



EMPLOYEE MANUAL



DAVID YOUNGBLOOD
President
dyoungblood@youngbloodco.com
Office: 978-373-5607 ext. 212
Cell: 508-328-5063

Kim Sanguedolce
Human Resources/Payroll
ksanguedolce@youngbloodco.com
Office: 978-373-5607 ext. 211

EMPLOYEE CALL OUT
(978) 373-5607
Ext. 253
YOU MUST LEAVE A
VOICEMAIL

TIME CARDS
DUE ON
MONDAY'S
BY NOON TIME
ksanguedolce@youngbloodco.com

TABLE OF CONTENTS

Welcome to Youngblood Co., Inc.	01
Purpose of this Manual	02
Your Various Benefits with Youngblood Co., Inc.	03
What you can Expect from Youngblood Co., Inc.	04
What Youngblood Co., Inc. Expects from You	04
Employment Summary Sheet	05
Personnel Administration	06
Your Personnel File	06
Employment Classifications	07
Full-Time Employees	07
Part-Time Employees	07
Temporary Employees	07
Non-Exempt and Exempt Employees	07
Employment Policies	08
Anniversary Date	08
Bonding Requirements	08
Business Hours	08
Confidential Information	08
Customer Relations	09
Driver's License & Driving Record	09
Random Drug and Alcohol Testing	09
Equal Employment Opportunity	09
Discrimination and Sexual Harassment Policy	10
Definition of Sexual Harassment	11
Complaints of Sexual Harassment	11
Sexual Harassment Investigation	11
Disciplinary Action	12
State and Federal Remedies	12
Former Employees	12
How you were Selected	12
Introductory Period	13
Non-Compete Agreement	13
Outside Employment	13
Proof of US Citizenship and/or Right to Work	13
Pre-Employment Testing	13
Security Checks	13
We Need Your Ideas	14
Standards of Conduct	14
Unacceptable Activities	14
Disciplinary Actions	15
Dismissal	15
Compensation and Performance Summary Sheet	16

Wage and Salary Policies	17
Basis for Determining Pay	17
Job Scope	17
External Comparability	17
Individual Pay	17
Computing Pay	17
Deductions from Paycheck (Mandatory)	17
Repayment of Company Loan/Payroll Advance	18
Error in Pay	18
Overtime Pay	18
Work Performed on Company Holidays	18
Pay Period and Hours	18
Pay Cycle	18
Paycheck Distribution and Cashing Procedures	19
Reporting Time Pay – Inclement Weather & “Acts of God”	19
Termination and Severance Pay	19
Time Cards/Records	19
Wage Assignments (Garnishments)	19
Performance and Compensation Reviews	20
Performance Reviews	20
Compensation Reviews	20
Work Schedule	20
Absence or Lateness	20
Attendance	21
Breaks/Rest Periods	21
Closure after Starting Time	21
Excessive Absenteeism or Lateness	21
Lunch Period	21
The Benefits Summary Sheet	22
The Benefits Package	23
Eligibility for Benefits	23
Paid Leaves of Absence	24
Holidays	24
Recognized Holidays	24
Holiday Policies	24
Vacations	24
Amount of Vacation	24
Vacation Policies	25
Accumulation Rights	25
Payment in Lieu of Vacation	25
Other Paid Leaves	25
Bereavement Time	25
Jury Duty	25
Sick Pay/Personal Leave	25
Unpaid Leaves of Absence	26
Family/Medical Leave of Absence	26

Disability (Including Pregnancy) Leave of Absence	27
Maternity Leave Under State Law	28
Military Leave of Absence	28
Military Reserves or National Guard Leave	28
Personal Leave of Absence	28
Small Necessities Leave Act	29
MA Paid Family & Medical Leave	29
Accepting other Employment or Going into Business While on Leave	29
Insurance Premium Payment During Leave of Absence	29
Insurance Coverage	29
Cafeteria Plan/Section 125 Plan	29
Group Insurance	30
Short-Term Disability Insurance	30
Life Insurance	30
Termination of Insurance	30
Optional Benefits	31
Government Required Coverage	31
Workers' Compensation	31
Other Benefits	33
Unemployment Compensation	33
Social Security	33
Profit Sharing and Pension Retirement Plan	34
Profit Sharing/401(k) Plan	34
Pension Retirement Plan for Prevailing Wage	34
ERISA Rights	34
Other Benefits	35
Annual Party or Outing	35
Apprenticeship Program	35
Education/Training	35
Summarized Benefits	36
Other Policies	36
Bonuses.....	37
Borrowing Tools and Equipment	37
Required Tools/Tools List	37
Bulletin Boards	37
Communications	37
Company Meetings	37
Department Meetings	38
Conversion Privileges	38
Dress Code/Personal Appearance	38
Entering and Leaving the Premises	38
Entry After-Hours	38
Exit Interviews	38
Expense Re-imbursement	38
First Aid	39
Grievances	39

Resolving Problems	39
Housekeeping/Recycling	39
Life Threatening Illness	39
Managers	40
Open Door Policy and Counseling	40
Parking Lot	40
Personal Phone Calls and Mail	41
Personal Property	41
Personal Use of Company Property	41
Property and Equipment Care	41
References	41
Resignation	41
Restricted Areas	41
Return of Company Property	42
Safety Rules	42
Safety Rules When Operating Machines and Equipment	42
Security	43
Seniority	43
Smoking	43
Solicitations and Distributions	43
Substance Abuse	43
Suggestions	43
Theft	44
Traffic Violations	44
Use of Company Vehicle	44
Violations of Policies	45
Health Insurance Appendix 1	46
Dental Insurance Appendix 2	46
Short-Term Disability Insurance Appendix 3	46
Long-Term Disability Insurance Appendix 4	46
Life Insurance and AD&D Benefits	46
Optional Life Insurance Appendix 5	46
Retirement Benefits 401(k) Appendix 6	47
10 Core Safety Rules (Appendix 7)	47
Fleet Safety Program (Appendix 8).....	47
Substance Abuse Policy (Appendix 8).....	47
COVID-19 Exposure (Appendix 8).....	47
MA Paid Family Medical Policy (Appendix 8).....	47
Receipt and Acknowledgement of Employee Manual	48

Welcome to Youngblood Co., Inc.

