



Titan Electric, Inc.

Employee Handbook

WELCOME MESSAGE

Dear Colleague:

Welcome to Titan Electric! We are pleased with your decision to join our team.

Titan Electric is committed to providing the highest level of service; exhibiting professionalism and innovation to meet the needs of our customers. We foster successful business partnerships based on positive relationships and a proven record of success.

We are dedicated to developing our employees and promoting internal growth. We invest in our employees by providing training resources, career development opportunities, and exceptional equipment and software. We believe having the right people with the right tools gets the job done right.

This Employee Handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the Handbook, please discuss them with your supervisor, Human Resources, or a member of the Leadership Team.

Welcome aboard. We look forward to working with you!

Sincerely,

Titan Electric

PURPOSE OF THIS HANDBOOK

This Employee Handbook (“Handbook”), which applies to all Titan Electric (hereinafter “Titan” or the “Company”) employees, includes a summary of some of the policies, practices and procedures of the organization in effect at the time of its publication and is intended to be used as a set of guidelines. This Handbook replaces and supersedes any previous understanding, practice, policy, or representation whether written or oral covering the subject matters addressed in this Handbook. If there is a discrepancy or conflict between this Handbook and the terms of an individual’s written employment contract, the terms of the individual’s written employment contract govern. No additions, modifications, or supplements can be made to the Handbook or the policies contained herein without approval of the Leadership Team. Employees should read, understand, and comply with all provisions in this Handbook.

No employee handbook can anticipate every circumstance or question about a policy. Titan Electric reserves the right to create, amend, supplement, modify, or rescind, in whole or in part, any policy, procedure, benefit, or provision of this Handbook, with the exception of the policy of at-will employment, from time to time as it deems appropriate. Employees generally will be notified in writing of such changes to the Handbook as they occur. In the event of any conflict between the description of employee benefits in this Handbook, the Summary Plan Descriptions, or the Plan Documents, the respective formal plan documents shall govern.

Neither this Handbook nor any policy contained in this Handbook or elsewhere is intended to imply continued employment or otherwise limit in any way the policy of at will employment. Notwithstanding any statements in this Handbook, employment with Titan Electric is at-will, which allows you and/or Titan Electric to terminate the employment relationship at any time, with or without notice, with or without cause, for no reason or any reason not otherwise prohibited by law. At will employment also means that the Company may make decisions regarding other terms of employment, including but not limited to demotion, promotion, transfer, compensation, benefits, duties, and location of work, at any time, with or without reason or with or without cause.

No officer, employee or other representative of Titan Electric other than the Titan Electric’s, CFO or one of the Leadership Team is authorized to enter into any agreement for employment for a specified duration or to make any agreement for employment that otherwise is inconsistent with the at-will nature of employment at Titan Electric. Any such agreement must be expressly stated in a written document signed by the Company’s CFO or Leadership Team.

If ever there is a conflict between this Handbook and applicable law, then the law always governs.

Titan Electric is proud to partner with IBEW, Local No. 46 in its service and other electrical work. Many of the Company’s employees are members of Local 46 and are covered by a collective bargaining agreement between Local 46 and Titan Electric. For those employees, who are referred to in the Handbook as “Represented Employees” (versus “Non-Represented Employees”), the collective bargaining agreement is an additional source of information about the terms and conditions of employment. If there is a conflict between the collective bargaining agreement and this Handbook, the collective bargaining agreement governs.

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I. EMPLOYMENT POLICIES

1.1 Immigration Law Compliance

Titan Electric is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Titan Electric within the past three years, or if their previous I-9 is no longer retained or valid.

1.2 Confidentiality

Titan Electric takes the protection of confidential business information and trade secrets very seriously. To protect such information, employees may not disclose any Confidential Information (as defined below) to any unauthorized individual.

“Confidential Information” protected from disclosure includes, but is not limited to, customer and vendor lists, financial and strategic business information, planning, advertising and marketing information, technical data, and other proprietary information, trade secrets and business information that is owned by or pertains to the Company or any of its products, customers or vendors.

The unintentional disclosure of Confidential Information can be just as harmful as intentional disclosure. To avoid this, never discuss with any unauthorized person any Confidential Information you may have about the Company. You should never discuss Confidential Information, even with authorized employees, if you are in the presence of others who are not authorized.

1.3 Conflicts of Interest

Employees must avoid all conflicts between their individual interests and the interests of the Company. Employees should conduct themselves in a manner that avoids even the *appearance* of conflict between their personal interests and those of the Company. A conflict of interest situation may arise in many ways, including but not limited to the following examples:

- Employment by a competitor, regardless of the nature of the employment, while employed by the Company;
- Acceptance of gifts, payments or services from those seeking to do business with the Company or doing business with the Company;
- Placement of business with a company owned or controlled by an employee or his or her family;
- Ownership of or substantial interest in a company that is a competitor or supplier;
- Acting as a consultant to a customer or supplier or aspiring customer or supplier of the Company; or
- Using one’s position to obtain goods, services or favored treatment for oneself or others.

Employees are required to avoid situations that present a conflict of interest or the appearance of a conflict of interest. In any event, employees and their immediate family may NOT accept significant gifts (with value over \$100) or gratuities or loans of any amount from anyone doing business or seeking to do business with the Company, including vendors and customers. This would include travel, lodging and entertainment other than ordinary business lunches and dinners. Employees with questions about conflicts of interest or potential conflicts of interest should resolve them before they become a problem by consulting with the Company's Finance department. Nothing in this policy restricts employees from exercising rights protected under the National Labor Relations Act.

Personal Use of Corporate Property and Corporate Information: You should never use Titan Electric's property, assets, corporate information or position for improper personal gain, or to otherwise compete with Titan Electric. You may not divert Titan Electric's property or personnel to work on your outside business interests. This includes using Titan Electric letterhead for personal correspondence. You are also prohibited from performing any non-Company work during normal working hours or that otherwise interferes with your duties and responsibilities for the Company.

