducted on a random basis without prior announcement. Selection of employees for random testing shall be by use of a random number generator or other neutral selection process. Each employee in the random testing program has an equal chance of being chosen when a random selection is made.

Return to Duty Testing - Prior to returning to duty after testing positive on an alcohol or drug test, the employee must test negative on a "return to duty drug and/or alcohol test."

Follow up Testing - If an employee tests positive on an alcohol or drug test, the employee will be subject to unannounced follow up testing for one year following his/her return to duty. All such tests will be conducted at the discretion of The Company and without prior notice.

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Metro Electric Co., Inc.

Substance Abuse Policy

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Other Testing Programs - All employees who have access to customer facilities that have contractor/vendor substance abuse programs will be required to submit to testing in compliance with those customer programs. Employees will be informed of the requirements of the customer's substance abuse program and will be expected to abide by those regulations. Employees may also be required to submit to testing when mandated by federal or state law or by other contractual obligations.

Contractor and Outside Vendors Testing - All contractors and outside vendors must certify that they are in compliance with The Company's Substance Abuse Program when the contractor's or vendor's employees have significant potential impact on the safety of the workplace.

Department of Transportation - Testing procedures for employees or applicants in positions subject to the Department of Transportation's (DOT) Alcohol and Controlled Substance testing regulations shall also be governed by those regulations. Employees in positions covered by the DOT regulations shall be notified in writing and will be required to submit to DOT regulations.

Searches/Investigation

To ensure that illegal drugs and alcohol do not enter or affect the workplace, The Company may search all Company property, including Company vehicles, lockers or other items on Company property.

Searches will be conducted only when The Company believes that The Company's Substance Abuse Policy has been violated.

When The Company suspects that an employee is in possession of substances on Company premises which may impair performance or violate this policy, The Company may request the employee to consent to a search of his/her personal property, including but not limited to, automobiles, clothing, tool boxes, lunch boxes, handbags, etc. Refusal to consent to or cooperate in the search of personal property based on reasonable suspicion will be grounds for termination.

Because The Company's primary concern is the safety of its employees and their working environment, The Company will not normally prosecute in matters involving illegal substances. The Company reserves the right to cooperate with or enlist the services of the proper law enforcement authorities in the course of any investigation and turn over all confiscated drugs to the proper law enforcement authorities.

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Metro Electric Co., Inc.
Substance Abuse Policy
(continued)

Drug Testing Procedures

The Company will determine the drugs for which the employee will be tested.

Drug tests will be conducted using a urine specimen collected on site or at a qualified collection site. The collection of samples shall be performed under reasonable and sanitary conditions. The employee's dignity is always a consideration to the extent possible. Necessary steps to avoid any adulteration of the specimen will be observed at the collection site.

If the employee refuses to consent to testing, fails to appear for testing, tampers with the testing process or fails to cooperate with the testing procedures, he/she will be subject to disciplinary action, up to and including termination.

If an initial drug screen is positive, a confirmation test will be performed by an approved laboratory on the same specimen by using scientifically proven confirmation methodology. For the purposes of this policy, an "approved laboratory" shall mean a clinical chemistry laboratory that performs controlled substance testing. Also, the laboratory has demonstrated satisfactory performance in the forensic drug testing programs of the United States Department of Health and Human Services.

All specimens must be of sufficient quantity to perform an evaluation. Any employee submitting a urine specimen of insufficient quantity will be immediately required to produce another specimen. Failure to produce a complete urine specimen of sufficient quantity after a reasonable time allotment with reasonable water ingestion may be considered a refusal to submit to drug testing.

Employees who have a confirmed laboratory positive drug test will be given the opportunity to speak to The Company Medical Review Officer (MRO). The MRO will explain the positive test results and any other appeal rights set forth in the section below titled "Appeal of Positive Drug Test."

Urine collection procedures shall allow individual privacy unless there is reason to believe that an individual may adulterate or substitute the specimen. The reasoning is based upon prior substance use (e.g. a previous positive test) or other factors.

Alcohol Testing Procedures

All alcohol tests will be conducted from either a saliva, breath or blood specimen collected on site or at a qualified collection site.

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Metro Electric Co., Inc.
Substance Abuse Policy
(continued)

Alcohol Testing Procedures (continued)

If a breath or saliva test is performed, the collector will conduct a screening test. If the screening test reads 0.02 or greater, a confirmation test by blood, breath or saliva will be conducted.

All breath or saliva samples must be of adequate measure to perform an evaluation. Any employee submitting a sample of insufficient amounts of breath or saliva will be immediately required to produce another sample. Failure to produce a complete breath or saliva sample of adequate amount may be considered a refusal to submit to alcohol testing.

Appeal of Positive Drug Test

After receipt of a report of a verified positive test result, The Company will inform an employee in writing of the positive test result and the consequences of the positive test.

An employee may request and receive from The Company a copy of the test results.

Within three working days of being informed of a verified positive test result, the employee may submit information to The Company or its Medical Review Officer (MRO) explaining the positive test result. The employee may offer his/her reasons why, in their opinion, the test result was not a violation of The Company's Substance Abuse Policy. For the purpose of this policy, the ingestion or consumption of hemp or hemp oil products will not be a viable explanation for a positive drug test.

The employee may, at his/her expense, have a second confirmation test performed on the same specimen ("split sample") through a different approved laboratory. The laboratory shall honor the request if it is received within a reasonable time period of the employee testing positive. All costs incurred with the additional testing are the responsibility of the employee. The employee will not be allowed to submit another specimen for testing.

Disciplinary Action and Rehabilitation

Any employee using alcohol while on Company property or at work sites, reporting for duty under the influence of alcohol or while on Company business will be removed immediately from the workplace. The employee will be subject to disciplinary action, up to and including termination. The Company also prohibits operating a Company vehicle at any time while under the influence of alcohol.

(continued)

Metro Electric Co., Inc.
Substance Abuse Policy
(continued)

Disciplinary Action and Rehabilitation (continued)

Any employee engaged in the use, possession, purchase, sale or transfer of any illegal drug or controlled substance while on Company property, work sites, on Company business or who reports to work under the influence of any illegal drug or controlled substance will be removed immediately from the workplace. He/she will be subject to disciplinary action, up to and including termination. The Company prohibits operating a Company vehicle at any time while under the influence of an illegal drug or controlled substance.

The Company will attempt to assist those employees with an identified alcohol or drug problem if those employees ask for assistance.

First Incident - If an employee tests positive for drugs or has a blood alcohol concentration of 0.02 or greater, The Company will normally afford the employee an opportunity for rehabilitation. The Company, however, reserves the right, depending on the circumstances of the incident, to terminate the employee without affording any rehabilitation. Normally, upon receipt of the first positive result, the employee shall be suspended without pay for a period of up to thirty days. Within that time, the employee must furnish proof of enrollment into an alcohol or drug rehabilitation/treatment program.

The employee must also successfully pass a "return to duty" drug and/or alcohol test. The Company will determine the date and time of the test. The cost of "return to duty" testing will be paid by the employee. After meeting these conditions, the employee is eligible to return to work. If the employee does not meet these conditions within thirty days, the employee is subject to termination. The employee will be required to submit proof of successful completion of the rehabilitation program within a reasonable time after returning to work. The employee must sign a Follow-Up/Surveillance Testing Agreement prior to returning to work. He/she must agree to submit to unannounced follow-up drug and/or alcohol testing for a period of up to one year at the employee's expense.

Second Incident - If an employee is involved in a second incident in which alcohol and/or drug testing indicates a positive result, the employee will be terminated. The second positive test result need not be for the same substance as the first to warrant termination.

(continued)

Metro Electric Co., Inc.
Substance Abuse Policy
(continued)

Disciplinary Action and Rehabilitation (continued)

The Company may suspend employees without pay under this policy pending the results of a drug test or investigation.

Any employee who refuses to submit to testing, fails to appear for testing, fails to cooperate with the testing process or attempts to tamper with a drug or alcohol test will be subject to disciplinary action, up to and including termination. Refusal to submit shall include failing to provide an adequate sample without a valid medical explanation and/or engaging in conduct that clearly obstructs the testing process.

The Company will not be responsible for bearing any costs associated with the evaluation, treatment, counseling or rehabilitation of the employee. The Company will not be responsible for any losses incurred by the employee as a result of testing positive under this program.

The Company recognizes alcoholism and drug use as treatable conditions. Employees are encouraged to voluntarily seek assistance prior to there being cause for disciplinary action. The purpose of this program is to assist all employees whose work performance or behavior is being adversely affected by certain non-work related problems. The problem may not appear to be job related but will eventually affect job performance. The intent is to rehabilitate the employee, not just to take disciplinary action against the employee.

Employees should be aware that if their employment is terminated because of violating The Company's Substance Abuse Policy, the employee may be ineligible to receive unemployment benefits in some states.

Notwithstanding anything herein to the contrary, The Company shall not take any action, which is in violation of the Americans With Disabilities Act.

Arrest or Conviction for Drug Related Crime

If an employee is arrested for, or convicted of a drug related crime, The Company will investigate all of the circumstances. Company officials may utilize the drug testing procedure if cause is established by the investigation. In most cases, an arrest for a drug related crime constitutes cause under this policy.

(continued)

Metro Electric Co., Inc.
Substance Abuse Policy
(continued)

As a condition of employment, an employee shall notify The Company of any criminal drug statute conviction for a violation, which occurred on Company property. The employee must give notice in writing to The Company within five (5) days of such conviction.

Confidentiality

Results of an applicant's or employee's test for the use of illegal drugs or alcohol shall be transmitted to The Company's authorized drug and alcohol program representatives. In order to effectively address the employees with drug or alcohol problems, it will be necessary for The Company's Drug and Alcohol Program Coordinator to consult with other persons in the process. However, such results will be disseminated only on a need-to-know basis.

All information received through substance abuse testing is confidential but may be used or received in evidence, or obtained in discovery, or disclosed in any civil or administrative proceeding when the information is relevant to the employer's defense, e.g., a Workers' Compensation hearing.

Drug Free Awareness Education Program

All employees are to be informed of The Company's Substance Abuse Program and be made aware of its contents. In order to protect the safety and health of its employees, The Company will present a Drug Free Awareness Education Program to all supervisors and employees on a periodic basis. The education program will consist of materials concerning the dangers of drug use at the work site, available counseling and treatment and penalties for violating The Company's Substance Abuse Program. Management and supervisory personnel will also receive training periodically regarding the symptoms of alcohol and drug use.