Dear Employee:

We want you to feel that your association with Youngblood Co., Inc. will be a mutually beneficial and pleasant one.

Youngblood Co., Inc. is dedicated to two standards: (1) to provide our customers with the best quality service at the best price, and (2) to provide you with wages and benefits comparable to others doing similar work within the industry and within the region.

Our organization has established an outstanding reputation for quality services. Credit for this goes to every one of our employees. We hope you too will find satisfaction and take pride in our work here. As a member of our team, you will be expected to contribute your talents and energies to improve the environment and quality of the Company, as well as the Company's products and services. In return, we will give you opportunities to grow and advance in your career.

At Youngblood Co., Inc. we always put safety first. We believe it is our duty to provide you with a safe work environment. All employees are expected to adhere to safety guidelines and are encouraged to bring unsafe situations or areas for safety improvement to the attention of their supervisors. Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working, including pleasant relationships and working conditions, career development and promotion opportunities, and an opportunity to enjoy other employee benefits, are just a few. Youngblood Co., Inc. is committed to doing its part to assure you of a satisfying work experience. The only thing we require of you is a commitment to our high-quality standards, a good team attitude, and an adherence to our policies and procedures.

I extend to you my personal best wishes for your success and happiness at Youngblood Co., Inc.

Sincerely,

David Youngblood, President
Youngblood Co., Inc.

Purpose of this Manual

This manual has been designed for uses of reference by the Company and our employees. We expect each employee to read this manual carefully, as it is a valuable reference for understanding your job and the Company's policies. No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is through our person to person conversations that we can better know each other, express our views, and work together in a harmonious relationship. The policies explained in this manual are intended as guidelines only, and they may change from time to time to meet our business needs. This manual supersedes and replaces any and all prior employee handbooks, manuals, policies or practices, and any oral or written policies that are inconsistent with this manual. The Company reserves the right to revise, delete or add to the provisions of this manual at any time. Any changes in this manual must be in writing, no oral statements or representations can change the provisions of this manual.

This employee manual is not a contract for employment or benefits. All employment at Youngblood Co., Inc. is on an "at will" basis, meaning that either your or the Company may terminate the employment relationship at any time, for any reason, with or without cause or notice. Only the Company President has the authority to enter into any employment agreements that are on any basis other than "at will," and any such agreements must be in writing.

This employee manual also summarizes the benefit plan currently offered to eligible employees, as we want to provide you with an overview of those benefits. You should be aware that many of our benefits have comprehensive plan documents and summary plan description that govern their operation and administration. These documents will be separately provided to you and will be controlling in the event of questions regarding those benefit plans. The Company reserves the right to change, modify or discontinue benefit plans in the future.

Should the Company change, modify or discontinue some or all of the parts of this manual, those actions shall apply to existing, as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work, except as expressly provided in this manual. Employees shall accrue and are not eligible for any benefits, rights or privileges of employment beyond their last day worked, except as set forth in the manual. No statement or promise of a supervisor, manager or department head may be interpreted as a change in policy, nor will it constitute a contract with the employee.

Your Various Benefits With Youngblood Co., Inc.

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn.

These are just some of the benefits Youngblood Co., Inc. provides for eligible employees each year:

- Annual Party or Outing
- Bereavement Time
- Disability Leave of Absence
- Group Term Life Insurance
- Health Care/Hospitalization Insurance
- Paid Holidays
- Paid Vacations
- Personal Leave of Absence
- Massachusetts Family + Medical Leave
- 401(k) Plan
- Bacon Davis Act, Money Purchase Retirement Plan
- Service Awards
- Short-Term Disability Insurance
- Social Security
- Unemployment Compensation Insurance
- Workers' Compensation Insurance

Listed below are optional benefits offered by Youngblood Co., Inc. at additional cost to our employees:

- Additional Life Insurance
- Dental Insurance
- Long Term Disability

What You Can Expect From Youngblood Co., Inc.

Youngblood Co., Inc.'s established employee relations policy is to:

1. Operate an economically successful business so that a consistent level of steady work is available.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
3. Pay all employees according to their effort and contribution to the success of our business.
4. Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
5. Provide paid vacations and holidays to all eligible employees.
6. Provide eligible employees with medical, short-term disability, retirement and other benefits.
7. Dedicate ourselves to Total Quality.
8. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
9. Assure employees, after talking with their manager, an opportunity to discuss any problem with officers of Youngblood Co., Inc.
10. Make prompt and fair adjustment of any complaints, which may arise, in the everyday conduct of our business, to the extent that is practicable.
11. Respect individual rights, and treat all employees with courtesy and consideration.
12. Maintain mutual respect in our working relationship.
13. Provide buildings and offices that are attractive, comfortable, orderly and safe.
14. Promote employees on the basis of their ability and merit.
15. Make promotions or fill vacancies from within Youngblood Co., Inc. whenever possible.
16. Do all these things in a spirit of friendliness and cooperation so that Youngblood Co., Inc. will continue to be known as "a great place to work!"

What Youngblood Co., Inc. Expects From You

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom Youngblood Co., Inc. serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by Youngblood Co., Inc. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the company overall and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This Manual offers insight on how you can positively perform to the best of your ability to meet and exceed Youngblood Co., Inc. expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Youngblood Co., Inc. a company where you can approach your manager, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Youngblood Co., Inc. (Please take a look at the section describing the submission of Suggestions.) We're all human, so please communicate with each other and with management.

Remember, you help create the healthful, pleasant and safe working conditions that Youngblood Co., Inc. intends for you. Your dignity and that of fellow employees, as well as that of our customers, is important.

Youngblood Co., Inc. needs your help in making each working day enjoyable and rewarding.

1. Employment

Personnel Administration

Your Personnel File

Employment Classifications

Full-Time Employees

Part-Time Employees

Temporary Employees

“Non-Exempt” and “Exempt” Employees

Employment Policies

Anniversary Date

At-Will Employment

Bonding Requirement

Business Hours

Confidential Information

Customer Relations

Driver’s License & Driving Record

Random Drug and Alcohol Testing

Equal Employment Opportunity

Harassment

Former Employees

How You Were Selected

Introductory Period

Non-Compete Agreement

Outside Employment

Proof of U.S. Citizenship and/or Right to Work

Pre-employment Test

Security Checks

We Need Your Ideas

Standards of Conduct

Unacceptable Activities

Disciplinary Actions

Dismissal

Personnel Administration

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify your manager and the office as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any Youngblood Co., Inc. vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Plumbing/Pipefitting License

Coverage or benefits that you and your family may receive under Youngblood Co., Inc.'s benefits package could be negatively affected if the information in your personnel file is incorrect.