1.4 Equal Employment Opportunity

Titan Electric is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 and over), disability, sexual orientation, marital status or any other basis prohibited by applicable federal, state, and/or local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Conduct contrary to this policy is strictly prohibited. If you encounter conduct that is inconsistent with Titan Electric's equal employment opportunity policy, you should promptly advise Human Resources or, if the complaint involves Human Resources, the CFO. All claims of discrimination will be promptly investigated, and any conduct in violation of this policy will result in appropriate disciplinary action, up to and including an unpaid suspension or termination of employment.

1.5 Non-Discrimination and Anti-Harassment Policy

Statement of Policy. Titan Electric is firmly committed to providing a workplace where everyone is treated with dignity and respect, in an environment free of all forms of unlawful discrimination and harassment, including sexual harassment and other forms of unlawful harassment. We all share responsibility and ownership for creating and maintaining a respectful and positive work environment.

It is Company policy to prohibit discrimination and harassment on the basis of any factor prohibited by applicable law including race, color, religion, sex (including pregnancy), national origin, age (40 and over), disability, sexual orientation, marital status or any other basis prohibited by applicable federal, state, and/or local laws. This policy also applies to incidents that occur off-premises or off-hours (i.e.: business trips, meetings, and social events), where the alleged offender

is a supervisor, coworker, or even a nonemployee with whom the employee is involved, directly or indirectly, in a business or potential business relationship. Inappropriate conduct may result in corrective action in accordance with company policy, up to and including an unpaid suspension or termination of employment.

The term “harassment” includes but is not limited to unwelcome slurs, jokes, verbal, graphic, visual, or physical conduct relating to an individual’s race, color, religion, sex (including pregnancy), national origin, age (40 and older), disability, sexual orientation, or marital status or any other basis prohibited by applicable federal, state, and/or local laws which has the potential for humiliating or embarrassing an employee of the Company.

Sexual harassment is one form of prohibited harassment and can consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is an explicit or implicit term or condition of employment; or
- Employment decisions are based on an employee’s submission to or rejection of such conduct; or
- Such conduct unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment may also include a variety of subtle and/or obvious behaviors, and may involve individuals of the same or different gender whether committed by supervisors, non-supervisory employees, vendors, customers, or others. Some examples of behaviors which may constitute sexual harassment are: sexual jokes and innuendoes; verbal abuse of a sexual nature; leering, offensive whistling, or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures; inquiries into an individual’s sexuality or sexual experiences; commentaries about a person’s body; and any other physical, verbal or visual sexual behavior. Harassing behavior can be a violation of Titan Electric’s policy whether it is intentional or inadvertent and whether it is in jest or otherwise.

If you believe that you or another person may have been subjected to harassment or discrimination or if you believe that the conduct of any person at the workplace violates any aspect of this policy, you are obligated to promptly report such conduct or statements to Human Resources or, if the complaint involves Human Resources, to the CFO. Employees should not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation.

Your report will be taken seriously and investigated. The Company will protect the confidentiality of its investigation consistent with our need to get the facts and apply the Company’s policy.

The Company will not retaliate against any person (or tolerate retaliation by others) for good faith reporting of concerns about policy violations or cooperating in an investigation under this policy. It is a serious violation of this policy for any employee to take any retaliatory action against any person because he or she reports a violation of this policy or has participated in an investigation. When the Company has completed its investigation, it will take appropriate action.

1.6 Individuals with Disabilities

Titan Electric complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment opportunity for employees and job applicants with disabilities. The Company provides reasonable accommodation to job applicants and employees with disabilities in accordance with applicable law, except where doing so would create an undue hardship for the Company. If you have a disability or become disabled during your employment, you must notify Human Resources or your immediate supervisor to make a request for a reasonable accommodation. Upon receipt of such a request, Human Resources will meet with you to discuss the scope of limitations upon your activities, and to explore potential reasonable accommodations that might enable you to perform your essential job functions. In appropriate circumstances, the Company may request verification of information from your physician relating to your need for an accommodation.

This procedure is voluntary and confidential. All information that employees provide to Titan Electric about their disability will be held in confidence, except as necessary to accommodate the disability or as required by law, legal process, and/or the safety of the workplace. The Company may request verification of information from the employee's health care provider relating to the need for an accommodation.

The Company will not tolerate any retaliation against any individual for requesting an accommodation.

1.7 Religious Accommodation

Titan Electric will reasonably accommodate requests based on your religious practices or beliefs, except where that request constitutes an undue hardship on the business or may cause safety or operational concerns. Employees requiring religious accommodation should present requests for accommodation to their supervisor as soon as possible.

The Company's policy is to not restrict your ability to wear religious clothing that adheres to applicable safety regulations, adhere to religious grooming practices, take time off for a holy day, or take time off for other religious practices or observances unless the accommodation would impose an undue hardship. This time off will be unpaid unless you use your accrued vacation for this purpose.

1.8 Termination of Employment

Should an employee voluntarily terminate his or her employment with Titan Electric, unless such employee has a contractual notice of termination period, we ask that at least two (2) weeks (or more) notice be given by that employee prior to the employee's last day worked. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found. However, certain circumstances may dictate that the employee/employer terminate employment immediately.

Titan Electric requires terminating employees to return all Company property, including computer equipment, hardware, software, documents (including electronic), files, corporate credit cards,

handheld devices, cell phones, building ID cards, security access cards, keys, and any other Company property on or before the last day of employment. The Company also requires terminating employees to return to the Company any and all documents or properties that contain or embody in any form the Confidential Information of the Company, including, without limitation, notebooks, reports, proposals, agreements, memoranda, notes, lists, records and other documents or papers (and all copies thereof), software or computer-recorded information including items stored in computer memories, made or compiled by you, or made available to you relating to the Company or its affiliates or its business.

All terminating employees will be given seven (7) days to submit final documented expense reimbursement statements.

Non-represented employees will be paid for the unused portion of accrued Paid Time Off through the last full pay period. If the separation date occurs within six months of the current years' vacation accrual, the employee will be paid a prorated amount for the current years' accrual. Should there be a negative balance of Paid Time Off, the Company reserves the right to deduct the non-accrued hours from the employee's last paycheck. The Company does not compensate employees for unused sick time.