Metro Electric Co., Inc.
Substance Abuse Policy
Employee Acknowledgment

I, _____, hereby acknowledge that I have received and had the opportunity to read Metro Electric Co., Inc.'s Substance Abuse Policy. I further acknowledge the following:

1. I have been notified that the unlawful manufacture, distribution, dispensation, possession or use of alcohol, drugs or other controlled substances is prohibited in The Company's workplace and that violations of these prohibitions will subject me to immediate removal from the workplace and/or disciplinary action, up to and including termination.
2. I may be tested for drug and/or alcohol use in any situation where a member of management has reasonable cause to suspect such use. For example, if I am involved in a work related accident, part of a department or Company random drug test or any other situation covered by this Substance Abuse Policy.
3. If I refuse to submit to testing, fail to appear for testing, do not cooperate with the testing process or attempt to tamper with a drug or alcohol test, I will be subject to disciplinary action, up to and including termination. I also understand that failure to submit to testing or a positive test result may affect my right to obtain Workers' Compensation benefits or may lead to termination of employment and denial of unemployment benefits.
4. If I am convicted of a violation of a criminal drug statute, which occurred on Company property, I will notify The Company in writing within five days of the conviction.

I UNDERSTAND THAT THE SUBSTANCE ABUSE POLICY AND RELATED DOCUMENTS ARE NOT INTENDED TO CONSTITUTE A CONTRACT BETWEEN METRO ELECTRIC CO., INC. AND ME. I ALSO UNDERSTAND THAT MY EMPLOYMENT IS AT WILL, WHICH MEANS THAT I, AS WELL AS THE COMPANY, HAVE THE RIGHT TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON OR FOR NO REASON WITH OR WITHOUT NOTICE AS APPLICABLE PER STATE AND FEDERAL LAWS.

THE UNDERSIGNED FURTHER STATES THAT HE OR SHE HAS READ THE FOREGOING ACKNOWLEDGMENT AND KNOW THE CONTENTS THEREOF AND SIGNS THE SAME OF HIS OR HER OWN FREE WILL.

Employee Name (Please Print) _____

Social Security Number _____

Employee Signature _____ Date _____

Company Witness Signature _____

Metro Electric Co., Inc.
 Substance Abuse Policy
 Reasonable Cause Observed Behavior

Employee Name _____

Company Name _____

Date and time of observed behavior _____

Behavior witnessed - Mark all items that apply and describe specifics below:

Walking/Balance	<input type="checkbox"/> Normal	<input type="checkbox"/> Unsteady	<input type="checkbox"/> Tremors
	<input type="checkbox"/> Falls	<input type="checkbox"/> Sways	<input type="checkbox"/> Staggers
Behavior	<input type="checkbox"/> Normal	<input type="checkbox"/> Erratic	<input type="checkbox"/> Irritable
	<input type="checkbox"/> Mood Swings	<input type="checkbox"/> Lethargic	<input type="checkbox"/> Inappropriate gaiety
Speech Patterns	<input type="checkbox"/> Normal	<input type="checkbox"/> Confused	<input type="checkbox"/> Whispers
	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Quiet	<input type="checkbox"/> Slurs
Awareness	<input type="checkbox"/> Normal	<input type="checkbox"/> Paranoid	<input type="checkbox"/> Fearful
	<input type="checkbox"/> Confused	<input type="checkbox"/> Sleepy	<input type="checkbox"/> Stuporous
	<input type="checkbox"/> Uncoordinated	<input type="checkbox"/> Impaired	<input type="checkbox"/> Unresponsive
Work Habits	<input type="checkbox"/> Normal	<input type="checkbox"/> Overly Defensive	<input type="checkbox"/> Late For Work
	<input type="checkbox"/> Repeated Errors	<input type="checkbox"/> Angry	<input type="checkbox"/> Dirty/Disheveled
	<input type="checkbox"/> Tired	<input type="checkbox"/> Disappears	<input type="checkbox"/> Unresponsive
	<input type="checkbox"/> Refuses Directions	<input type="checkbox"/> Decreased Productivity	<input type="checkbox"/> Fails to Report to Work

(continued)

Metro Electric Co., Inc.
 Substance Abuse Policy
 Reasonable Cause Observed Behavior

Other Observations: (body odors, appearance, etc.)

I (We) the undersigned have observed the behavior indicated above and believe that reasonable cause exists for a drug and/or alcohol test of this employee. I (We) certify that these findings and observations are being documented and signed within twenty-four (24) hours of the observed behavior or before the results of the drug and/or alcohol test(s) are released, whichever is earlier.

Employer Representative Signature

Title

Date & Time of Signature

Employer Representative Signature

Title

Date & Time of Signature

Metro Electric Co., Inc.
Substance Abuse Policy
Refusal to Test Documentation

_____ was requested by a designated Company official
(Print Employee's Name)
to submit to a drug and/or alcohol test and refused to comply with The Company's request.

Type of Test Refused ☐ DOT alcohol test ☐ DOT Drug Test
 ☐ Non-DOT Alcohol Test ☐ Non-DOT Alcohol Test

Reason For Testing ☐ Pre-Employment ☐ Random
 ☐ Post Accident ☐ Reasonable Cause
 ☐ Return to Duty ☐ Follow Up
 ☐ Other (specify) _____

Employer Comments: _____

Date of Incident: _____ Time: _____

Employer Representative's Name: _____
(Please print)

Employer Representative's Signature: _____

Metro Electric Co., Inc.
Substance Abuse Policy
Follow-Up/Surveillance Testing Agreement

I hereby acknowledge that I have violated the Substance Abuse Policy of The Company. I recognize my obligation to meet the employment standards of The Company to maintain my eligibility for employment. Therefore, I agree to satisfactorily participate and complete any treatment, assistance or counseling programs required by The Company and prescribed by the substance abuse professional that performed my evaluation.

Further, I agree that when requested by Company officials, I will submit to periodic unannounced follow up drug and/or alcohol tests for a period of _____ year(s) from the date that this agreement was signed.

I understand that refusal or failure to submit to a drug and/or alcohol test or a positive finding on any test from this point on shall be cause for immediate termination from my employment for failing to meet Company employment standards. I further understand that failure or refusal to cooperate with the terms of this Agreement or other or other violations of The Company's Substance Abuse Policy will be cause for disciplinary action, up to and including discharge.

I understand that this Agreement in no way creates a contract of employment and that my employment is at will, which means that I, as well as The Company, have the right to end the employment relationship at any time for any reason or for no reason with or without notice.

Company Name _____

Employee Name (Print) _____

Social Security Number _____

Employee Signature _____ Date _____

Employer Representative's Signature _____ Date _____

Metro Electric Co., Inc.

Life Threatening Disease Including AIDS and Hepatitis

The Company recognizes that employees with a life-threatening illness such as AIDS or hepatitis may wish to continue their employment for personal reasons or because it's therapeutically important to recovery.

The Company also recognizes its legal obligation to provide a safe work environment for all employees, customers, and other visitors to our premises.

If employees, who have life threatening illnesses, are able to maintain safe acceptable performance standards in accordance with established Company policies and procedures, they will be permitted to continue to work.

In determining such an employee's ability to continue in employment, The Company will consider making reasonable accommodation for the employee's condition, consistent with applicable federal and state laws.

You may also be asked to obtain information from your physician in order to research any reasonable accommodations necessary for you, consistent with the business needs of your department, Company policy, and applicable federal and state laws.

Metro Electric Co., Inc.
Nondiscrimination & Accommodation of Individuals
with Disabilities - ADA

It is the policy of The Company to comply with the Americans with Disabilities Act and applicable state and federal laws providing nondiscrimination in employment for qualified individuals with disabilities. It is also the policy of The Company to provide reasonable accommodation for such individuals in accordance with these laws. Without limitation, it is The Company's policy to:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner during the preemployment process and throughout their term of employment.
2. Administer medical examinations to (a) applicants only after conditional offers of employment have been extended, and (b) to employees only when justified by business necessity.
3. Keep all medical-related information confidential in accordance with the requirements of the ADA by retaining such information in separate confidential files.
4. Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on The Company.

Procedure for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation to the President. On receipt of an accommodation request, the President will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that The Company might make to help overcome those limitations.

The President and/or others identified as having a need to know will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the facility's overall financial resources and organization, and the accommodation's impact on the operation of the facility, including its impact on the ability of other employees to perform their duties as well as the facility's ability to conduct business.

The President will inform the employee of The Company's decision on the accommodation request and/or how to fulfill the accommodation.

Metro Electric Co., Inc.

Workplace Violence - Duty to Warn

The Company is concerned about the increased level of violence in a society which has now spread to many workplaces throughout the United States.

It is the policy of The Company to expressly prohibit acts or threats of violence by any Company employee or other person against any other employee on or off Company premises. The Company will not condone acts or threats of violence against Company employees, customers, or visitors at any time while engaged in business with, or on behalf of The Company, on or off Company premises.

In keeping with the spirit and intent of this policy and to ensure that The Company's objectives are attained, The Company will take the following actions:

- C Provide a safe and healthful work environment.
- C Take prompt disciplinary action up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- C Take appropriate action when dealing with anyone who exhibits this type of behavior. Such action may include notifying law enforcement personnel and prosecuting violators to the maximum extent of the law.
- C Prohibit employees, customers, visitors, or anyone from bringing firearms or other weapons onto The Company's premises except law enforcement officials.
- C Establish reasonable measures to ensure The Company's facilities are safe and secure and use reasonable care when inviting others to visit Company facilities.

Examples of suspicious behavior include but are not limited to:

1. Threats or acts of violence
2. Aggressive behavior
3. Offensive acts
4. Threatening or offensive comments
5. Persons at or near the workplace with no apparent reason or purpose for being there.

Employees who report violations of this policy should know that their report will remain confidential. The Company will not condone retaliation in any form against employees making reports under this policy. You are not expected to confront suspicious persons or to restrain a violent person or persons threatening violence. Your duty is to report such persons immediately.

Metro Electric Co., Inc.

Safety and Health

The Company complies with relevant federal, state, and local health and safety laws. As a condition of employment, all employees must adhere to Company safety policies and rules.

The Company's policy is to minimize the exposure of employees, customers and visitors to health or safety risks in our facility. Company employees are expected to work diligently to maintain safe and healthful working conditions and to follow proper operating practices and procedures designed to prevent injuries and illnesses, work interruption, damage or destruction of equipment, material or property.