Since Youngblood Co., Inc. refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may see information, which is kept, in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please ask your manager to make arrangements for you with the office.

Employment Classifications

Full-Time Employees

At the time you are hired, you are classified as full-time, part-time or temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in the Manual apply only to full-time employees. All other policies described in this Manual and communicated by Youngblood Co., Inc. apply to all employees, with the exception of certain wage, salary and time off limitations applying only to “non-exempt” (see the definition that follows) employees. If you’re unsure of which job classification your position fits into, please ask your manager.

An employee who has successfully completed the Introductory Period (see the Employment Policies section for definition) of employment and who works at least forty (40) hours per week is considered a full-time employee.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not on layoff for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than a regular forty (40) hour workweek is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent required by provisions of state and federal laws.

Temporary Employees

From time to time, Youngblood Co., Inc. may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for benefits described in this Manual, except as granted on occasion, or to the extent required by a provision of state and federal laws. Those temporary employees classified as “non-exempt” (see the definition that follows) who work more than eight (8) hours in one day or more than forty (40) hours during any workweek will receive overtime pay.

“Non-Exempt” and “Exempt” Employees

At the time you are hired, all employees are classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40) per workweek. These employees are referred to as “non-exempt” in this Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See “Wages & Salary Policies” in the “Compensation & Performance” section of this Manual for a full description of overtime payment policies.

Exempt employees are managers, executives, office staff, professional staff, technical staff, officers, directors, owners and others whose duties and responsibilities allow them to be “exempt” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Employment Policies

Whether you are a new hire or a former employee returning to Youngblood Co., Inc. you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your manager, want to help you get off to a good start. Feel free to ask them for help concerning anything you don't understand.

One of the first things you should do is carefully read this Manual. It is designed to answer many of your questions about the practices and policies of Youngblood Co., Inc., what you can expect from Youngblood Co., Inc., and what Youngblood Co., Inc. expects from you.

Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits in this Manual.

Bonding Requirement

Under certain circumstances, Youngblood Co., Inc. may require that you be bonded. It is your responsibility to assure that you are bondable. Youngblood Co., Inc. will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

Business Hours

Our regular operating hours are 5 A.M. to 5 P.M. Monday through Friday.

Your particular hours of work and the scheduling of your one half (1/2) hour lunch period will be determined and assigned by your manager or department head. Most employees are assigned to work a forty (40) hour workweek. You are required to take a one half (1/2) hour unpaid lunch period daily; please understand that you may not "work through lunch" in order to arrive late or to leave early or to work extra time, although exceptions can be made and are up to the discretion of the foreman on the job or manager in the office for office personnel, provided you sign a waiver agreeing to work through lunch.

Confidential Information

Our customers and suppliers entrust Youngblood Co., Inc. with important information relating to their businesses. The nature of this relationship requires the maintenance of confidentiality. In safeguarding the information received, Youngblood Co., Inc. earns the respect and further trust of our customers and suppliers.

Your employment with Youngblood Co., Inc. assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures Youngblood Co., Inc.'s reputation and effectiveness. Therefore, please do not discuss Youngblood Co., Inc. business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what he or she might do with the information they get from you.

If you are questioned by someone outside the company or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer and that we do not wish you to do so. Instead, as politely as possible, refer the request to your manager or to the President.

No one is permitted to remove or make copies of any Youngblood Co., Inc. records, reports or documents without prior management approval.

Because of its seriousness, the disclosure of confidential information could lead to dismissal.

Customer Relations

The success of Youngblood Co., Inc. depends upon the quality of the relationships between Youngblood Co., Inc., our employees, our customers, our suppliers, and the general public. Our customers' impression of Youngblood Co., Inc. and their interest and willingness to purchase from us is greatly formed by the people who serve them. In a sense, regardless of your position, you are Youngblood Co., Inc.'s ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, Youngblood Co., Inc. and Youngblood Co., Inc.'s products and services.

Here are several things you can do to help give customers a good impression of Youngblood Co., Inc.:

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These are the building blocks for you and Youngblood Co., Inc.'s continued success. Thank you for adding your support.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to Youngblood Co., Inc. from time to time. Any changes in your driving record must be reported to the personnel department immediately. Failure to do so may result in disciplinary action, including possible dismissal.

Random Drug and Alcohol Testing

Youngblood Co., Inc. reserves the right to randomly test for alcohol and controlled substances. The workplace or job site is not a place to be under the influence of any mind-altering or job impairing substances. If your foreman and or project manager suspects illegal use of a controlled substance or alcohol consumption on the job site, he/she will require testing of that individual. If proven that the individual is under the influence of a controlled substance or intoxicant, the individual may be permanently dismissed.

If an employee is taking a prescribed medication which they believe, or have been advised may cause impairment in the performance of their job duties, they should report this to their foreman or project manager. The Foreman and or Project Manager will then try to accommodate the employee in whatever way is reasonable, including perhaps reassigning the employee to a non-hazardous task or having them take some sick time.

Note: See "Traffic Violations" and "Use of Company Vehicle" in the "Other Policies" section of this Manual for further information.

Equal Employment Opportunity

Youngblood Co., Inc. is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, age, religion, sex, pregnancy, national origin, physical or mental disability, or veteran status, in accordance with applicable state and federal laws. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, transfer, leave of absence, compensation, benefits, and training. In support of its commitment to equal employment opportunities, the Company prohibits harassment on any of the bases discussed above. While it is not easy to identify every type of conduct that may constitute harassment, prohibited conduct certainly includes slurs, epithets, derogatory comments, unwelcome jokes, teasing, sexual advances, request for sexual favors, or other similar verbal or physical conduct. The full cooperation of each and every employee is expected in setting an example toward achieving the goal of equal opportunity for all. Any employee who harasses or discriminates against another employee, a

customer, or other employees of other contractors on job sites will be subject to discipline, up to and including termination from employment.