An employee resigning from the Company may be requested to attend an exit interview with Human Resources. During this interview, all aspects of the employee's tenure with Titan Electric may be discussed, including any dissatisfaction, suggestions, and ideas or thoughts that the employee may want to share. The purpose of the exit interview questionnaire is to gather feedback to improve employment practices, create programs and improve morale. Participation is completely voluntary.

A. Reduction in Force

From time to time it may be necessary to reduce the Company's workforce based upon the changing needs of the organization. In no event are such selections made based upon any prohibited criteria, such as race, color, religion, sex (including pregnancy), national origin, age (40 and over), disability, sexual orientation, marital status or any other basis prohibited by applicable federal, state, and/or local laws.

1.9 Severance

The Company is not legally obligated to provide severance pay under any circumstances.

II. COMPENSATION POLICIES

2.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, the Company classifies all of its employees in accordance with the Fair Labor Standards Act (“FLSA”) and applicable state wage and hour laws as follows:

Exempt employee: Employees who are exempt from the minimum wage and overtime provisions of the FLSA and any applicable state wage and hour laws. Exempt employees are not entitled to receive overtime pay regardless of the number of hours worked. Their salary represents payment for all hours they may be required to work in any given workweek whether more or less than eight in a day or forty in a week.

Non-exempt employee: Employees who are required to be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with the FLSA. The Company also complies with all applicable state wage and hour laws.

You will be informed of your initial employment classification and of your status as an exempt or non-exempt employee at the commencement of your employment. If you change positions during your employment as a result of promotion, transfer or otherwise, you will be informed of any changes in your classification and/or exemption status. If you have any questions about your classification or exemption status or believe you are incorrectly classified, please contact Human Resources or the CFO.

In addition to your designation as either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work 36 hours or more per week. Generally, regular full-time employees are eligible for Titan Electric benefits subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work 20 - 35 hours per week. Regular part-time employees may be eligible for some Titan Electric benefit programs, subject to the terms, conditions, and limitations of each benefit program and applicable law.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Titan Electric, of

a change. Unless required by law, they are not eligible for any of Titan Electric benefit programs.

2.2 Overtime

Non-exempt, non-represented and represented employees may only work overtime if authorized in advance. If authorized to work overtime, non-exempt employees will be compensated at one and one-half times their normal compensation rate for every hour worked that exceeds forty (40) hours in a given work week, unless applicable state or local law requires otherwise. Paid Sick Leave, Paid Time Off, and holidays are not counted as work hours in the calculation of forty (40) hours necessary to qualify for overtime pay. Compensation for overtime work will be included in an employee's normal paycheck. Exempt employees are not eligible for overtime pay. The Company complies with all applicable state and local laws governing payment of overtime. Non-exempt, non-represented employees who work unauthorized overtime will be paid accordingly, but may be subject to discipline for failure to obtain supervisor approval.

2.3 Personnel Data Changes

It is the responsibility of each employee to promptly notify the Payroll Department of any changes in personnel data. Such changes may affect your eligibility for benefits and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact the Payroll Department as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)

2.4 Expense Reimbursement

Titan Electric will reimburse reasonable and necessary expenditures incurred in the course of doing work to those employees who do not have a company issued credit card.

To be reimbursed, employees must submit timely expense reports via Titan Electric's Cloud system the week following such expense. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding the Expense Reimbursement Policy should be directed to your supervisor, manager or the CFO.

Titan Electric retains the right to modify, alter and delete the Expense Reimbursement Policy in its sole discretion. Titan Electric shall communicate any changes to Titan Electric employees as appropriate.

2.5 Timekeeping

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our non-exempt employees. Non-exempt employees are required to record time worked on a daily basis. This is done to ensure that accurate records are kept of hours that non-exempt employees actually work (including overtime hours where applicable), and to ensure that non-exempt employees are paid in a timely manner. You will receive instructions on how to record your time. Please ensure that your actual hours worked and any leave time taken are recorded accurately. Paid Time Off days, sick days, holidays, and any other kind of leaves of absence must be specifically recorded by all employees. In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons.

Failing to fill out time sheets, filling out false or incomplete time sheets, filling out or changing time sheets for other employees, working "off the clock," and performing overtime work not specifically authorized in advance may result in disciplinary action.

2.6 Paydays

Titan Electric processes a seven (7) day payroll and wages are paid on Friday following the pay period. The Company generally pays its employees via direct deposit, but employees may elect to be paid via hardcopy paychecks. Hardcopy paychecks will not, under any circumstances, be given to any person other than the employee without the employee's written authorization. Hardcopy paychecks and check statement may also be mailed to the employee's listed address. Mailed hardcopy checks will be postmarked by the Wednesday prior to payday.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

2.7 Payroll Deductions

Titan Electric makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for federal, state, and applicable city income tax withholding, Social Security and Medicare contributions, voluntary deductions for 401(k) contributions and other employee benefits, as well as payroll correction deductions.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, please contact the Payroll Department. If you believe that an improper deduction has been made from your pay, raise the issue with the Payroll Department immediately so that corrections can be addressed as quickly as possible.

The Company is required by law in certain circumstances to deduct a specific wage assignment or garnishment from an employee's paycheck each pay period and forward the required amount directly to the creditor concerned. If the Company receives a legal directive to assign or garnish wages, the Company will notify the employee involved.

III. GROUP HEALTH AND RELATED EMPLOYEE BENEFIT PROGRAMS

3.1 Benefits Disclaimer – Non-Represented only

*Employees represented by Local 46 please refer to current Union Contract.

This section of the Employee Handbook is intended as a summary explanation and description of the Company's employee benefits to which eligible employees (and up to six eligible dependents) may be entitled. This general explanation is not intended to, and does not provide all the details of these benefits, including eligibility and benefit restrictions. To the extent that any of the information contained in this Employee Handbook (or other summary information distributed by the Company, such as SPDs) is inconsistent with the official plan documents, the official plan documents will govern in all cases and supersede this Employee Handbook and such other summary information. Copies of plan documents are available upon request unless otherwise required by law, employees must be scheduled to work 120 hours per month to be eligible for Company benefits ("benefits-eligible").