Company employees are responsible for the following:

1. Work according to sound safety practices as posted, instructed and discussed.
2. Refrain from unsafe acts that may endanger him/her self or others.
3. Properly use all safety equipment required for personal protection.
4. Report unsafe conditions, equipment or practices immediately.
5. Conscientiously observing all safety rules and regulations.
6. Provide notice to your foreman before beginning the workday of medication that may cause drowsiness or other side effects that could lead to injury to yourself or your co-workers.

All Occupational Safety and Health Administration (OSHA) regulations must be followed. Your safety and health are important to The Company. Employees violating safety standards, or causing hazardous or dangerous situations, or failing to report or remedy such situations, may be subject to disciplinary action including possible termination.

Personal Emergency or Special Medical Needs

If you have a personal or medical emergency, contact your foreman. If you have any physical limitations, medical allergies or any other special medical needs, advise your foreman and clearly specify what reasonable accommodations will meet your needs.

Accident Reporting

No matter how insignificant an injury may seem at the time of occurrence, you must notify your foreman. It is also very important to report near misses or close calls that might have caused property damage or personal injury. If the injury requires treatment other than minor First Aid, the foreman will initiate the necessary paperwork.

(continued)

Metro Electric Co., Inc.

Safety and Health

(continued)

First Aid

All employees should be aware of fundamental First Aid procedures. One important factor to keep in mind is never to move anyone who appears to be seriously injured. Professional help should be called immediately. A complete guide to First Aid procedures can be found in the Safety Manual.

Physician approved First-Aid kits are provided at all job sites, in every vehicle, and in the office next to the bulletin board. First-Aid kits should be fully stocked. Kits are inspected regularly and supplies are replaced as needed.

All employees are required to be trained in CPR every two (2) years.

Hazard Communication Program Including Material Safety Data Sheets (MSDS)

The Company is firmly committed to providing its employees with a safe and healthy work environment. It is a Company policy to provide employees with information about hazardous chemicals in use at the work site via a hazardous communication program. The text of the communication program is available, on request to employees, their designated representatives, the Assistant Secretary of Labor for Occupational Safety and health and the Director of the National Institute for Occupational Safety and Health, as well as the South Carolina Department of Labor.

MSDS are located at every job site, in each vehicle and the Safety Director's office. Employees are required to attend a training session on hazardous chemicals in the work area at the time of their initial work assignment. Training covers the following:

- C An overview of the hazard communication requirements.
- C A review of the chemicals present in their workplace operations.
- C The location and availability of our written hazard communication program including a list of hazardous chemicals and MSDSs.
- C Methods and observation techniques in use to detect the presence or release of hazardous chemicals in the work area.
- C Physical hazards of chemicals in the work area.
- C Signs and symptoms of exposure and medical conditions aggravated by exposure to the chemical.

(continued)

Metro Electric Co., Inc.

Safety and Health

(continued)

- How to reduce or prevent exposure.
- Emergency procedures to follow in the event of exposure.
- How to read labels and MSDSs to obtain appropriate hazard information.

When employees perform non-routine tasks, the Safety Director will inform those employees about new hazards to which they may be exposed and the appropriate protective and safety measures.

Labeling

All containers of hazardous materials including secondary containers in use at the job site are properly labeled as follows:

- The contents of the container.
- Appropriate hazard warnings.
- The name and address of the manufacturer, importer, or other responsible party.

Outside Contractors

The Safety Director will also inform subcontractors of the pertinent aspects of the Hazardous Communication Program to bring them up to speed on MSDS. When outside contractors bring hazardous materials to the job site, they must provide us with the appropriate MSDS as well.

Safety Equipment

Hard hats must be worn at job sites where use is mandated. Protective shoes and goggles must also be worn if applicable for safety on the job site. It is important that employees follow all safety practices on the job site. Customers or other authorized personnel visiting a job site should be advised of safety procedures as well.

Fire and Burn Prevention

Keep the job site clean. Combustible materials need to be a safe distance from ignition sources. Clean up any spills as soon as they occur. Rags saturated with combustible materials need to be kept in closed metal containers away from heat or ignition sources.

(continued)

Metro Electric Co., Inc.

Safety and Health

(continued)

Fire and Burn Prevention (continued)

Report any fire hazards such as open flames, sparks as well as electrical equipment that needs repair.

Always be sure combustibles are safe from ignition and a fire extinguisher is near for welding and cutting operations or when open flame equipment is used.

Protect temporary electric wiring from possible damage. In the event of a fire in or near live electrical equipment, use a dry chemical extinguisher.

Don't smoke near flammables, in "No Smoking" areas or while re-fueling equipment. Make sure that cigarettes and matches are out.

Always use approved safety cans or the original manufacturer's container to store flammable liquids. Keep these containers closed when not in use and never store them near exits or passageways.

Canvas tarps, plastic sheeting or other ignitables should be kept at a safe distance from space heaters. Be sure that space heaters aren't accidentally tipped over.

Know where the closest fire protection equipment is located and be knowledgeable of its use. If any fire fighting equipment is not in proper condition, report this to your foreman or a member of management. If you are in The Company's facility or an off site facility, be aware of the location of all exits.

Basic Construction Safety Rules

- C Report every injury including those of minor nature.
- C Be Alert. Report unsafe conditions to your foreman or superintendent immediately!
- C Always wear approved hard hats while on the job.
- C Horseplay and unsafe acts may be grounds for discharge.
- C Lift correctly. Use your legs ... not your back!
- C Wear proper clothing for the job. No loose clothing around moving machinery.
- C Keep heads of hand tools well dressed to prevent injury from flying particles. Tools with mushroomed heads or other defects should not be used. Red tag and remove from job until corrected.
- C Drugs and alcohol are absolutely prohibited on the job, trucks or equipment.

(continued)

Metro Electric Co., Inc.

Safety and Health (continued)

Basic Construction Rules (continued)

- C Ear plugs must be worn on high noise level jobs.
- C Power tools must only be operated by qualified personnel with safety guards in place.
- C Safety goggles and /or other face protection must be worn when chipping, grinding, welding, scraping or other operations where eye injuries may result.
- C Tampering with, or unauthorized removal of fire extinguishers from assigned locations is prohibited.
- C Do not use compressed gas for dusting of clothes or cleaning equipment. Compressed gas cylinders whether stored or in use must be kept secured in an upright position. They must be properly capped except when in use or awaiting immediate use.
- C Employees are prohibited from riding on the outside of motorized vehicles. Only the operator shall ride on dozers, loaders, cranes or other moving equipment.
- C Approved respirators must be used when conditions warrant.
- C Equipment must not be operated without proper authorization.
- C Good housekeeping is a safety policy. Every trade cleans up after itself.
- C Electric power tools must either be approved double-insulated or on a grounded (3 wire) system. Do not by-pass grounding connections.
- C Company furnished safety equipment must be returned in satisfactory condition with the exception of normal wear and tear or the employee will be held responsible.
- C Compliance with all federal safety regulations is required even those not included here.
- C No electrical work will be performed hot! However, all wires should be handled as if they were live!
- C Do not carry materials in your arms or on shoulders when working around energized equipment. Keep your person insulated and protected from line equipment.
- C Warn others of electrical hazards of which they may not be aware. Prevent unauthorized personnel from tampering with an electrical apparatus.
- C Prior to closing a switch, be sure you understand the circuit and the reason the switch was open.
- C Be sure that every complete job is safe for others.
- C Inspect temporary light and power lines for defects.
- C Never bridge a fuse or use fuses with greater capacity than the circuit. Always use a fiber fuse puller to remove a fuse.
- C Prior to working on motors or circuits, remove fuses and lock open or "danger tag" boxes or switches. When completing work, remove all tags or locks and replace all protective guards.

Metro Electric Co., Inc.

Grievance Procedure

Misunderstandings or conflicts can arise in any organization in spite of The Company's effort to assure fair administration to all. To ensure effective working relations, it is important that such matters be resolved quickly before serious problems develop. Employees often resolve minor incidents without intervention; however, if a situation persists that you believe is detrimental to you or The Company, you should follow the three step procedure described here to bring your complaint to management's attention.

Step One

Discussing the problem with your Foreman is encouraged as a first step. If, however, you do not believe a discussion with your Foreman is appropriate or the problem was not resolved, you may proceed directly to Step Two.

Step Two

You may request a meeting with the Project Manager. If you feel that the meeting was unproductive and the problem is still not resolved, you may proceed to Step Three.

Step Three

You may request a meeting with the President. The President will investigate the problem and make a final decision.

The Company will not retaliate against you for using this procedure and will not tolerate retaliatory behavior by other employees. The Company is not, however, required to consider or review frivolous complaints or complaints submitted in bad faith. Once The Company has reviewed a complaint and determined that no response is necessary, it has no obligation to review additional complaints on the same subject. The procedure does not prevent, limit or delay The Company from taking disciplinary action against any employee, up to and including termination.

Metro Electric Co., Inc.

Electronic Communications

All electronic and telephone communications systems and all information, including e-mail and voice mail, stored in these systems are the property of The Company and as such should be job-related.

The use of any software and business equipment, including, but not limited to facsimiles, telecopiers, computers, and copy machines for private purposes should not be abused.

Employees are also not permitted to use a pass code, access a file, download files from the Internet, or retrieve stored communications without prior clearance from management.

Downloading Company information to electronic storage media for purposes of removing said information from The Company premises is not permitted. This would include e-mailing information to another location. In addition, permission is required to load new electronic media on The Company's network. It is suggested that all software first be scanned for viruses regardless of its source.

All pass codes are the property of The Company. No employee may use a pass code that has not been issued to that employee or is unknown to The Company. Employees who violate this policy may be subject to disciplinary action, including possible termination.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with The Company's legitimate business interests, management may monitor information received or stored in such equipment from time to time.

Make sure all information created and broadcast through electronic or other media is businesslike, in good taste and non-offensive.

Metro Electric Co., Inc.

Communications

Staff Meeting

There will be a weekly staff meeting for all administrators and project managers.

Employee/Employer Communications' Committee

This committee will meet bi-monthly for journeymen and electricians.

Safety Committee Meeting

The safety committee will meet monthly. All committee members are expected to attend.

Open Safety Meeting

All employees are invited to attend this monthly meeting. Safety issues, incidents or other concerns will be addressed.

Metro Electric Co., Inc.