Employees with questions regarding the equal employment opportunity or the Company's policies regarding discrimination and harassment may discuss them with their supervisor, department head, or with the Company President. Should you feel that you are being harassed or discriminated against, you should follow the reporting procedure for Complaints of Discrimination or Harassment contained in the Company's Sexual Harassment Policy.

Retaliation against any employee who complains about discrimination or harassment, or who provides information regarding alleged discrimination or harassment, is a violation of our policy and is prohibited by law. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment.

The Company's President has issued the following policy stating the Company's views in this matter. It is the policy of Youngblood Co., Inc. to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, age, ancestry, marital status, disability, veteran or draft status.
- Comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Youngblood Co., Inc. will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.
- Make reasonable accommodations wherever necessary for all employees or applicants with disabilities provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job provided that any accommodations made do not require significant difficulty or expense.
- Achieve understanding and acceptance of Youngblood Co., Inc.'s policy on Equal Employment Opportunity by all employees and by the communities in which the company operates.
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted.
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

At this time, Youngblood Co., Inc. would like to reaffirm this policy and call upon all personnel to effectively pursue the policy as stated.

Please check the employee information bulletin board for all related equal opportunity and job announcements.

Note: Throughout this Employee Manual, masculine pronouns such as he, his or him shall be construed so as to include both sexes.

Sexual Harassment Policy

Introduction:

It is the goal of Youngblood Co., Inc. to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with if encountered by employees.

Because Youngblood Co., Inc. takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary,

including disciplinary action where appropriate. Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment:

In Massachusetts, the legal definition of sexual harassment is this: “sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, request or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions:
- or
- b. such advances, requests or conduct have the purpose or effect of reasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- unwelcome sexual advances – whether they involve physical touching or not;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comment on an individual’s body, comment about an individual’s sexual activity, deficiencies, or prowess;
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- inquiries into one’s sexual experiences; and
- discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

Complaints of Sexual or other forms of Discrimination or Harassment:

If any of our employees believes that he or she has been subjected to any form of unlawful discrimination or harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting David Youngblood, Youngblood Co., Inc., 32 Ashland Street, Haverhill, MA (978) 373-5607 ext. 212. David Youngblood is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

Discrimination and Harassment Investigation:

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will also interview the person alleged to have committed sexual harassment. When we have completed the investigation, we will, to the extent

appropriate to inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will impose disciplinary action.

Disciplinary Action:

If it is determined that inappropriate conduct has been committed by one or our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

State and Federal Remedies:

In addition to the above, if you believe you have been subjected to sexual harassment or other unlawful harassment or discrimination, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC – 180 days; MCAD – 6 months).

The United States Equal Employment Opportunity Commission (EEOC)

1 Congress Street – 10th Floor
Boston, MA 02114
(617) 565-3200

The Massachusetts Commission Against Discrimination (MCAD)

Boston Office:
One Ashburton Place – Room 601
Boston, MA 02108
(617) 727-3990

Springfield Office:
424 Dwight Street – Room 220
Springfield, MA 01103
(413) 739-2145

Former Employees

Depending on the circumstances, Youngblood Co., Inc. may consider a former employee for re-employment. Such applicants are subject to Youngblood Co., Inc.'s usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Youngblood Co., Inc. and must have provided at least two weeks advance notice of their intention to terminate their employment with Youngblood Co., Inc.

How You Were Selected

We carefully select our employees through written application, personal interview, medical information, and reference checks. After all available information was carefully considered and evaluated, you were selected to become a member of our team.

This careful selection process helps Youngblood Co., Inc. to find and employ people who are concerned with their own personal success and the success of Youngblood Co., Inc.; people who want to do a job well and who can carry on their work with skill and ability; and people who are comfortable with Youngblood Co., Inc. and who can work well with our team.

Introductory Period

Your first two months of employment at Youngblood Co., Inc. are considered a Probation Period, and during that period you will not accrue benefits described in this Manual unless otherwise required by law or indicated in this Manual. This Introductory Period will be a time for getting to know your fellow employees, your manager and the tasks involved in your job position, as well as becoming familiar with Youngblood Co., Inc.'s products and services. Your manager will work closely with you to help you understand the needs and process of your job.

This Introductory Period is a try-out time for both you, as an employee, and Youngblood Co., Inc., as an employer. During this Introductory Period, Youngblood Co., Inc. will evaluate your suitability for employment, and you can evaluate Youngblood Co., Inc. as well. At any time during this first two months, you may resign without any detriment to your record. If during this period, your work habits, attitude, attendance or performance do not measure up to our standards, we may release you. If you take approved time off in excess of five workdays during the Introductory Period, the Introductory Period may be extended by that length of time.

At the end of the Introductory Period, your manager may discuss your job performance with you. This review will be much the same as the normal job performance review that is held from time to time for other employees. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Please understand that completion of the Introductory Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause".

A former employee who has been rehired after a separation from Youngblood Co., Inc. is considered an introductory employee during their first two months following rehire.

Non-Compete Agreement

Certain new employees, such as outside/field salespeople and others, may be required to sign a Non-Compete Agreement prepared by our attorneys as a condition of employment.

Outside Employment

What you do on your free time is your own business. However, if you are employed by Youngblood Co., Inc. in a full-time position, Youngblood Co., Inc. will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at Youngblood Co., Inc.

Proof of U.S. Citizenship and/or Right to Work

Federal regulations require that 1). before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2). all applicants who are hired need to present documents of identity and eligibility to work in the United States.

Pre-employment Testing

All employment is contingent upon passing a company paid physical, drug and alcohol test. The physical test determines the fitness for the job in which you are applying. The five-panel drug test obtains a specimen of blood and/or urine for the purpose of determining the presence of drugs and/or alcohol therein. Both tests are scheduled when hired and a medical recommendation will be reported by the medical examiner. If the test result is positive and an arrangement is made between the employee and David Youngblood to be retested it is the employee's responsibility to pay the cost of all additional drug testing.

Job Site Background Checks

Many project owners and General Contractors require criminal background checks. Employees will be notified when this is required and will need to grant permission for such information to be requested.

Security Checks

Youngblood Co., Inc. may exercise its right to inspect all packages, parcels, and vehicles, including toolboxes and lunch pails entering and leaving our premises.

We Need Your Ideas

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about in their departments since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your manager, who will welcome your suggestions and ideas.