Notwithstanding anything to the contrary, Titan Electric has the right, in its sole discretion, to amend, modify, discontinue or otherwise terminate, in whole or in part, any or all of the benefit plans described in this Employee Handbook, including any health or retirement benefits. Moreover, Titan Electric and any applicable plan administrator have the exclusive right, power, and authority, in its or their sole discretion, to administer, apply, and interpret the benefit plans described in this Employee Handbook or elsewhere and to decide all matters arising in connection with the operation or administration of such plans.

3.2 Medical, Dental and Vision Insurance – Non-Represented only

*Employees represented by Local 46 please refer to current Union Contract.

A. Health and Vision

Titan Electric currently maintains a group health insurance plan for its non-represented employees. All non-represented employees regularly scheduled for 120 hours per month (and up to six eligible dependents) may participate in coverage available under the Welfare & Pension Administration Services, Inc. group health plan. Titan Electric pays all of the premiums due for the coverage, whether individual or family coverage. Details concerning coverage, limitations, regulations and effective dates may be obtained from the Office Administrator.

Eligible employees of Titan Electric submit applications for enrollment in the plan upon employment. An employee under the health or vision plan who is not paid during any particular pay period (for example, on unpaid leave) will be billed for his or her portion of the premium due. Currently, coverage for non-represented members ends on the last day of the month during which the participating employee's employment with Titan Electric ends or the employee has a reduction in hours of work with Titan Electric.

Continuation coverage will be offered in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Employees will receive the proper COBRA forms from Welfare & Pension Administration Services, Inc.

B. Dental

Dental insurance provided through Welfare & Pension Administration Services, Inc. is currently available to all regular full time employees regularly scheduled for 120 hours per month (and up to six eligible dependents.) Titan Electric pays all of the premiums due for the coverage requested by each employee, whether individual or family coverage. Details of the costs, coverage, limitations, regulations and effective dates may be obtained from the Office Administrator.

Employees who will lose dental insurance coverage because of either a reduction in hours of work or the termination of employment will receive the proper COBRA forms for continuation of coverage from Welfare & Pension Administration Services, Inc.

3.3 Workers' Compensation

Titan Electric, Inc. values the safety, health and well-being of all our employees. Industrial Insurance (Worker's Compensation) is provided for work related injuries and illnesses, and pays for approved medical, hospital and related services essential to an injured worker's treatment and recovery.

Employees who sustain work-related injuries or sicknesses must notify their supervisor immediately so that Titan Electric can notify the workers' compensation insurance carrier as soon as possible. Supervisors must contact the Office Administrator or the CFO to obtain the required claim forms and instructions.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Titan Electric. No premium is charged for this coverage and no individual enrollment is required.

Neither the Company nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity. Employees who file fraudulent claims will be subject to disciplinary action, up to and including an unpaid suspension or termination of employment.

3.4 401(k) Retirement Savings Plan – Non-Represented only

*Employees represented by Local 46 please refer to current Union Contract.

Titan Electric offers non-represented employees the ability to save for retirement and other long-term financial goals through the Titan Electric Savings Plan (the "Plan".) The Company offers a Pension Plan Contribution of 3% of your annual wages for eligible employees. Full time, non-represented employees over 21 years of age are eligible for enrollment in the plan on January 1 or July 1 after one year of employment.

IV. TIME-OFF AND LEAVE POLICIES

4.1 Holidays – Non-Represented only

*Employees represented by Local 46 please refer to current Union Contract.

All regular, full-time non-represented employees receive eight paid holidays per calendar year consisting of a combination of scheduled holidays based on the following schedule:

- New Year's Day
- Martin Luther King Jr Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

When a holiday falls on Sunday, the following Monday shall be observed, and when a holiday falls on Saturday the preceding Friday shall be recognized.

You must be an active employee to receive paid holidays. Employees on an unpaid leave of absence or collecting salary continuation and/or short-term disability are not eligible to receive paid holidays.

Due to the nature of our business, Titan Electric may require employees to work on a holiday. Non-exempt employees that work on a holiday that falls on a regular work day will be paid for the holiday and will also be paid for actual hours worked on the holiday. Exempt employees will be paid normal salary for holidays. Employees who work on a holiday cannot carry the holiday time forward for use at a later date.

The Company reserves the right to modify this policy in its sole discretion.

4.2 Paid Sick Leave

Employees are entitled to accrue paid sick leave beginning January 1, 2018. This leave will accrue at one (1) hour of paid sick leave for every 40 hours worked.

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

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

Titan Electric, Inc.'s accrual year is January 1st to December 31st. Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year. Accrued, unused paid sick

leave over 40 hours will be forfeit. Employees are entitled to use accrued paid sick leave beginning on the 90th calendar day after their date of hire.

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

Please refer to the Paid Sick Leave Policy for additional information regarding accrual, authorized use, carryover, rate of pay, absences exceeding three days, shared sick leave, etc.

4.3 Paid Time Off – Non-Represented only

* Employees represented by Local 46 please refer to current Union Contract.

Non-represented employees that work full or part time are eligible to take accrued annual leave with pay after six months of regular employment; please refer to the Paid Time Off Policy for accrual schedule. Temporary/seasonal intern employees will not be eligible to accrue Annual Leave. A maximum of 25 working days (200 hours for full time, pro-rated for part time) may be accumulated. Employees may donate earned Paid Time Off to other employees eligible for Paid Time Off.

All absences should be scheduled in advance and approved by employees' direct supervisor. Employees shall work with their direct supervisor in making proper arrangements to cover time away.

4.4 Bereavement

Up to three (3) days of paid leave will be granted for death of an Immediate Family member of a regular full-time employee. Immediate Family is defined as the employee's child, spouse or domestic partner, sibling, parent, grandparent, or grandchild, or the child, parent, sibling, grandparent or grandchild of the employee's spouse or domestic partner. Bereavement leave also is available under this policy for a miscarriage suffered by a full-time employee or a full-time employee's spouse or domestic partner.

4.5 Military Leave and Military Spouse Leave

Titan Electric proudly grants employees time off of work for service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law.