Confidentiality of Information

It is vital to The Company to maintain the confidentiality of all business operations, activities, and affairs. During the course of employment, employees may acquire confidential or proprietary information about The Company, its business operations or its customers. Such information must be handled in strict confidence. Do not discuss confidential Company business, policies, etc. with outsiders. Employees are reminded that they are also responsible for the internal security of such information. Do not discuss confidential information with co-workers who are not involved in the area of confidentiality and refrain from discussing confidential information by wireless telephone.

Confidential information includes, but is not limited to: payroll information, information contained in personnel files, customer information, electrical materials, procedures, suppliers, pricing or costs.

Some employees may be required to sign a Confidentiality Agreement.

Employees found to be violating this policy may be subject to disciplinary action including termination of employment and possible legal action.

Metro Electric Co., Inc.

Scrap Materials

It is the policy of Metro Electric Co., Inc. that all scrap materials are the property of The Company and the disposition and disposal of the material will **in all cases** be decided by the project manager. Scrap materials would be defined as aluminum, copper or any other material that would have monetary value or could be reused.

Employees who have scrap materials in their personal possession without proper approval will be subject to disciplinary action.

Metro Electric Co., Inc.

Initial Employment Costs

Metro Electric will pay for all new employees' initial costs of hire provided they do not voluntarily terminate employment prior to working 40 hours. This includes the cost of the pre-employment drug screen for all employees and the cost of approved hard hats and safety glasses for field employees. These expenses include, but are not limited to the following:

C	Pre-employment drug screen	\$40.00
C	Hard hat and safety glasses	\$10.00

Employees who voluntarily terminate employment prior to working 40 hours will have the applicable above costs deducted from their paycheck.

Metro Electric Co., Inc.

Required Tools

All journeymen, apprentices and helpers are required to furnish the following tools:

Journeymen

Knife	Tri-Square	Cutting Pliers
Channel-Lock Pliers	Needle-Nose Pliers	Center Punch
Hacksaw Frame	6' Rule	Voltage Tester*
Tool Box & Lock	Hammer	Pencil
Screw Drivers	Small Level	

Apprentices and Helpers

6' Rule	Screw Drivers	Diagonal Pliers
Cutting Pliers	Channel-Lock Pliers	Small Level
Voltage Tester*	Pencil	Knife

*The Voltage Tester is a must for all journeymen, apprentices and helpers to comply with our Hot Work Policy.

Metro Electric Co., Inc.

Termination of Employment

As mentioned elsewhere in this handbook, all employment relationships with The Company are on an "at-will" basis. The Company reserves the right to terminate employment at any time.

Below are examples of some of the most common circumstances under which employment is terminated.

1. Resignation Voluntary employment termination initiated by the employee, with a two (2) week minimum notice.
2. Discharge Involuntary employment termination initiated by The Company.
3. Layoff Involuntary employment termination initiated by The Company for non-disciplinary reasons.
4. Retirement Voluntary employment termination initiated by the employee because of age, length of service or other criteria.

Employees desiring to terminate their employment relationship with The Company are urged to notify The Company as soon as possible of their intended termination. Notice should preferably be provided to your foreman. Without proper notice, however, the final paycheck may be delayed until the end of the next normal pay period.

The employee will be provided written notice of termination by The Company.

Rehire

The Company will consider rehiring a former employee if a job is available and the employee is qualified, provided the employee was not terminated for cause. However, the former employee may not necessarily be rehired at the same salary.

Metro Electric Co., Inc.

Classifications of Employment

For purposes of wage administration and eligibility for overtime payments and benefits, The Company maintains the following employee classifications:

Full time regular employees are those hired to work The Company's normal, full time, minimum forty hour (40) workweek on a regular basis. The employees have successfully completed the orientation program and may be classified as "exempt" or "nonexempt" as defined below. However, this does not alter the "employment-at-will" relationship.

Nonexempt employees are required to be paid overtime at the rate of time and one half their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable federal wage and hour laws.

Exempt employees are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, sales representatives, supervisors, and certain employees in administrative positions are typically "exempt" from overtime pay.

You will be informed of your initial employment classification as an exempt or nonexempt employee during your orientation program. If you change positions during your employment as a result of a promotion or transfer, you will also be informed by your foreman of any change in your exemption status.

Please direct any questions regarding your employment classification or exemption status to your foreman.

Metro Electric Co., Inc.

Regular Pay Procedures

Nonexempt (hourly) employees are responsible for accurately recording their time worked on time sheets. Making entries on another's time sheet is prohibited. Tampering with another employee's time sheet is cause for disciplinary action, up to and including termination. If you find that you have erred in recording your time, see your project manager immediately.

Employees are paid by check weekly on Thursday afternoon. The foreman will distribute the checks to the hourly employees in the field and exempt (salaried) employees may pick up their checks in the office. The regular pay period begins on Monday and ends on Sunday. Required deductions are detailed on your pay stub and withheld automatically from your pay.

Required deductions include:

- Federal Social Security Tax
- Federal Income Withholding Tax
- State Income Withholding Tax
- Court Ordered Garnishments

Please review your paycheck for errors. If you find a mistake, report it to the office immediately so the error can be corrected.

If an employee's paycheck has been lost or stolen please notify the office immediately. It can be reissued after one (1) business day of notification. However, if the check has already cleared the bank, the employee must bear the loss.

Metro Electric Co., Inc.

Overtime Pay Procedures

If you are classified as a nonexempt employee (hourly employee), you will receive compensation for approved overtime work as follows:

It is the policy of Metro Electric Co., Inc. that all hourly paid employees are paid 1-1/2 times their normal hourly wage for all hours worked in excess of 40 hours per week. The regular 40 hour work week for each job will be determined on an individual basis, therefore overtime pay will result from hours worked in excess of the pre-determined daily work schedule. Depending on the work schedule, weekend work may not necessarily qualify an individual for overtime wages. Please contact your foreman or project manager should you have any questions.

If you are scheduled to work overtime and find that you cannot work, please let your foreman or project manager know as soon as possible. Overtime will be distributed as fairly as possible.

You must have the permission of your project manager or foreman to work overtime.

Metro Electric Co., Inc.

Meals/Breaks/Productive Time Management

Full time nonexempt (hourly) employees in the field will have an unpaid half hour for lunch. Your foreman will schedule your meal time.

Nonexempt employees in the field may take a paid fifteen (15) minute break in the morning. These breaks will also be scheduled by your foreman.

Working hours for nonexempt employees in the field are 7:00 AM to 3:30 PM unless job requirements require a different time frame. Please arrive at work on time ready to begin.

Exempt (salaried) employees in the office are expected to work eight (8) hours a day. Arrival and departure times are flexible.

All employees should practice productive time management. This includes being at work on time, making maximum use of time while on the clock and not leaving early at the end of the day.

Since all employees are paid for the hours worked, then beginning work late, taking longer lunch and work breaks and/or leaving work early, may result in a reduction in pay. If not corrected it could also result in termination.

Time can neither be created nor destroyed. It can only be used. So use time wisely. Plan activities in advance, have materials available when needed and maximize getting the job done safely, efficiently and completely.

The future looks bright for Metro Electric Co., Inc. especially if all employees pull together to be better than we are as we enter the new millennium.

Metro Electric Co., Inc.

Performance Evaluations

To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary.

New employees will be evaluated four (4) times by their foreman during their first three (3) months of employment. The first evaluation will be after two (2) weeks, the second after 30 days, the third after 60 days and again after 90 days. All evaluations will be written. **Successful completion of these evaluations does not guarantee continued employment nor does it qualify you for a wage increase.** Written evaluations for "regular" employees are performed on an annual basis from your date of hire by your immediate supervisor. Evaluations may disclose any performance shortcomings or disciplinary problems as well as to comment you for outstanding performance.

The evaluation process uses objective criteria to measure employee job performance. It is both 1) a diagnostic tool to determine relative areas of strength as well as weakness in employee work skills and habits and 2) a tool to facilitate improvement in pertinent areas of employee work performance. After a period of adequate "on the job" supervision, and with proper coaching and skillful use of evaluation methods by your foreman, the cooperative employee can significantly raise the level of his or her performance.

It's important that employees be rated on those criteria that are relevant to successfully performing the tasks included in the employee's job description. However, team effort is very important. Every employee has the responsibility to satisfy the needs of our customers. Employees may also be evaluated on how well they step out of their customary job descriptions to provide help to our customers or co-workers. **The statement "That's not my job." is not permitted here.** The ability to cooperate with other people and do whatever is necessary is important in order to add support to a team effort.

The employee directly benefits from these job related evaluations by becoming a better candidate for promotion or a more deserving recipient of increased benefits from The Company. An indirect benefit to the employee, stemming from evaluations, is elevated job satisfaction resulting from successfully improving a job related skill.

Employees should expect to be evaluated in terms of the following criteria:

PRODUCTIVITY - How much work is accomplished within a given time period. The objective here is "efficiency." i.e. Accomplishing the most work in the least amount of time.

(continued)

Metro Electric Co., Inc.

Performance Evaluations

(continued)

QUALITY - How well is the work accomplished? Does it measure up to a high standard? As an example, if your job is to assemble "widgets" on an assembly line and you assembled more widgets than anyone else, obviously your productivity is high. But if those widgets are not assembled properly - if they're loose and not fitted correctly, then obviously, the work "quality" would not be acceptable.

DEPENDABILITY - Does the employee always show up for work ... on time? Employers place a high value on this characteristic. In every business there is work to be done and the work must be performed on time. Customers are waiting for projects to be completed. Everyone down the line is depending on work to be performed on time. If your employer didn't have work that must be performed on schedule or deadlines to be met, ... perhaps your service would not be needed! It's important that you show up every day on time. This includes accurately observing meal and break times!

JOB KNOWLEDGE - How much do you understand about the work being accomplished? Do you understand how the tasks you perform relate to the general purpose of the business? Do you understand how work at your job site is important to work at other locations? Do you have the knowledge to perform your assigned tasks as well as they could be performed? If you lack some of this knowledge, do you plan to acquire the additional knowledge? If so, when and how?

INITIATIVE - A willingness to get the job done. If, in the course of your immediate job, you run out of tasks to perform because someone else has not completed their part, will you offer to help them? Initiative is the ability to see what needs to be done and do it, regardless of whether it is part of your job. It's a willingness to take part in self development opportunities and work toward improving job skills. Employers look upon this trait most favorably.

EFFORT - Closely related to initiative. The ability to work hard. To perform a job with gusto. The ability to focus your entire attention on the job at hand. The exact opposite is to pay careless inattention and day dream while performing a task.