Note: See “Suggestions” in the “Other Policies” section of this Manual for specific instructions on submitting suggestions.

Remember, there may be areas in Youngblood Co., Inc.’s operation that can be improved. These could be in service, production methods, equipment, communications, safety, ways to reduce cost, losses, and/or waste, or other improvements you may see a need for. Please give us the benefit of your unique experience and thoughts. Your contributions, as well as those of others, could expand your profit sharing! Also, make sure to document your innovations and money-saving efforts and have them placed in your personnel file (include dates, detailed descriptions of your contributions, estimates from the accounting department regarding cost savings or profits generated, etc.) – these may favorably affect your wage, salary or promotion reviews.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with “rules” and “authority figures,” and past experience may have justified these thoughts and feelings; however, at Youngblood Co., Inc., we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to Youngblood Co., Inc. and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Youngblood Co., Inc. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your manager for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to Youngblood Co., Inc.’s efforts to operate profitably.
- Willful violation of security or safety rules or gross failure to observe safety rules or Youngblood Co., Inc. safety practices; failure to wear required safety equipment; tampering with Youngblood Co., Inc. equipment or safety equipment.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on company premises except medications prescribed by a physician which does not impair work performance.
- Unauthorized possession of firearms, weapons or explosives on company property or while on duty.
- Use of Company equipment for personal use without authorization.

- Failure to wear proper protective clothing, the wearing of shorts is not permitted.
- Habitual tardiness or absenteeism. Failure to report an absence or late arrival; excessive absence or lateness
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on company premises or when representing Youngblood Co., Inc.; fighting, or horseplay or provoking a fight on company property, or negligent damage of property.
- Posting, removing or altering notices on any bulletin board on company property without the permission of an officer of Youngblood Co., Inc.
- Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company premises.
- Speeding or careless driving of company vehicles or driving over 65 MPH.
- Failure to immediately report damage to, or an accident involving company equipment.
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on company premises.
- Failure to maintain a neat and clean appearance in terms of the standards established by your manager; any departure from accepted in terms of the standards established by grooming; wearing improper or unsafe clothing.
- Eating food or beverages in undesignated areas or at your workstation.
- Failure to follow proper safety, security, and health regulations.
- Failure to use your timecard: alteration of your own timecard or records of attendance documents; altering another employee's timecard or records, or causing someone to alter your timecard or records.

Disciplinary Actions

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner: Verbal Warning, Written Warning, and/or Dismissal

Written warnings will include the reasons for the manager's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of your manager at the time the warning is issued. Disciplinary actions may also include fines, suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her conduct before any decision is reached. The President or another member of senior management will give a second opinion concerning the unacceptable behavior before dismissal occurs.

Crisis Suspension:

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending the investigation of the situation. Following the investigation, you may be terminated without any previous disciplinary action having been taken.

Theft	Conflict of interest	Use and/or possession of intoxicants, drugs or narcotics
Falsification of Company records	Threat of, or the act of doing bodily harm	Refusal to perform assigned work or to follow a direct order
Failure to follow safety practices	Willful or negligent destruction of property	

Dismissal

Employment and compensation with Youngblood Co., Inc. is "at will" in that they can be terminated with or without cause, and with or without notice at any time, at the option of either Youngblood Co., Inc. or yourself, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by Youngblood Co., Inc. rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.

2. Compensation and Performance

Wage and Salary Policies

- Basis for Determining Pay
- Job Scope
- External Comparability
- Individual Pay
- Computing Pay
- Deductions from Paychecks (Mandatory)
- Repayment of Company Loan/Payroll Advance
- Error in Pay
- Overtime Pay
- Work Performed on Company Holidays
- Pay Period and Hours
- Pay Cycle
- Paycheck Distribution and Cashing Procedures
- Reporting Time Pay
- Terminating and Severance Pay
- Time Card/Records
- Wage Assignments (Garnishments)

Performance and Compensation Reviews

- Performance Reviews
- Compensation Reviews

Work Schedule

- Absence or Lateness
- Attendance
- Breaks/Rest Periods
- Closure after Starting Time
- Excessive Absenteeism or Lateness
- Lunch Period

Wage and Salary Policies

It is Youngblood Co., Inc.'s desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and company performance and in compliance with all applicable statutory requirements.

You are employed by Youngblood Co., Inc. and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

The basis for Determining Pay

Your pay is influenced by three factors:

1. The nature and scope of the job
2. What other employers pay their employees for comparable jobs
3. Individual Performance
4. Prevailing Wage – on a job by basis

Job Scope

Through a process called job evaluation, the scope, responsibility, impact and required skills and abilities of each job at Youngblood Co., Inc. are compared. The result is a relative ranking of all jobs, from high to low. Job evaluation is independent of any employee or his performance.

External Comparability

Once jobs are ranked, jobs are compared with external market data. Each job is assigned a range of pay, including a minimum and a maximum. Periodically Youngblood Co., Inc. will examine the market conditions to ensure ongoing comparability. Changes in pay ranges will be made as needed and as the company can afford, to maintain market comparability.

Individual Pay

An individual's pay within this range will depend on his sustained performance over time. Each employee will have a performance review as necessary with his manager or supervisor. During that review, significant performance events that occurred throughout the year will be discussed.

The overall performance rating will influence the wage/salary adjustment. Through individual performance and by increasing job responsibilities and moving to higher level jobs, you have a significant impact on your pay.

Computing Pay

Should you be one of our "salaried" employees whose pay is not based on an hourly rate, there may be times when it is necessary to compensate you for some daily or hourly pay. When this is necessary, Youngblood Co., Inc. will compute your time on the basis of {an eight (8) hour workday/a forty (40) hour work week/ a fifty-two (52) week work year/ a twelve (12) month work year}.

Deductions from Paycheck (Mandatory)

Youngblood Co., Inc. is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to your manager or the office immediately to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Youngblood Co., Inc. is ordered to make such deductions. Some states may require other payroll deductions. **Note:** See "Wage Assignments (Garnishments)" later on in this section for further information.

Repayment of Company Loan/Payroll Advance

Funds you owe to Youngblood Co., Inc. may be deducted from current wages according to the terms and conditions agreed upon at the time of your advance or loan from Youngblood Co., Inc.