All employees requesting time off for military service must provide advance notice of military service to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Titan Electric prohibits retaliation against any employee who requests a leave of absence under this military leave policy.

4.6 Jury Duty and Court Attendance

Titan Electric encourages employees to fulfill their civic responsibilities when called upon to serve as a juror or to attend court as a witness to comply with any subpoena. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either the Company or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

The Company does not provide paid leave for jury duty, however, accrued Paid Time Off may be used.

Upon completion of jury service, you are expected to return to work the next business day, and you must submit to Human Resources written certification of jury service from the court covering the period of jury duty leave.

4.7 Emergency Closing – Non-Represented only

* Employees represented by Local 46 please refer to current Union Contract.

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work office. In the case of office closures, non-represented employees will be paid their regular wages for any work hours during which their office is closed. The decision to close or delay regular operations will be made by Titan Electric management. You will be notified by the Company either telephonically, by voice mail or electronic mail. Employees who have remote access to work from home or an approved off-site location should continue their standard working hours when Titan Electric offices are closed due to inclement weather.

If Titan Electric offices are open and employees determine that traveling conditions caused by inclement weather render it unsafe for them to report to the office as scheduled, employees may work remotely if possible, or employees may use accrued PTO. Employees who do not have the ability to work remotely and do not have accrued PTO will not be paid for the day.

4.8 Family and Medical Leave

Titan Electric provides family and medical leave in accordance with the Family and Medical Leave Act of 1993, as amended (the "FMLA"). The Company also complies with applicable state laws governing family and medical leave and will provide employees with the benefits of whichever statute provides the greater benefits in a given situation; however, when leave qualifies under both statutes, the leave counts against the employee's entitlement under both the state statute and the Company's policy. The application of this policy, and the procedures and definitions set forth herein, may be modified in accordance with changes in applicable law and regulations.

A. Eligibility

Employees are eligible for FMLA leave if they meet the following criteria:

- Have been employed by the Company for at least 12 months; and
- Have completed at least 1,250 hours of service during the 12-month period prior to the commencement of a leave.

If you meet the above criteria, please contact Human Resources for additional information and instructions.

4.9 Paid Parental Leave for New Parents

In order to assist new parents in finding a personal balance between work and family life, Titan Electric provides Paid Parental Leave to all full-time and part-time employees working 30 hours per week or more who wish to take leave for the birth and care of a newborn child or the placement and/or care of a newly-adopted child.

Titan Electric provides eligible employees who are the Primary Caregivers (defined below) paid leave in the amount of three (3) weeks. Titan Electric provides otherwise eligible employees who are secondary caregivers paid leave in the amount of one (1) week. During the leave, employees will receive salary or pay continuation in an amount equal to the employee's regular salary or rate of pay. This leave can be used anytime during the first six (6) months following the birth or adoption of your child. To request leave, please fill out the Application for Paid Parental Leave.

A "Primary Caregiver" is defined as someone who has primary responsibility for the care of a child immediately following the birth or the coming of the child into the custody, care and control of the parent for the first time. This definition applies to both births and adoptions. The Company retains the right to request proof of an employee's primary and/or secondary caregiving responsibilities and to deny requested paid leave benefits in its sole discretion.

Paid Parental Leave runs concurrently with the federal FMLA, any state family and medical leave laws, and any disability leave. If an employee receives disability benefit payments during any period of Paid Parental Leave, the employee will receive a parental leave benefit equal to their salary less any disability payments received.

Paid Parental Leave should be scheduled through Human Resources with the approval of the Eligible Employee's Manager.

4.10 Reasonable Accommodations for Pregnancy, Childbirth or Related Medical Conditions

Consistent with applicable law, Titan Electric will provide a reasonable workplace accommodation to employees who request an accommodation because their ability to perform their job duties is limited due to pregnancy, childbirth, breastfeeding, or a related medical condition, unless it would impose an undue hardship on Titan Electric to do so. Reasonable accommodations may include, but are not limited to, bathroom breaks, leave for a period of disability arising from childbirth,

breaks to facilitate increased water intake, periodic rest for those who stand for long periods of time, and assistance with manual labor.

In some circumstances, Titan Electric may require an employee who requests a reasonable accommodation to provide certification from a health care provider that provides: (i) an explanation of the medical condition and need for a reasonable accommodation; (ii) the date that the accommodation became or will become medically advisable; and (iii) the probable duration that the accommodation is advisable.

Titan Electric will not tolerate any retaliation against an employee who requests or uses a reasonable accommodation under this policy. Employees who seek a reasonable accommodation should direct such requests to Human Resources.

4.11 Working Mother Accommodation

In consideration to working mothers who may be lactating, the Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. If possible, such break time should be taken during the rest or meal breaks already provided to the employee. The Company will make reasonable efforts to provide a room or other location for the employee to express milk in private. If you are in need of such an accommodation, please contact Human Resources as soon as possible so that any necessary arrangements can be made. Discrimination of any kind against an employee who chooses to express breast milk in the workplace is prohibited.

V. EMPLOYEE CONDUCT, RULES AND PROCEDURES

5.1 Standards of Conduct

Titan Electric's rules and standards of conduct are essential to our productive work environment. All employees must familiarize themselves with Company rules and standards as all employees will be held to them. Any employee who disregards or deviates from Company rules or standards may be subject to disciplinary action, up to and including termination of employment.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including an unpaid suspension or termination of employment:

- Theft or inappropriate removal/possession of property;
- Obtaining your job by lying or giving false or misleading information; falsifying any employment documents or records, including your or a co-worker's time records; and other acts of dishonesty;
- Consumption, use, possession, sale, purchase or distribution of illegal drugs, marijuana, or being under the influence of alcohol on any property owned by or leased on behalf of Titan Electric, or in any vehicle owned by or leased on behalf of Titan Electric or while conducting any Company business.;
- Fighting or threatening violence in the workplace;
- Negligence or improper conduct leading to damage of Company-owned or customer-owned property;
- Rude, unprofessional or discourteous behavior toward a customer. Employees are expected to work in a cooperative manner with management/supervision, co-workers, customers and vendors;
- Being insubordinate, threatening, intimidating, or assaulting a manager/supervisor, coworker, current or prospective customer or vendor;
- Violation of safety or health rules;
- Smoking in the workplace or Company vehicles;
- Violating the Company's EEO or non-discrimination and anti-harassment policy;
- Excessive absenteeism, tardiness, or any absence without notice;
- Unsatisfactory job performance;
- Unauthorized use of telephones, computers, or other Company-owned equipment;
- Unauthorized disclosure of any protectable business information and/or failing to follow Company procedures for maintaining the confidentiality of the Company's proprietary information; and
- Violation of the Company's Conflict of Interest policy.