JUDGMENT - This characteristic is usually learned by experience. It is the ability to make the right choice and to take the right action especially in times of stress. It's usually the product of a mature personality however, young people can often display uncommonly good judgment. Judgment is difficult to measure accurately because the consequences of consistently good judgment go largely unnoticed. However, consistently poor judgment usually results in consequences that are very noticeable.

SAFETY - The ability to perform each operation in a safe manner. How well Company safety policies are observed at all times while on the job.

(continued)

Metro Electric Co., Inc.

Performance Evaluations

(continued)

RELIABILITY - The extent to which an employee successfully performs work projects with minimum or no supervision.

HOUSEKEEPING - The manner in which an employee maintains a clean work area and proper care of tools and equipment.

ABILITY TO COOPERATE - This is characteristic of a personality that is friendly, open and possesses an attitude of desiring to help and get along with others. People who are cooperative are not defensive. They're confident of their own ability and have a genuine liking for other people. Employers admire this trait because they think of their employees as a team. Each person helps the other get the job done and everyone works together well. The success of a business depends on teamwork. When a business reaches a high degree of success, everyone wins!

PERSONAL APPEARANCE AND CONDUCT - Dressing in an appropriate manner for the job. Consistently appearing neat, clean and well groomed. Conduct that is professional and/or workmanlike at all times on the job. Always respectful and courteous in personal interactions during work time.

CONCLUSION - The most successful employees have mastered some (or perhaps nearly all) of these characteristics depending on their relevance to the success of the employee's job. However, they realize they're not perfect. Successful employees realize they're stronger in some areas relating to job success than others and they continue to work on their weaknesses. Good project managers and foremen help employees grow. The objective of the performance evaluation interview is to not only commend and document excellence but to strengthen weakness as well. Performance evaluation helps the employee set goals to overcome his or her weaker areas in order to become a candidate for more advancement or greater benefits in the organization. An additional benefit is that usually the employee discovers much more job satisfaction as well.

Perhaps no one can achieve perfection in all of the above characteristics. But it's an indisputable fact that once you feel you have achieved success in a field of endeavor, you're bound to find a larger goal looming on the horizon. It's at this point that you'll realize success never was a destination ... it's a journey!

Metro Electric Co., Inc.

Performance Review

Employee Name: _____ Date: _____

Title: _____ Reviewed by: _____

Performance Criteria	Failing (1)	Below Average (2)	Average (3)	Above Average (4)	Out- standing (5)
Attendance					
Attitude/Teamwork					
Job Knowledge					
Safety					
Quality					
Productivity					
Initiative					
Judgment					
Reliability					
Housekeeping					

Provide written explanation for grades below (3):

(continued)

Metro Electric Co., Inc.
Performance Review
(continued)

Employee Comments:

Suggestions for Improvement:

Reviewer Comments:

Employee Acknowledgment

I have reviewed this performance review and discussed the contents with my manager. My signature signifies my receipt of the performance review; however, it may not necessarily imply agreement with the evaluation.

Employee Signature & Date

Reviewer Signature & Date

Metro Electric Co., Inc.

Managers' Performance Evaluation

The position of Manager presents both a challenge and an opportunity. It is always a challenging task to get work done efficiently through the people whom you manage. But the position also presents an often underutilized opportunity to train and develop subordinates to become better workers.

It is easy for Managers to fall into a routine of checking "OK" in the various categories of job performance when evaluating their subordinates, especially when the performance is at an acceptable level. Some performance evaluation forms require a numerical figure for each category but, even so, it is easy to check the figure that represents "average" or "acceptable" on the form.

Perhaps this is because some Managers view performance evaluations as just another job to get through so they can move on to more important tasks. Sometimes a Manager will manage from a defensive posture and feels no one can perform the tasks as well as they could when they held the position of the subordinate. Unfortunately, they miss all the personal satisfaction resulting from seeing a subordinate, whom they've trained, perform a job with more skill than the trainer. If there is an element of defensiveness in the Manager, he or she would do well to work on overcoming that tendency prior to being evaluated on their own ability to supervise.

In any event, managers do a great disservice to their organization, their subordinates and themselves when they do not take the task of performance evaluations seriously.

First, the Manager who does not develop subordinates will not move up in the organization because there is no one to take the Manager's place! Secondly, the subordinate with latent talent may lose the opportunity to actualize his or her potential or ... may find the opportunity to develop that talent with a competitor! And thirdly, the Manager loses the future increased performance of a potentially talented individual.

The role of a Manager is an important one. It requires skills that are different from those of a line worker. Often a line worker is promoted to Manager simply on the strength of the skill demonstrated as a line worker. Later it is discovered to be a disastrous mistake because the person couldn't manage.

It is important in any promotion from line to staff to recognize new skills that must be learned and applied quickly. For example, a good Manager is also a good teacher. The Manager does not need the same skill level as the line worker. Many of the professional golfers on the tour use teachers who are not on the playing circuit and cannot play the game as well as their student but ... they know how to teach!

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Metro Electric Co., Inc.
Managers' Performance Evaluation
(continued)

The Manager must develop the new skills necessary to bring out the best in their subordinates and learn the leadership skills necessary to maximize their subordinate's productivity.

There are a number of resources available to train management people in these skills. American Management Association headquartered in New York City is an outstanding organization sponsoring many management seminars in most of the major cities throughout the United States. The reference room of your local public library is also an excellent resource for titles of books and publications as well as names of other management training organizations on the broad subjects of management and supervision.

There are several personality traits present in varying degrees in all highly successful Managers. Some of them are listed as follows:

- C Most successful Managers are decisive and maintain a high degree of objectivity in their decision making.
- C They possess above average intelligence. However, the intelligence is not necessarily academic. It's the type of intelligence that results in common sense reasoning and practical judgment.
- C They seldom resist authority. They respect authority and know that it is just as important to follow as well as to lead.
- C They find an intrinsic reward in achievement. Extrinsic motivators such as money, status and recognition are always important but internal values are the main source of their motivation.
- C They're motivated by challenge and enjoy tough jobs.
- C They're above average in emotional stability.
- C They're skillful in human relations. They're very good at getting things done through people and exhibit strong positive leadership.
- C They're able to think in terms of the organization as a whole. They resist getting caught up in "what's best for me or my department."

(continued)

Metro Electric Co., Inc.
Managers' Performance Evaluation
(continued)

- C They have a talent for bringing order to chaos but still have the ability to make good decisions with less than ideal information.
- C They are practical and goal directed. They have a great respect for theory but they're more oriented to the pragmatic approach.

The Manager's success on the job will be proportional to the degree he or she can internalize several or all of the above personality characteristics. These characteristics are not readily measurable in and of themselves. However, the results of possessing this type of balanced personality can be evaluated on the job by careful observation of some or all of the following objective criteria:

EMPLOYEE TURNOVER - Should be maintained at an acceptable or below average level. This statistic will reveal the management ability particularly if the Manager participates in new hire interviews. The Manager is probably performing well when there is little or no criticism of, or grievance against, the Manager by the employees that work with him/her.

IMPROVEMENT IN EMPLOYEE SKILLS - Performance evaluations administered by the Manager indicate advancement by most employees in those criteria relevant to their job skills. This indicates the Manager is demonstrating leadership skills by teaching, coaching and encouraging employees to advance in job related skills.

WORK QUALITY - When work quality is maintained at acceptable or superior levels, it is evident the Manager is exercising good management and human relation skills.

COSTS - Shows the Manager is a team player and exercising good management when costs are held within or below budget.

QUANTITY AND TIMELINESS OF PROJECTS - Assigned projects are completed on time or ahead of schedule and work output is at an acceptable or superior level.

OBSERVED MORALE - This characteristic can be sensed when the President "roams." Roaming is defined as top management moving out from behind a desk and casually talking to the workers from time to time. When it is done properly, management can really find out what's going on. If morale is high, chances are the Manager is doing a good job.

ABILITY TO COOPERATE - Gets along well with other Managers appears to fully cooperate when involved in interdepartmental projects.

Metro Electric Co., Inc.
Managers' Performance Evaluation
(continued)

PERSONAL APPEARANCE AND CONDUCT - Dresses appropriately and appears neat and well groomed. Demonstrates courtesy and treats others with respect on and off the job.

CONCLUSION:

Supervision is an important function in any business organization. In fact, it is frequently critical to business success. If the directives of top management are sound and there is strong demand for the business' product(s) or service, but that product or service is not properly delivered to the consumer by the workers, the business may fail. The proximate cause for failure usually falls on supervision for not efficiently carrying out the directives of the business.

Nothing happens in a business until the product or service is properly and effectively delivered to the consumer. Supervision is responsible for making that happen!

Supervision is often the key to attracting and keeping workers with good potential. Successful Managers have exercised leadership and coaching skills to develop their people to be all they can be. The story is told of the Manager who retired from a large organization after working for 30 years. The question was asked, why he never advanced further than a line Manager? He answered that he enjoyed the position of Manager. He took great pride in telling about how four people, who began at entry level under his supervision, ... advanced to plant manager!

All businesses have one thing in common. They all have a product or service to market. Managers have an end product and service too. Their product is their subordinates. Their service is to assist, coach, teach, motivate, encourage and be a mentor (not a buddy) to those subordinates. The Manager's job is to find the desirable qualities in each subordinate and develop and motivate that person to be greater than they were at entry level and ... to work through those people to achieve the objectives of the employer!

The job of supervision is not easy but, ... if the attitude is right and performance is proper, the intrinsic reward and job satisfaction are well worth the position! Sometimes the salary and perks are not bad either!

Metro Electric Co., Inc.

Family and Medical Leave Act

Employees Who Qualify for a Leave Under the Family and Medical Leave Act of 1993

The Company will grant a leave of absence to regular full time and regular part-time employees (who meet the requirements described below) for the care of a child after birth or adoption or placement with the employee for foster care, the care of a family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition. Leaves will be limited to no longer than twelve weeks in any twelve-month period (or longer if required by applicable state law).

In order to be eligible for leave, an employee must have completed at least one full year of service with The Company and have worked a minimum of 1,250 hours in the twelve-month period preceding the leave. In addition, The Company must employ at least fifty employees at that location or the employee must work at a facility within seventy-five miles of the location.

Child/Family Care Leave

If you request a leave of absence to care for a child after birth, adoption, or placement in your home for foster care or to care for a covered family member with a serious health condition, you will be granted unpaid leave under the following conditions:

1. For a planned leave, you should provide at least thirty days' notice prior to the anticipated leave date, by completing a Leave-of-Absence Request Form.
2. For an emergency leave, notify your Foreman or Management by completing the Leave-of-Absence Request Form and give as much notice as possible.