Note: See “Payroll Advances” in the “Other Policies” section of this Manual for further Information.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your manager immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly. All corrections will be made on the following pay date.

Overtime Pay

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. All overtime must be approved in advance by your manager. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work.

1. *Scheduled Overtime:* Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required work week of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your manager. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.
2. *Incidental Overtime:* Incidental overtime is not scheduled, it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the manager will offer the overtime to a suitably qualified person who is available to perform the overtime work.

If you are a “non-exempt” employee and you perform overtime work, you will be paid one and one-half (1½) times your regular hourly wage for any time over forty (40) hours per week that you work. If during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation taken in single-day increments, or paid sick time, those hours not worked will be counted as hours worked for the purpose of computing eligibility for overtime pay. If you work both a Saturday and a Sunday in the same workweek Saturday will be paid at one and one-half (1½) times your regular hourly rate and Sunday at two (2) times your regular hourly rate.

Work Performed on Company Holidays

Full-time “non-exempt” employees who work on a Company holiday will be deemed to have worked overtime on that day and will be paid their overtime rate for hours worked regardless of the number of hours they work that workweek.

Pay Period and Hours

Youngblood Co., Inc.’s payroll work week begins on Monday at 12:01 am and ends on Sunday at 12:00 midnight.

Pay Cycle

Fiscal Pay Period/Weekly (52 pay periods per year)

Payday is normally on Friday afternoon for services performed for the one (1) week period ending the previous Sunday at 12:00 midnight.

Changes will be made and announced in advance whenever Youngblood Co., Inc. holiday or closings interfere with the normal payday.

Paycheck Distribution

Paychecks will be:

Direct Deposited – and a paystub will be emailed to the address on file.

Reporting Time Pay – Inclement Weather & “Acts of God”

Unfortunately, you will not be paid when work is not available due to circumstances not within Youngblood Co., Inc.’s control; the following are examples of such circumstances.

- Operations cannot commence or continue due to threats to employees or property or when recommended by civil authorities.
- Public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system.
- The interruption of work is caused by an “Act of God” (inclement weather, fire, flood, earthquake, avalanche, etc.) or some other cause not within Youngblood Co., Inc.’s control.

You are expected to call in at **(978) 373-5607 ext. 253** before 5:00 a.m. in the event of inclement weather, to determine if work will commence for that day. Also, if you provide Youngblood Co., Inc. your email address we will send out a company wide notification of any cancellations due to inclement weather.

Termination & Severance Pay

Youngblood Co., Inc. hopes and expects that you will give at least two weeks notice in the event you intend to leave our employ. Any accrued but unused vacation time will be paid at the time of employment termination, as specified under “Vacations” in the “Benefits” section of this Manual. Sick/Personal time is will not be paid out.

Time Cards/Records

By law, we are obligated to keep accurate records of the time worked by “non-exempt” employees. This is done by maintaining time cards.

All time cards are due into the payroll department as of 1:00 p.m. on each Monday following the end of a workweek. If a holiday should fall on a Monday, all time cards are due by Tuesday as of 1:00 p.m. Failure to turn your time card in on time will result in a paycheck not being process until the following pay cycle. Your time card is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. You are to make note of time for brief absences like a doctor’s or dentist appointment on your time card. All employees are required to keep the office advised of their departures from and returns to the job during the work day. You are responsible for your time card. Remember to record your time. If you forget to make a note or make an error on your card, your manager must make the correction and you and your manager must initial the correction. If there is a discrepancy in your time card and the record of your manager your pay for that time will be deferred to the following paycheck or until the discrepancy is resolved. No one may record hours worked on another’s card. Tampering with another’s time card is cause for disciplinary action, including possible dismissal of both employees. Do not alter another person’s record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your manager immediately.

Wage Assignments (Garnishments)

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck, you will be notified. According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Note: See “Deductions from Paycheck (Mandatory)” earlier in this section for further information.

Performance & Compensation Reviews

Performance Reviews

Your manager is continuously evaluating your job performance. Day-to-day interaction between you and your manager should give you a sense of how your manager perceives your performance.

However, to avoid haphazard or incomplete evaluations, Youngblood Co., Inc. conducts a formal review from time to time for each employee.

During formal performance reviews, your manager will consider the following things, among others:

- Attendance, initiative, and effort
- Knowledge of your work
- Attitude and willingness
- The quality and quantity of your work
- The conditions under which you work

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your manager is interested in helping you to progress and grow in order to achieve personal as well as work-related goals – perhaps he or she can recommend further training or additional opportunities for you.

In addition to individual job performance reviews, Youngblood Co., Inc. periodically conducts a review of job descriptions to ensure that we are fully aware of any changes in the duties and responsibilities of each position and that such changes are recognized and adequately compensated.

Compensation Reviews

Wage and salary increases are based on merit alone, not length-of-service or the cost-of-living. Having your compensation reviewed does not necessarily mean that you will be given an increase.

Youngblood Co., Inc. conducts compensation reviews from time to time. Any wage or salary increases will appear in the pay period ending after the dates they are granted. Wage and salary increases may be retroactive in the case of late reviews, at the discretion of the President. These reviews are to be kept confidential no employee has the right to know what another employee is paid.

Work Schedule

The normal workweek consists of five (5) days, eight (8) hours long, Monday through Friday. Your schedule of daily work hours will be given to you by your manager. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your manager.

Absence or Lateness

Prompt attendance on the job is an important part of the performance record each employee builds from the day he or she is hired. Failure to be on the job promptly not only disturbs the smooth functioning of his or her own job but also inconveniences other inter-related jobs.

From time to time, it may be necessary for you to be absent from work. Youngblood Co., Inc. is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and personal days have been provided for this purpose. In order to be compensated for a sick or personal day, you must notify your manager at least one (1) hour prior to your starting shift.

If you are unable to report to work, or if you will arrive late, please call David Youngblood at the office on (978) 373-5607 ext. 253 as far in advance of your starting time as possible, but no later than 5:30 a.m.

If you leave a message with the answering service, David Youngblood or the project manager involved in scheduling should be contacted later in the day if you expect to be out longer than one day. Give him or her as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from David Youngblood. He will determine when will be the most suitable time for you to be absent from your work.

Absence from work for three (3) consecutive days without notifying David Youngblood, your manager, or the personnel administration will be considered a voluntary resignation.