Other forms of misconduct or unacceptable behavior not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Titan Electric standards of conduct, please direct them to your supervisor.

5.2 Disciplinary Action

Disciplinary action at Titan Electric is intended to address behavior and performance problems early on and to prevent reoccurrence.

At management's discretion, disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Titan Electric has the sole discretion to determine what type of discipline is appropriate. There is no standard series of disciplinary steps the Company must follow. In certain circumstances, the employee's conduct may lead to immediate discharge.

5.3 Attendance and Punctuality

Attendance and punctuality are important factors for your success and will be considered in reviewing your performance. You are expected to report to work regularly and to be ready to perform your assigned duties at the beginning of each work day until completion. Absenteeism and tardiness place an undue burden on other employees and on the Company. Employees are also expected to return from scheduled meal and break periods on time. Employees who are scheduled to work at customer or other locations are expected to work when and where scheduled and meet all customer obligations in a professional manner.

If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, but always prior to their scheduled starting time. If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

If Paid Sick Leave or Paid Time Off hours are available an employee must use those hours instead of opting for unpaid time off. Once Paid Sick Leave and Paid Time Off hours are exhausted, the employee must take the time off without pay.

Employees who are going to be absent for more than one day should contact their supervisor each day of their absence. Titan Electric reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), multiple illnesses or injuries, or other circumstances.

If an employee fails to notify their supervisor after three consecutive days of absence, Titan Electric will presume that the employee has voluntarily resigned. If timely presented, Titan Electric will review any extenuating circumstances presented by the employee that may have prevented him or her from calling in before the employee is removed from payroll.

Titan Electric considers consistent attendance and punctuality to be the foundation for excellent performance. Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action.

5.4 Dress Code Policy

Maintaining a professional appearance is very important to the success of Titan Electric.

Regardless of the employee's interaction with clients, customers, suppliers, contractors, or volunteers, each employee projects the reputation of the organization. Part of this impression depends on each employee's choice of dress.

Titan Electric has chosen to offer a casual dress environment for employees. Employees are expected to use good judgment and to show courtesy to their co-workers by dressing in a manner that is presentable and appropriate.

Any clothing that has words, terms, or pictures that may be offensive to other employees or customers is unacceptable. Clothing with inappropriate logos, crude slogans, sexually explicit graphics, explicit graphics, violence or advertisements for drugs, alcohol or tobacco are expressly prohibited. Sports teams, university names and fashion brand names on clothing are generally acceptable. At all times employees are asked to be cognizant that regardless of their interaction with clients, customers, suppliers, or contractors, Titan Electric is still a place of business.

If a supervisor or manager decides that an employee's dress or appearance is not appropriate as outlined in this policy, he or she may take corrective action which includes, but is not limited to, requiring the employee to leave the work area and make the necessary changes to comply with the policy.

In the event the above policy causes religious concerns or concerns based upon any other legally protected class, please contact the Human Resource Department to discuss an appropriate accommodation. Any questions related to the content of this policy or its interpretation should be directed to Human Resources.

5.5 Safety

Titan Electric is committed to providing a clean, safe, and healthy work environment for its employees. The Titan philosophy is to promote our safety program as an integrated component to the way Titan Electric operates business. The success of the safety program depends on the commitment of the Titan Electric employees. Titan Electric and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Please refer to the Titan Electric *Titan CODE (Safety) Book*. Any additional questions regarding workplace safety should be directed to your supervisor or Human Resources.

5.6 Workplace Violence

Titan Electric strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person;
- Threatening to injure another person;
- Using obscene, abusive or threatening language or gestures;
- Bringing an unauthorized firearm or other weapon onto company property;
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions; and
- Intentionally damaging property.

All threats or acts of violence should be reported immediately to your supervisor, manager or security personnel. Employees should warn their supervisors, manager or security personnel of any suspicious workplace activity that they observe or that appears problematic. Our prohibition against threats and acts of violence applies to all persons involved in our operation, including but not limited to employees, contract and temporary workers and anyone else on our property.

Titan Electric will not tolerate any form of retaliation against any employee for making a report under the Workplace Violence Policy.

Titan Electric will take prompt remedial action, up to and including immediate termination and/or legal action, against any employee found to have engaged in threatening behavior or acts of violence.

5.7 Drug and Alcohol Abuse

Titan Electric is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, use, possess, sell, purchase or distribute illegal drugs, marijuana, or be under the influence of alcohol on any property owned by, or leased on behalf of, Titan Electric, or in any vehicle owned by, or leased on behalf of, Titan Electric or while conducting any Company business. The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job.

The Company will randomly test employees for compliance with its drug-free workplace policy. As used in this policy, "random testing" means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested. Furthermore, the Company has no discretion to waive the selection of an employee selected by this random selection method.

The Company will not tolerate employees who report for duty while impaired by the use of alcohol or drugs, including marijuana. All employees should report evidence of alcohol or drug abuse to their supervisor, manager or Human Resources immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a condition of your employment with the Company, employees must comply with this Policy. Be advised that no part of the Drug and Alcohol Abuse Policy shall be construed to alter or amend the at-will employment relationship between Titan Electric and its employees. Employees found in violation of the Drug and Alcohol Abuse Policy may be subject to disciplinary action, up to and including termination of employment.