All accrued unused paid time off will be applied during your leave period. After such benefits are exhausted, the balance of the leave will be without pay.

All group health benefits (e.g., major medical, hospitalization, and dental insurance) will continue during the leave provided you continue regular employee contributions to these plans. (Other benefits, such as 401K or life insurance will be governed in accordance with the terms of the benefit plan.)

(continued)

Metro Electric Co., Inc.
Family and Medical Leave Act
(continued)

Employees requesting a leave to care for a covered family member with a serious health condition may be asked to provide medical certification from the family member's physician attesting to the nature of the serious health condition, estimated length of required treatment and the reason for the employee's attendance.

Employees may also be requested to provide additional physician's statements at The Company's request. Further, the family member may be required to submit to medical examination by physicians designated by The Company at The Company's discretion and expense.

Leave for Employee's Serious Health Condition

If you request a leave of absence for your own serious health condition, you will be granted leave under the following conditions:

1. If the leave is planned in advance, you must provide us with at least thirty days' notice prior to the anticipated leave date, using The Company's official Leave-of-Absence Form.
2. If the leave is unexpected, you should notify your Foreman or Management by filing the Leave-of-Absence Request Form as far in advance of the anticipated leave date as is practicable. (Normally, this should be within two business days of when you become aware of your need for the leave.)
3. If you expect to be, or are, absent for more than five consecutive work days resulting from your own serious health condition (including pregnancy), you will be asked to submit appropriate medical certification from your physician. The certification should include the beginning date of the disability, the diagnosis, and an estimated date you will return to work.

All unused paid time off accrued prior to your leave must be exhausted in order to be eligible for any benefits under The Company's salary continuation plan. When such accrued benefits are exhausted, the balance of your leave must be without pay, unless you are eligible for short-term disability benefits in accordance with applicable state and federal law or salary continuation under the terms of The Company's salary continuation plan.

All group health benefits will continue during the leave provided you continue regular employee contributions to these plans. (Other benefits, such as life insurance and 401K will be enacted under the terms of each benefit's plan.)

(continued)

Metro Electric Co., Inc.
Family and Medical Leave Act
(continued)

During your leave, you may also be requested to provide updated physician's statements to The Company or The Company's insurance carriers, regarding your continued disability and inability to work. You may also be asked to undergo a medical examination by a Company physician, at The Company's discretion and expense, and provide access to your medical records sometime during your leave period.

Prior to returning to your job, you may be asked for a written statement from your physician indicating that you are capable of returning to work and performing the essential functions of your position at least with reasonable accommodation. When indicated, The Company will consider making any reasonable accommodations for disabilities employees may have in accordance with applicable laws.

Leave Entitlement

Eligible employees will be entitled to leave up to twelve weeks in any twelve-month period (or longer if required by applicable state law). In the event of an employee's serious health condition, an additional leave extension may be approved).

When leave is for the purpose of child care after birth, adoption or foster care placement, the leave must all be in one time period. Leave for the purpose of an employee's or a covered family member's serious health condition may be intermittent as needed but must be based on a certified medical necessity. In those instances, The Company will follow applicable federal and state laws in reviewing and approving such leave requests.

Reinstatement Rights

Eligible employees on return from leave will be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated employees under certain conditions.

Metro Electric Co., Inc.

Paid Time Off

All full time employees with three (3) months continuous employment will begin accruing paid time off based on the schedule below. Paid time off is to be used for illness, vacations, funeral attendance, doctors' appointments, etc. The employee accrues .08 hours for each hour worked.

Please submit a written request to the President 14 days in advance of when you wish to schedule planned paid time off. Every effort will be made to grant your time off (vacation) at the time you desire. Please be aware that the President may deny your request due to business needs. It would be a good idea to have an alternate time in mind. If a conflict arises among employees regarding requests for planned paid time off, preference will be given to the employee with the most seniority.

For emergency leave such as funerals, illness, etc., please notify your foreman or management as early as possible.

Paid Time Off Leave Schedule

<u>Years of Continuous Employment</u>	<u>Amount of Accrued Paid Time Off</u>
More than 3 months but less than 1 year	1 day or 8 hours for every 3 months
More than 1 year but less than 2 years	1 week or 40 hours
More than 2 years but less than 10 years	2 weeks or 80 hours per year
More than 10 years	3 weeks or 120 hours per year

Employees must use planned paid time off (vacation) in the calendar year after it is accrued. Vacation time may not be carried over to the next year. **Employees who have accrued more than one week of vacation are asked to take vacations no more than one week at a time in order to facilitate scheduling.**

Upon termination, the employee will normally be compensated for accrued but unused vacation.

Metro Electric Co., Inc.

Military Leave

The Company fully complies with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA). Accordingly, employees who are required or volunteer to undergo military service including the National or State Guard will be reinstated to their original or an equivalent position without loss of seniority or benefits and without any break in time qualification for pension purposes, subject to certain conditions.

Military service means uniformed service in the Armed Forces, the Coast Guard, the Army National Guard, Air National Guard or State Guard when engaged in active duty, training, full time National Guard duty, or time away for a physical examination to determine fitness for duty. Also included are the commissioned corps of the Public Health Service and any other category of persons designated by the President in time of war or emergency. **Any such service shall be without pay by The Company although the employee may elect to apply any accrued paid time off toward this service.**

It is the policy of The Company not to deny promotions or benefits to guards or reservists because of their obligation or duty. The Company will cooperate where possible in rearranging schedules to avoid time conflicts between work and guard or reserve training to allow those employees to work a full week.

Conditions for Re-Employment:

Eligibility - Employees will be eligible for re-employment if they have been absent from employment due to military leave no longer than five (5) years in total and were discharged under honorable conditions. Prior to their military leave, employees must have been employed in a regular position or have been in an orientation program leading to regular employment as opposed to a position that was only temporary at the outset with no expectation of continuance.

The Company will make every effort to reinstate an eligible employee unless re-employment would cause undue hardship or, in the interim, conditions have changed in such a way that makes re-employment unreasonable or impossible.

Protected Period - Employees on military leave for more than 180 days must apply for reinstatement within 90 days of discharge. Furthermore, they cannot be terminated without cause for a period of one year after re-employment.

Employees who undergo military service for a period of 31 to 180 days must apply for reinstatement within 14 days after completing service. Those employees cannot be terminated without cause for a period of six (6) months after re-employment.

(continued)

Metro Electric Co., Inc.

Military Leave (continued)

Employees on military leave for 30 days or less must apply for reinstatement at the next scheduled shift following 8 hours at home after discharge. Those employees however, have no protected period.

Reinstatement Benefits

Employees returning from service will enjoy the same seniority, status and pay as if they had not been absent. Improvements in benefits, pension eligibility if any, and any other expanded rights occurring during the absence will inure to their benefit upon their return. Employees who serve 90 days or less will be reinstated in positions that they would have attained had they been continuously employed. In the event they're not qualified for the new position, they will be reinstated in the position they vacated.

Employees who serve 91 days or more will be reinstated in positions of like seniority, status and pay. If they're not qualified for this, they will be reinstated in positions of lesser status and pay but with full seniority.

Disabled Veterans

Employees with service connected disabilities will be reinstated in a position they would have attained if employment was not interrupted by military service. In the event they're not qualified for this position after reasonable accommodation for their disability, they will be employed in another position of similar status, seniority and pay for which they are, or could become, qualified with reasonable efforts on the part of The Company. Failing this, they'll be placed in another position consistent with the circumstances of the individual's case.

Special Eligibility for National Guard or South Carolina State Guard

Employees who serve in the above military forces will be reinstated to their previous job provided they meet the following conditions and provided it is reasonable for The Company to do so:

1. The employee must apply for reinstatement in writing within five (5) days of discharge from active duty or from hospitalization resulting from active duty.
2. The employee must have received an honorable discharge.
3. The employee must have maintained qualifications for the previous position.

In the event the employee is no longer qualified for the previous position, The Company will offer an alternative position for which the employee is qualified. The alternative position will carry the same status, seniority and pay.

Metro Electric Co., Inc.

Court Leave (Jury or Witness Duty)

Exempt (salaried) employees who are summoned to court duty will be paid their full weekly salary if they work any part of a week.

Nonexempt (hourly) employees will not be paid for the time they spend on court duty. However, employees may use any unused accrued paid time off.

To be excused for court leave (jury or witness duty), submit a copy of the summons to your Foreman or Management immediately. In the case of jury duty, submit a proof of service to your Foreman or Management at the end of your duty.

If service is interrupted for a half day or more, you will be expected to return to work.

The Company will not request that an employee be excused from jury duty unless business necessitates such action. The Company will continue your health insurance and other benefits during your court leave.

Metro Electric Co., Inc.

Adverse Weather

The Company will be closed if there is a mandatory evacuation. If you have any questions, call the office.

Employees are expected to help ready job sites for oncoming hazardous weather.

If The Company is open and you choose not to come to work due to weather conditions, nonexempt (hourly) employees will not be paid.

Metro Electric Co., Inc.

Holidays

The Company provides paid time off for all regular full time employees on the following holidays:

The scheduled holidays are:

New Year's Day	January 1
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Exempt and nonexempt employees will receive their regular straight time pay for each holiday.

An employee who has completed three (3) months of continuous employment is eligible to be compensated for the scheduled holidays. If a holiday occurs during the three (3) month period, the employee will be given time off without pay.

To qualify for holiday pay, employees must work the scheduled workday immediately before and after the holiday. If an employee is on paid time off during the holiday, he/she will be paid for the holiday and granted an alternate day of vacation at a later date.

If a scheduled holiday falls on a weekend, the holiday will be observed either on the preceding Friday or the following Monday.

Any nonexempt (hourly) employee required to work on a holiday will receive 1 ½ hours pay for each hour worked in addition to their regular pay.

Metro Electric Co., Inc.

Employee Benefit Programs

The Company has established for the full time employee a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens resulting from illness, disability or death. Benefits are generally available after six (6) months of continuous employment.

This section summarizes the benefit programs that are available to you. More detailed descriptions of the benefit plans will be provided when you are eligible to participate in these programs. Complete descriptions of these programs are found in The Company's master insurance contracts on file in the administrative office. If the information in this handbook or other plan descriptions differs from information in the master contracts or documents, the master contracts/documents will prevail in all cases.

Metro Electric Co., Inc. pays 100% of the employee's health insurance premiums (excluding dental insurance). An employee may at his/her expense enroll their family in the group health plan. The cost of the additional premium is the employee's responsibility and will be deducted by payroll deduction.