Attendance

You are expected to be at your workstation and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your workstation until the end of your assigned work hours, except for approved breaks and lunch. When your work takes you away from your workstation, please let your manager know where you are going and how long you expect to be gone.

Be aware that excessive time off could lead to disciplinary action including termination.

Note: See “Excessive Absenteeism or Lateness” Later on in this section for further information.

Breaks/Rest Periods

You are entitled to one (1) fifteen (15) minute rest break each day. Normally these rest breaks will be scheduled mid-morning or will be determined by your manager. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times. Always be sure to return to work on time at the end of any break. Any personal accidents that occur on your break while away from your department are not the responsibility of Youngblood Co., Inc.

In the unlikely event of an emergency or unusual condition, your manager may ask you to change or postpone your break in order to finish a particular project.

Closure after Starting Time

If severe weather conditions exist and the President (or designated representative) decides to close Youngblood Co., Inc. for the remainder of the day, you will be notified as soon as possible by your manager. If you are sent home before having worked two (2) hours, you will be paid for two (2) hours of work. If you are sent home after having worked two (2) hours, you will be paid for the time that you actually worked.

Excessive Absenteeism or Lateness

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to Youngblood Co., Inc. as an absence. Three (3) such incidents in a 90-day period will be considered a “tardiness pattern” and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Lunch Period

If you work longer than four (4) hours, you will be given a ½ hour unpaid lunch period. The time when lunch periods are scheduled varies among departments, depending on the needs of each department. Your manager will give you your lunch period schedule. Any personal accidents that occur on your lunch break while away from your department are not the responsibility of Youngblood Co., Inc.

You may leave the premises during your lunch period. It is important to return to work on time at the end of your lunch period. Lunch break starts when you stop working not when you start to eat.

3. Benefits

The Benefits Package

Eligibility for Benefits

Paid Leaves of Absence

Holidays

Recognized Holidays

Holiday Policies

Vacations

Amount of Vacation

Vacation Policies

Accumulation Rights

Payment in Lieu of Vacation

Other Paid Leaves

Funeral (Bereavement) Leave

Jury Duty

Sick/Personal Leave

Unpaid Leaves of Absence

Medical/Family Leave of Absence

Disability (Including Pregnancy) Leave of Absence

Maternity Leave under State Law

Military Leave of Absence

Military Reserves or National Guard Leave of Absence

Personal Leave of Absence

Small Necessities Leave Act

Accepting Other Employment or Going into Business While on Leave of Absence

Insurance Premium Payment during Leaves of Absence

Insurance Coverage

Cafeteria Plan/Section 125 Plan

Group Insurance

Short-Term Disability Insurance

Life Insurance

Termination of Insurance

Optional Benefits

Government Required Coverage

Workers' Compensation

Other Benefits

Unemployment Compensation

Social Security

Profit Sharing and Retirement

Profit Sharing/401(k) Plan

Pension Retirement Plan for Prevailing Wage Contractors and Employees

Statement of Employee Retirement Income Security Act (ERISA) Rights

Other Benefits

Annual Party or Outing

Apprenticeship Program

Education/Training (Attending Seminars/Training Sessions)

The Benefits Package

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by Youngblood Co., Inc., and we trust that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in Youngblood Co., Inc. and its employees. It not only ensures the loyalty of long-time capable employees, but it also helps to attract talented newcomers who can help Youngblood Co., Inc. grow. Youngblood Co., Inc. will periodically review the benefits program and make modifications as appropriate to the company's condition.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will enjoy only those benefits which are required by law to be offered to you, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

No benefits are available to you during your Introductory Period, except as otherwise provided by law or as described in this Manual.

Note: See "Introductory Period" in the "Employment" section of this Manual for further information.

Temporary employees are not eligible for benefits.

Paid Leaves of Absence

Time off for any reason during a working day will count first against your allotted sick days or personal days, as appropriate, in hourly, quarter day, half day or full day increments. Once you have used all of your earned sick or personal days, the time will be counted against your earned vacation time. Thereafter, unless specified, any time off will be without pay.

Holidays

Only full-time employees are eligible for holiday pay.

You are not eligible to receive holiday pay during the first 60 days of employment at Youngblood Co., Inc.

Recognized Holidays

The following holidays are recognized by Youngblood Co., Inc. as paid holidays:

New Year's Day	Labor Day
President's Day	Columbus Day
Patriots Day	Thanksgiving Day
Memorial Day	Independence Day
Christmas Day	One Floating Holiday

Holiday Policies

You may take time off to observe your religious holidays. If available, a full day of unused (sick/personal) leave or vacation day may be used for this purpose, otherwise the time off is without pay. You must notify your manager at least ten (10) business days in advance.

We schedule all national holidays on the day designated by common business practice.

If a holiday occurs during your scheduled vacation, you are permitted to take an extra day of vacation.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

You are not eligible to receive pay when you are on a leave of absence.

Vacations

Vacation is a time for you to rest, relax, and pursue special interests. Youngblood Co., Inc. has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Only regular full-time employees are eligible for paid vacation. You are not eligible for paid vacation until you have completed one (1) year of employment at Youngblood Co., Inc.

Amount of Vacation

Full-time employees are eligible to accrue vacation for each calendar year of service from their date of employment as follows:

	Annual Accrual Per Year (In Hours) <u>Less than 2 years of Service</u>	Annual Accrual Per Year (In Hours) <u>After 2 years of Service</u>	Annual Accrual Per Year (In Hours) <u>After 10 years of Service</u>
Mechanic	40 Hours	80 Hours	120 Hours
Apprentice	40 Hours	80 Hours	120 Hours

Vacation Policies

Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with your department's operation and therefore must be approved by David Youngblood at least one (1) week in advance. You must receive your approved written request prior to taking your vacation or any other days off. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority. ***Only two (2) weeks maximum may be taken off at any one time.***

You may not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance) without written authorization from your manager. Such authorization is at the discretion of your manager and must be granted in advance of your vacation.

If a company-paid holiday falls during your scheduled vacation period, you will receive an additional day of vacation or holiday pay, whichever you prefer.

Accumulation Rights

Vacation time may not be carried over and accumulated in subsequent calendar years. Unused vacation time will be forfeited.