Nothing in the Drug and Alcohol Abuse Policy prohibits persons of legal drinking age from consuming alcohol at Company sponsored or authorized events if such exist, including any that are hosted on property owned by, or leased on behalf of, Titan Electric. However, if employees choose to consume alcohol at such events, they must do so responsibly and maintain their obligation to conduct themselves properly and professionally at all times with colleagues and/or current or prospective customers.

5.8 Security

The purpose of Titan Electric's security policy is to protect Company assets and to maintain a safe working environment for all employees.

Facility Access: All regular Titan Electric employees will be issued a key, card or Fob to gain access to Titan Electric facilities. Employees who are issued keys, cards or Fobs are responsible for their safekeeping. All lost or stolen keys, cards or Fobs must be reported to your supervisor as soon as possible.

Upon separation from Titan Electric, and at any other time upon Titan Electric's request, all keys, cards and Fobs must be returned to your supervisor.

5.9 Telephone Usage

Titan Electric telephones are intended primarily for the use of conducting Titan Electric business. Personal use of the Company's telephones and individually owned cell phones during business hours should be limited to necessary and reasonable periods of time. In addition, long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including unpaid suspension or termination of employment.

5.10 Smoking

Titan Electric provides a smoke-free environment for its employees, customers, and visitors. Smoking is prohibited throughout the office and in all Company vehicles.

The smoking policy on each job site may vary based on policies established by the General Contractor or building Owner. This policy will be addressed during Site Specific Orientation.

5.11 Personal Property

Employees should use their discretion when bringing personal property into the workplace. Titan Electric assumes no risk for any loss or damage to personal property. Additionally, employees may

not possess or display any property on Titan Electric premises that may be viewed as inappropriate or offensive in violation of the Company's non-discrimination and anti-harassment policy.

5.12 Use of Company Property

Company property refers to anything owned by the Company: physical, electronic, intellectual, or otherwise. The use of Company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company, and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

Titan Electric has created specific guidelines regarding the use of Company equipment. Below is a list of employee responsibilities and limitations with regards to company property.

Personal use of Company property: Company property is not permitted to be taken from the premises without proper authority from Company management, except as necessary, in connection with fulfilling the regular duties and expectations of your job.

Company Tools: All necessary tools are furnished to employees in order to assist them in their required duties. Employees will be held responsible for tools and equipment issued them, and the Company will provide necessary lockers, toolboxes, or other safe places for storage and adequate time for pickup.

Care of Company Property: Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

5.13 Credit Card Use Policy

Company Titan Electric will issue company credit cards to certain employees for use in their jobs. The company issues credit card must be used for business purposes only, and shall not be used for any personal purchase of any other transaction that is not authorized or needed to carry out the employee's duties. For any unauthorized purchases, the Company may deduct that amount from the employee's next paycheck until such amount is repaid in full.

5.14 Computer, Internet Usage and Electronic Communications Policy

Titan Electric's computer systems allow us to be more productive, but can cause problems if used improperly. It is extremely important that all employees use good business judgment when using the computer systems.

Computer hardware, software, electronic mail, Internet connections, and all other computer or electronic communication or data storage systems used by Titan Electric are owned by and the property of Titan Electric. All information, data, files, or attachments you create, receive, download, store, transmit, delete, or use while employed by the Company are the Company's property. The Company prohibits employee's from forwarding or transferring any information, data, files, attachments, emails, and phone calls to a personal device, account, electronic mail, or data storage system of any kind not owned by Titan Electric.

Employees have no right or expectation of personal privacy in their use of Company's computer, services, software, and electronic communication systems or on personal devices, services, software and electronic communication systems where Company information, data, files, attachments or phone calls have been transferred.

To ensure compliance with this policy and all applicable laws, computer, email and Internet usage may be monitored, reviewed, audited, intercepted, accessed, and disclosed, and the Company may review documents created and stored on Titan Electric's computer and electronic communication systems, monitor sites visited by employees on the Internet, review materials downloaded or uploaded by employees from or to the Internet, and review emails sent and received by employees.

Titan Electric strives to maintain a workplace free of discrimination and harassment. Therefore, Titan Electric prohibits the use of computers and the email system for harassing, discriminating, or other inappropriate or unlawful misconduct.

Titan Electric purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Titan Electric does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Titan Electric prohibits the illegal duplication of software and its related documentation.

Employees must show proper respect for all copyright and other intellectual property laws. For the Company's protection, as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted materials owned by others, and other intellectual property, including Titan Electric's own copyrights, intellectual property and brands.

Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of this policy may result in disciplinary action, up to and including termination of employment. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and may result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images in violation of the Company's Non-Discrimination and Anti-Harassment Policy;
- Stealing, using, or disclosing someone else's code or password without authorization;

- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization. Wages and other conditions of employment are not considered to be confidential material;
- Violating copyright law;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- Participating in the viewing or exchange of pornography or obscene materials;
- Attempting to break into the computer system of another organization or person;
- Refusing to cooperate with a security investigation;
- Using the Internet for gambling, pornography, improper jokes, hate speech, or any illegal activities;
- Sending or posting messages that disparage another organization's products or services; and
- Passing off personal views as representing those of Titan Electric.

Nothing in this policy is intended to prevent an employee from discussing his/her wages, hours, benefits, working conditions, or other terms and conditions of employment or engaging in other actions which are legally protected under the National Labor Relations Act or other applicable state or federal law.

Employees should notify their immediate supervisor or Human Resources upon learning of violations of this policy.

5.15 Social Media Policy

The Company recognizes and understands that blogging and participating in online social networking sites including, but not limited to, Facebook, LinkedIn, and Twitter, have become a popular activity and employees may now, or in the future, blog and/or participate in social media on the Internet. Employees' use of social media, however, can pose risks to Titan Electric's confidential and proprietary information, reputation and brands, can expose the Company to discrimination and harassment claims and can jeopardize the Company's compliance with business rules and laws.

"Social media" includes various web-driven channels by which one posts or communicates information. Social media includes, but not limited to, Facebook, LinkedIn, Twitter, YouTube, and an employee's own or someone else's blog, journal, diary, personal website, web bulletin board or chat room.