The Company reserves the right to amend or terminate any of these programs. Employees will receive at least seven (7) days advance notice of any change or termination of any program.

Benefit programs currently in force are listed below:

<u>Programs</u>	<u>Eligibility</u>
Group Hospitalization	Six Months Continuous Employment
Dental Insurance	Six Months Continuous Employment
Vision Insurance	Six Months Continuous Employment
Life Insurance	Six Months Continuous Employment
Accidental Death & Dismemberment	Six Months Continuous Employment
Disability/Loss of Time	Six Months Continuous Employment
401K Plan	One Year Continuous Employment and minimum 21 years of age. New enrollees are added every quarter.
Paid Time Off	Begins to Accrue at Three Months Continuous Employment
Paid Holidays	After Three Months Continuous Employment
COBRA	When insurance benefits are in force
Workers' Compensation	Effective on date of hire
Tuition Reimbursement	After Six Months Continuous Employment

Metro Electric Co., Inc.

Workers' Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the event of a work related accident or illness, The Company provides Workers' Compensation Insurance. The amount of benefits payable and the duration of payment depend on the nature of your injury or illness. In general, however, all medical expenses incurred in connection with a work related injury or illness are paid in full.

If you are injured or become ill on the job, you must immediately report such injury or illness to your Foreman. Prompt reporting ensures that The Company can quickly assist you in obtaining appropriate medical treatment. Failure to follow this procedure could result in jeopardizing any Workers' Compensation benefits to which you may be entitled.

Questions regarding Workers' Compensation should be directed to your Foreman or Management.

Metro Electric Co., Inc.

Continuing or Converting Your Group Health Insurance Coverage (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under The Company's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, employee's divorce or legal separation and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at The Company's group rates plus an administration fee.

The bookkeeper will contact you concerning these options at the time termination occurs or your work hours are reduced. The President will contact your qualified beneficiaries in the event of your death.

However, in the event that you become divorced or legally separated, and your dependents cease to be eligible for coverage under our group health insurance plans, you and/or your dependents are responsible for contacting Human Resources to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying The Company sixty (60) days in advance of qualifying for Social Security disability benefits.

Metro Electric Co., Inc.

Tuition Reimbursement

Tuition reimbursement is available for those employees who wish to advance their education in a job related field beneficial to The Company. The course of study must be approved by the President. If the President approves the course, the employee must pay the tuition initially. The Company will then reimburse the employee in full upon evidence that the employee has satisfactorily completed the course.

Metro Electric Co., Inc.

Personal Appearance and Conduct

Discretion in style of dress, hygiene and appearance is important to the reputation and operation of The Company. Employees are required to dress according to the requirements of their jobs.

Employees failing to adhere to proper Company standards with respect to their personal appearance are subject to disciplinary action. Employees appearing improperly dressed may be sent home without pay to return properly dressed.

If you have a question about your attire, please ask your Foreman, Project Manager or a member of the Management staff. Improper dress at anytime may include (in the field and the office) but is not limited to the following:

- Blue Jeans (OK in the field)
- Sweat Suits
- Athletic Wear
- Mini Skirts
- Short Shorts
- Tight Fitting Pants and Tops
- Tank Tops
- Muscle Shirts
- Gaudy Color Combinations
- Sloppy or Wrinkled Clothing
- Flip Flop Sandals
- Unusual Hair Color/Style
- Excessively Long Fingernails
- Inappropriate Fingernail Polish
- Body Piercing Ornaments with the Exception of Earrings

Metro Electric Co., Inc.

Absenteeism and Tardiness

Diligent responsibility for attendance and promptness is important to your job and is expected by The Company.

Absenteeism

If you are unable to work because of illness, notify your Foreman or the Project Manager promptly and call in each day of your absence. If you have an absence caused by a work related illness or accident that lasts for more than three (3) consecutive workdays, a statement from your physician may be required before you will be permitted to return to work. Sometimes you may also be required to be examined by a Company designated physician to be sure work will not be detrimental to your health.

In cases where abuse is suspected, where an employee's record indicates a pattern of short absences and/or frequent absences before and after holidays and weekends, The Company may ask for a statement from your physician or ask you to be examined by a Company designated physician.

The Company will consider an employee has voluntarily resigned if he/she is absent from work without any notification for a period of three (3) days.

Tardiness

Tardiness is defined as not beginning work at the regular starting time. Tardiness is unacceptable. Tardiness creates morale problems and interferes with productivity. If you are going to be late for work, please notify your Foreman or Project Manager promptly.

Unexcused or excessive tardiness may result in disciplinary action including termination.

Metro Electric Co., Inc.

Standards for Appropriate Conduct

The Company expects all employees to accept responsibility, uphold sound business principles and exhibit a high degree of integrity. This includes respecting the rights and feelings of others. Please abstain from behavior that might be harmful to yourself or your co-workers, as well as actions that might be viewed unfavorably by the public at large.

Examples of inappropriate behavior include but are not limited to the following:

1. Falsifying employment or other organizational records.
2. Violation of The Company's nondiscrimination and/or harassment policy.
3. Excessive absenteeism or tardiness.
4. Excessive, unnecessary, or unauthorized use of Company supplies.
5. Reporting to work intoxicated or under the influence of drugs, or calling in sick from over indulgence of alcoholic beverages or drugs.
6. Manufacturing, possessing, using, selling, distributing, or transporting illegal substances.
7. Fighting or using obscene, abusive, or threatening language or gestures.
8. Theft or embezzlement of any property.
9. Possession of firearms and/or weapons on Company premises or at job sites.
10. Disregarding safety or security regulations.
11. Insubordination.
12. Compromising confidential information.
13. Conducting personal business on Company time.

Unsatisfactory performance, work habits, attitude or conduct may result in disciplinary action, including termination.

Metro Electric Co., Inc.

Progressive Discipline

In the event of unsatisfactory conduct in the workplace, management's objective is to administer equitable and consistent discipline for everyone. The best disciplinary measure is the one that does not have to be enforced. The display of good leadership and the administration of fair supervision at all employment levels certainly minimizes the need for disciplinary measures.

It's in everyone's best interest to promote fair treatment of all employees and ensure that any necessary disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and help the individual improve productivity.

Progressive discipline means that these four steps may normally be followed to correct most problems:

1. Verbal Warning
2. Written Warning
3. Suspension With or Without Pay
4. Termination

Unfortunately, some employee problems could be serious enough to justify bypassing the preceding disciplinary steps. Those problems may result in immediate termination. While it is impossible to list every type of behavior that may be deemed a serious offence, the Standards of Appropriate Conduct Policy includes some examples of inappropriate behavior that could result in immediate termination of employment.

The purpose of progressive discipline is to correct problems at an early stage to benefit both the employee and management.

Metro Electric Co., Inc.

Solicitation and Distribution of Literature

In an effort to assure a productive and harmonious work environment, neither employees nor others may solicit products or distribute literature in the workplace at any time for any purpose without prior approval by the President.

The Company recognizes that employees may have interests in events and organizations outside the workplace. However, employees must still obtain prior approval.

Bulletin Boards

The bulletin board is for Company use to post information pertaining to The Company and its employees. Occasionally employees may wish to post information about charitable and/or current events that may be of interest to other employees. This is usually acceptable and appropriate, but must first be approved by the President. Please use good judgment and make sure that any material you want to post is non-offensive and in good taste.

Metro Electric Co., Inc.

Smoking

In keeping with The Company's intent to provide a safe and healthful work environment, smoking is not permitted in the building. If you wish to smoke, it must be outside.

When working off premises, be sure to observe the client's smoking policy.

Metro Electric Co., Inc.

Workplace Searches

To safeguard the property of our employees, customers and The Company and to help prevent the possession, sale and use of alcohol/controlled and illegal substances on The Company's premises, The Company reserves the right to question employees and all other persons entering and leaving The Company's premises. This is in keeping with the spirit and intent of The Company's drug free workplace policy.

The Company may ask to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, vehicles or any other possessions or articles carried to and from The Company's property. The Company may also search any employee's office, desk, files or other space on The Company's premises. These items or areas belong to The Company and are furnished for employees' use during their employment.

Inspections may be conducted at the discretion of The Company.

Employees working on, entering or leaving the premises who refuse to cooperate in an inspection or who violate security procedures may be subject to disciplinary action including possible termination of employment.

Metro Electric Co., Inc.

General Guidelines

Automobiles

The Company assumes no responsibility for loss or damage to employees' automobiles or the contents therein in the parking area.

Company Name and Letterhead

The Company name is registered with a governmental authority. Only the management of The Company has the authority to authorize the use of our name or Company information in any printed or broadcasted report, prospectus, document, brochure, letter, appeal, or any other communication.

The Company letterhead/stationery is not to be used for personal correspondence.

Cost Control

Our future growth and continued revenue is directly related to each individual's efficient performance of their designated duties and responsibilities as well as their contributions, directly and indirectly, to the overall efficient operation of our Company.

A continuing revenue stream enables our Company to survive during tough economic conditions and to continue to invest in new equipment and facilities to ensure future growth. Even in favorable economic times, The Company will always study ways to control costs. It is important that each employee realizes cost savings may be generated from any area whether materials, electricity, paper, other supplies or even procedural changes that save time.

Each employee should work to reduce expenses in all areas and improve efficiency. Please make any suggestions directly to your project superintendent/foreman.

Keys/Burglar Alarm Codes

Keys are Company property, and as such, are not to be duplicated or loaned to someone else without your Foreman's or Management's approval. All keys are to be returned upon separation from The Company.

Duplication or improper distribution of Company keys may result in immediate disciplinary action, up to and including termination.

Burglar alarm codes are to be kept confidential.

Metro Electric Co., Inc.

General Guidelines

(continued)

Moonlighting

The Company realizes that personal situations may warrant you working at another job. However, employees may not take an outside job with a customer or competitor of Metro Electric Co., Inc. Before accepting any outside employment, you must obtain permission from your Project Manager or the President.

Scheduled overtime at Metro Electric Co., Inc. must always take precedence over a second job!

Personal Telephone Calls

Please eliminate non-essential phone calls and keep the necessary personal phone calls to a minimum. Be aware that Company phones are monitored. Never make a long distance phone call from a Company phone. You will be responsible for the long distance charges.

Protection of Personal Property

You are responsible for safeguarding your personal effects while at work. The Company is not responsible for any loss of personal effects, including cash.