To minimize the business and legal risks noted above, Titan Electric has established certain rules regarding the use of social media and its relationship to Titan Electric, as follows:

- A. Employees are prohibited from engaging in personal use of social media while on work time. The Company permits use of social media on Company computers, networks and other IT resources and communication systems for personal activities during

- nonworking time as long as it does not (a) involve vulgar, obscene, threatening, intimidating or harassing content that is not otherwise protected by law, (b) is not maliciously false and does not violate any other Titan Electric policies, and (c) does not interfere with employees' employment responsibilities or productivity during working time.
- B. When in engaging in social media for non-Company related purposes or personal use, an employee may only speak on behalf of the Company with the prior written approval by the CFO. If ambiguity exists as to whether an employee is speaking on his/her own behalf or on behalf of the Company, the employee should make clear that the views being expressed are his/her own and not necessarily the Company's views, and the employee should ensure that the words posted do not suggest that they are representing the Company's position.
 - C. Employees' postings may not disclose or use the Company's protectable business information, which includes proprietary or trade secret information, trademarks, copyrights, or other intellectual property, without the prior written authorization of the Company. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, or other internal business-related confidential communications that contain trade secrets or proprietary business information.
 - D. If a member of the news media or blogger contacts you about a posting that concerns the Company's business, employees should refer that person to the CFO.
 - E. Supervisors should not ask their direct reports to join their personal networks/sites and should not join the personal networks/sites of direct reports (with the exception of the business networking site LinkedIn).
 - F. You should not reveal any confidential, non-public information about the Company's customers, suppliers or vendors without their explicit prior approval. If you believe it is necessary to engage in such discussion, you should work with your supervisor or Human Resources to obtain approval.
 - G. The Company may monitor blogs, social networking sites or other electronic media. All posts and related activities are subject to the Handbook and other Company policies. If you fail to follow these guidelines or the Company's policies while online, you may be subject to disciplinary and/or legal action by the Company and/or others.
 - H. While online, employees remain subject to the terms of Titan Electric's Equal Employment Opportunity Policy and Non-Discrimination and Anti-Harassment Policy and any individual agreements with Titan Electric, and they may not post any statements or other information that could be considered discriminatory, harassing, malicious or obscene or that disparages customers, vendors, or suppliers.
 - I. Employees should always be truthful and accurate when posting and are prohibited from posting any information known to be false about the Company, its employees, customers, vendors, or suppliers.

Employees who violate this policy will be subject to discipline.

Nothing in this policy is intended to prevent an employee from engaging discussing his/her wages, hours, benefits, working conditions, or other terms and conditions of employment or engaging in other actions which are legally protected under the National Labor Relations Act or other applicable state or federal law.

5.16 Prohibited Use of Electronic Devices While Driving an Automobile

The Company recognizes and appreciates that employees use cell phones and mobile devices in connection with performing their jobs.

All employees must comply with Washington State Handheld Device Law including but not limited to:

- Operating a moving motor vehicle while holding a wireless communications device to ear is considered a traffic infraction
- A wireless communications device includes but is not limited to, cell phone, tablet, laptop, and electronic games
- Using a hand/finger to compose, send, read emails, texts photos is a considered a traffic infraction
- This includes time spent stationary because of traffic or traffic lights
- If you must make a call, deal with email, etc., you must first pull off the road or to the side of the road to a location where it is safe to stop

A driver may however:

- Use a hands-free device such as a Bluetooth earpiece if you do not already have a newer vehicle equipped with a Bluetooth stereo
- Use cell phone without hands free to dial 9-1-1

5.17 Company Supplies

Only authorized persons may purchase supplies in the name of Titan Electric. Please refer to Supplier Policy 3.30.17 Rev. 1 for preferred suppliers. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Titan Electric or bind Titan Electric by any promise or representation without express written approval.

Contact Information

Titan Electric, Inc.
Main Office 206-633-2811

Human Resources
Barbara Thompson Number: 206-291-5330
hr@titanelectric.net

Titan Electric CFO
Direct Line: 425-250-3425
Pegc@titanelectric.net

Titan Electric Office Administrator
Direct Line: 425-250-3594
Leeh@titanelectric.net

Titan Electric Payroll Department
Direct Line: 425-250-3516
amandad@titanelectric.net

Welfare & Pension Administration Service, Inc.
Main Number: 206-441-7574 or 800-732-1121
www.wpas-inc.com



EMPLOYEE ACKNOWLEDGMENT FORM

**Please complete this form and return it to your supervisor or Human Resources within 7 days of receipt. Failure to do so will not affect the applicability of the Handbook or any of its provisions to you.*

I hereby acknowledge that I have been provided with a copy of the Titan Electric Employee Handbook, and if applicable, a supplement related to the state in which I am employed, (collectively, the “Handbook”). I understand that I am responsible for reading it, familiarizing myself with its contents, and adhering to all of the policies and procedures of the Titan Electric, whether set forth in this Handbook or elsewhere.

I understand that the information contained in the Handbook represents guidelines only and that the Company reserves the right to modify the Handbook or amend or terminate any policies, procedures or programs at any time.

I agree to comply with the Handbook and all of the policies of the Company. I have read this Handbook carefully, and I understand that I should contact my supervisor, or Human Resources if I have any questions.

I understand that nothing contained in this Handbook, nor the Handbook itself, is considered a contract of employment. In addition, nothing in this Handbook constitutes a guarantee that my employment will continue for any specified period of time. I understand that my employment with the Company is at-will, which means that it can be terminated by me or the Company at any time, with or without notice, for no reason or any reason not otherwise prohibited by law.

I have reviewed the Company’s non-discrimination and anti-harassment policies contained in the Handbook, and I agree to abide by their terms.

I further hereby acknowledge that I understand that this Handbook supersedes and replaces all prior or existing manuals, written policies, oral policies, or practices in effect prior to the effective date of this Handbook, except as expressly stated in a written document signed by the Company’s CFO or Leadership Team and except, as to represented employees, for the collective bargaining agreement between Local 46 and Titan Electric.

I understand that a copy of this Employee Acknowledgment will be kept in my personnel file.

DATE: _____

Employee’s Name (Print)

Employee’s Signature