Return of Property

Employees are responsible for the care of items issued to them by The Company. These items may include:

1. Pagers, cellular telephones, beepers or other electronic equipment
2. Keys, burglar alarm codes
3. Handbooks or other written materials
4. Tools and/or equipment
5. Company vehicles.

Employees must return all Company property immediately upon request or upon termination of employment. Where permitted by law, The Company may withhold from the employee's paycheck or final paycheck the cost of any items that are not returned in good working order. The Company may also take any action deemed appropriate to recover or protect its property.

Metro Electric Co., Inc.

General Guidelines

(continued)

Visitors

Because of safety and security concerns, visitors are not permitted at job sites. Visitors are welcome to visit the office.

Receipt of Business Gifts

Gifts are occasionally provided by suppliers, etc. to The Company as an expression of a pleasant and friendly association. When gifts are accepted, it may establish a precedent to continue such a practice in order to maintain business relationships with The Company. This practice might impede the freedom of The Company to choose the best suppliers, etc. or take other action in maintaining and improving service or to reduce costs. Therefore, in the best interest of maintaining sound business relationships, gifts should not be accepted with a value over \$25.00. If you feel that a business gift has exceeded that amount, please bring it to the President's attention.

Credit Cards

The Company may provide credit cards to some employees as a convenience to purchase gas and oil or other business related items. Credit cards are never for personal use. If you use a credit card, you are responsible for its charges and/or its loss. Abuse of this privilege may be cause for disciplinary action, up to and including termination and possible prosecution.

Charity Drives and Donations

The Company appreciates employees' interest in various charities. If you have an interest in a particular charity and would like to solicit donations, please talk to the President.

Computer Games

The use of computer games at your work station is permitted provided it is not interfering with your work responsibilities.

Courtesy

This practice speaks for itself. Please be polite at all times no matter how irritated you may feel. Use of the words "please," "thank you," "I'm sorry," "pardon me," go a long way to encourage others to respond favorably.

Metro Electric Co., Inc.

General Guidelines

(continued)

Housekeeping in the Field

Running boards, treads, steps, footholds and platforms must be kept clear of mud, grease and other hazards that can cause slips, trips or falls. Hot water cleaning may be advisable on sites with large numbers of vehicles and machines. Cleaning, however, of access facilities is usually adequate with hand tools.

Housekeeping in the Office

Work areas should be maintained in a clean and organized fashion. Keep your own area clean and please do your part in maintaining common areas.

Company Vehicles

Company vehicles must be used for business only. Only Company employees are permitted to operate a Company vehicle. Damage to a Company vehicle caused by the employee will result in liability on the part of the employee for the amount of the insurance deductible.

The use of seat belts in the state of South Carolina is mandatory. Metro Electric Co., Inc. requires all employees, operators and passengers to wear seat belts.

Gambling

Gambling of any kind is not permitted at The Company including sports' pools.

Socializing

Please limit socializing to breaks and meal times.

Metro Electric Co., Inc.
Drug & Alcohol Test Consent Form

I have been clearly advised of The Company's Substance Abuse and the Drug and Alcohol Testing Policies. I understand that I may be asked to provide a urine and/or saliva and/or blood specimen that will be tested for the presence of drugs and/or alcohol, based upon incidents described within The Company's policies.

I hereby release Metro Electric Co., Inc., its officers, employees, agents and other representatives from any and all liability for claims, losses and/or expenses which I or my heirs or successors might now or in the future have as a direct or indirect result of any testing performed, or the communication or disclosure of such test results, whether I agree or disagree with the test results.

I understand that if I disagree with the results of the screening, I may immediately be re-tested at my expense. I also understand that refusal to comply with the testing procedure may result in my termination.

I acknowledge that I have read this Consent Form and understand that I have had the opportunity to have it explained to me to my satisfaction and accept all the provisions.

Employee Name: _____
(Print Full Name)

Employee Signature: _____ Date: _____

Metro Electric Co., Inc.

Motor Vehicle Record (MVR) Standard

A driving record is unacceptable if the current MVR includes either of the following within the last three (3) years:

- C Any major violation (Type A), or
- C Any combination of three (3) minor violations (Type B) and/or at-fault accidents. Note that any occurrence that results in an at-fault accident and a Type B accident is considered one violation.

Major Violations (Type A)

- C Driving while intoxicated or any reference to “implied consent” or open container violations.
- C Driving under the influence of drugs or alcohol.
- C Negligent homicide arising out of the use of a motor vehicle.
- C Using a motor vehicle for the commission of a felony.
- C Aggravated assault with a motor vehicle.
- C Operating a motor vehicle without the owner's authority (grand theft).
- C Permitting an unlicensed person to drive.
- C Reckless driving or careless, wanton or negligent driving.
- C Speed contest.
- C Hit and run (BI and/or PD) driving.

Minor Violations (Type B)

- C Any moving violations not listed above.
- C Any violation arising out of an accident will be considered a single event (in conjunction with the accident).

Accidents

- C All accidents are considered “at-fault” unless evidence is provided to the contrary. An accident review board can also declare an accident not “at-fault”.

Metro Electric Co., Inc.
Receipt of Employee Handbook

I have received a copy of Metro Electric Co., Inc.'s Employee Handbook. I have read it and accept its conditions. I have also received a copy of, or had explained to me, the duties of my position.

I understand that this Employee Handbook is presented for informational purposes only and can be changed at any time by The Company with or without notice. I also understand that this Employee Handbook is not a contract, express or implied, between The Company and me, nor shall it be construed to create such a contract. I understand that I am an employee at will and either The Company or I can terminate the employment relationship at any time for any reason not contrary to law.

Although my wages, hours, and other terms and conditions of employment may change from time to time, I understand that my "at will" employment status will not change. No representative of The Company other than The Company President has authority to enter into an agreement with me that is contrary to the foregoing. Furthermore any such agreement must be written.

I also agree to return the Employee Handbook if I leave The Company for any reason. **Failure to return the handbook will result in a twenty dollar (\$20.00) charge.**

DATE RECEIVED: _____

DATE RETURNED: _____

EMPLOYEE'S NAME: _____
(Please Print)

EMPLOYEE'S SIGNATURE: _____

Metro Electric Co., Inc.
Authorization for Release of Employment Records

I hereby authorize Metro Electric Co., Inc. to supply my employment record, in whole or in part, and in confidence to any prospective employer, government agency or other party, with a legal and proper interest.

I understand The Company will only verify my dates of employment via telephone. A request for other pertinent information regarding my employment from a prospective employer must be submitted in writing. Metro Electric Co., Inc. will then have my approval to release such other requested information in writing.

Employee's Signature: _____ Date: _____

Employee's Name: _____ (Please Print)

Metro Electric Co., Inc.
Electronic Communications Agreement

I understand that all electronic communication systems including voice mail are the property of The Company. All information transmitted, received or stored in these systems is subject to monitoring by The Company. I also understand that these systems are to be used solely for job-related purposes and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt or storage of information in this equipment.

I agree not to use a pass code, access a file, download files from the Internet, or retrieve stored communications without prior clearance from the President. I also agree not to download any Company information to electronic storage media for purposes of removing said information from The Company's premises without permission of the President. This would include e-mailing information to another location.

I also agree to respect copyrights. I will not make copies of any copyrighted software nor will I load electronic media on The Company's network without permission.

I acknowledge and consent to The Company monitoring information on its equipment at any time at its discretion. Such monitoring may include printing and/or reading all e-mail or playing back voice mail stored in these systems.

Name of Employee: _____ (Please Print)

Employee's Signature: _____

Date: _____

Metro Electric Co., Inc.
Receipt of a Key and/or Code

I have been issued a key to provide access to Metro Electric Co., Inc.'s property.

I understand that the key belongs to The Company. Keys are not to be duplicated without the President's approval. I understand too that confidential information, such as my burglar alarm code, is not to be disclosed to anyone without permission. I further agree to return any keys entrusted to me either upon the request of management or the termination of my employment.

Item Issued: _____ Date Issued: _____ Date Returned: _____ Rec'd By: _____

Item Issued: _____ Date Issued: _____ Date Returned: _____ Rec'd By: _____

Item Issued: _____ Date Issued: _____ Date Returned: _____ Rec'd By: _____

Employee Name: _____
(Print Full Name)

Employee Signature: _____

Metro Electric Co., Inc.

Confidentiality Agreement

I understand that during the term of my employment with Metro Electric Co., Inc., I may receive information that is confidential and/or proprietary to my employer. Disclosure of such information to others, who are not involved in the area of confidentiality, may be damaging to my employer.

I, therefore, during the term of my employment will not disclose any information, regarded by The Company as confidential, with any person outside the area of confidentiality. I will also refrain from discussing proprietary information by wireless telephone.

I understand that improper disclosure of such information could result in my immediate termination and have possible legal consequences.

Employee's Signature _____

Employee's Name (Print) _____

Date _____

Metro Electric Co., Inc.
Authorization to Check Background

I hereby authorize Metro Electric Co., Inc. to check my background. I understand a background check may include, but not be limited to: a credit check, driving record, criminal record, educational transcripts, military records and a drug and/or alcohol screening.

For this purpose, my authorization also serves to release any and all information under the control of my former employers (including self-employment records), business and credit references, educational institutions, law enforcement agencies, government agencies (including U.S. Military organizations), drug testing laboratories and drug and/or alcohol treatment centers.

I understand that an employment screening service is acting as an agent for Metro Electric Co., Inc. and I hereby release all parties from any liabilities for damages I may allegedly receive as the result of obtaining this information.

Please provide your current driver's license number and state of issue.

Driver's License No. and State of Issue

Signed by: _____

Print name: _____

Date: _____

Metro Electric Co., Inc.
Cost of Hire Reimbursement Policy

I have read and understand Metro Electric's "Initial Cost of Hire" Policy (Section 2, page 36). I agree to reimburse Metro Electric for the initial drug screening as well as the cost of a hard hat and safety glasses if employment is terminated before I work 40 hours.

The expenses include but are not limited to the following:

Pre-employment Drug Screen	\$40.00
Hard Hat & Safety Glasses	\$10.00

I understand that I am still an employee "at will" and either I or The Company may terminate my employment at any time for any reason not contrary to law or for no reason.

This policy was also explained to me in my pre-employment interview and I understood its meaning.

Date: _____

Signature of Applicant: _____

Name of Applicant: _____
Print

Signature of Interviewer: _____

Metro Electric Co., Inc.

Employee Handbook Distribution Record

[illegible]