Payment in Lieu of Vacation

The purpose of a vacation is to provide you with a time to rest and relax; therefore, no additional wages or salary will be paid to you in lieu of a vacation in excess of one (1) week unless advanced approval is granted by management.

Other Paid Leaves

Bereavement Time

Youngblood Co., Inc. offers bereavement time of two (2) days in the event of the death of a family member. A family member is defined as a spouse, child, sibling, parent, spouses' parent, grandparent, and spouses' grandparent.

Jury Duty

We will pay you eight (8) hours of wages per day for your first three days of service, as required by state law. Should your jury service extend beyond three (3) days you will be entitled to receive fifty dollars (\$50.00) per day from the state.

Upon receiving a notice for jury duty, you must provide Youngblood Co., Inc. with a copy of the notice as soon as possible. You must report for work if you are released from jury duty before the end of our workday or if you are temporarily released from jury duty. You must provide proof of service sent by court confirming days served.

Sick Pay/Personal Leave

As a full-time employee, and after six (6) months of employment are completed, you are eligible for 40 (hours) of paid sick time. Employees will earn 40 hours of sick pay each anniversary year.

Mechanics/Licensed Journeymen may use sick time for personal leave if they choose. Apprentices may only use sick time for that purpose and not for personal leave. Personal leave time is intended to be used to accomplish personal business that cannot be accomplished during a time other than your normal working hours. You are required to request personal leave time from your manager in advance and obtain his or her approval. Sick hours cannot be cashed out. Unused sick hours at employment termination or at each anniversary year will be forfeited.

If you are required to take a disability leave of absence, any accrued personal leave will be paid at the time the leave commences.

Employees going on an unpaid required military leave of absence may apply for their personal leave at the time the leave commences if they wish.

If you are on an approved leave of absence for less than thirty (30) days, your personal leave eligibility will not be affected; should the leave extend beyond thirty calendar days, personal leave time will not continue to accrue.

In the event of an illness or injury, which is covered by workers' compensation insurance, this personal leave policy will not apply.

Unused Sick time/Personal leave may not be carried over or accumulated from year to year. Sick/Personal hours not used prior to employment separation or by end of anniversary year will be canceled out and not paid for.

Unpaid Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Youngblood Co., Inc., but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence.

There are several types of unpaid leaves, which you may be eligible for.

Family/Medical Leave of Absence

In general, a leave of absence is an official authorization to be absent from work *without pay* for a specified period of time. Youngblood Co., Inc. policy for determining how much leave time an employee has available is based upon the "rolling 12" method. Each time an employee has an FMLA qualifying event, Youngblood Co., Inc. will look back 12 months and determine the amount of FMLA leave used. If the employee did not use any FMLA time, they would be entitled to 12 weeks. If the employee used 4 weeks during the prior 12 months, the employee could only use 8 weeks. Under the rolling 12 method, employees can not have back-to-back FMLA leave periods. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described under the following Family/Medical Leave Policy, which shall be administered in accordance with applicable State and Federal laws:

1. Employees are eligible if they have been actively employed for 12 months, and worked at least 1250 hours (an average of 25 hours per week) during those 12 months. Salary continuation during any leave period shall depend upon the employee's qualifying for disability pay under our Disability Leave Policy.
2. Under the circumstances set forth below, each eligible employee shall have up to a total of twelve (12) weeks leave during any one year period.
3. A family leave shall be granted upon the birth or adoption of a child of the employee, or upon serious illness of the employee's child, spouse, or parent.
4. A medical leave shall be granted upon the employee's own serious illness.
5. Whenever possible, and subject to your health care provider's approval, absences for planned medical treatment should be scheduled so as not to unduly disrupt company operations.
6. In appropriate circumstances, we may require you to be examined by a company designated physician, at company expense.
7. In the event of a serious illness to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee should provide Youngblood Co., Inc. with notice, as soon as practicable, of any needed time off, and a written doctor's certificate indicating the expected duration and nature of the illness, particularly as it relates to the employee's ability to come to work or the need for the employee's presence at home to care for a seriously ill family member.
8. Employees shall be required to give 30 days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two weeks advance notification of your intended return date. Failure to do so may delay your return date.

9. For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over 18 he/she must be unable to care for himself/herself due to a serious illness.
10. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
11. A serious illness is defined as a disabling physical or mental illness, injury, impairment, or condition involving (1) inpatient care in a hospital, nursing home, or hospice; or (2) outpatient care requiring continuing treatment or supervision from a healthcare professional.
12. Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
13. Upon completion of a leave granted under this section, you shall be reinstated to your original position or an equivalent one.
14. If due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.
15. While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as if you were an active employee, for up to a maximum of twelve (12) weeks leave time during any one year period based on years of service:
 Under One-Year Service = Premiums will be paid through the end of the Current month
 1 to 5 Years of Service = 4 weeks health insurance premiums paid by YBCO
 6 to 10 Years of Service = 8 weeks health insurance premiums paid by YBCO
 Over 10 Years of Service = 12 weeks health insurance premiums paid by YBCO
 If your leave extends beyond your eligible period, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.
16. Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay, etc., shall be preserved at the level earned as a commencement of the leave, but shall not accrue further during any such leave period.
17. The pay allowances while on disability leave are based on an employee's length of service, as well as the state in which he/she is employed. Disability laws may vary from state to state, and at all times our disability level policy will be in compliance with the laws of the state in which you are employed.
18. During a period of disability, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.
19. Should you require an extended leave beyond the period of time described in this policy, we will seek to return you to a suitable position, but cannot guarantee that one will be available. Nevertheless, you may be eligible for continuing disability pay benefits during this period in accordance with applicable insurance coverage.

Disability (Including Pregnancy) Leave of Absence

If a salaried exempt employee becomes disabled and unable to work for a prolonged period of time, salary continuation benefits may be available during the leave of absence under our Short-Term Disability Insurance Plan.

This plan is intended to provide, in the case of a non-occupational injury, a maximum of 26 weeks of salary continuation paid at 60% of the employee's base salary, to a maximum of \$500 per week, beginning on the first working day after your leave begins if due to an accident and, beginning on the eighth day after your leave begins if due to a sickness.

Medical documentation, to the satisfaction of the insurance company, will be required for all periods of time during which Short-Term Disability benefits are requested.

Should an employee with an excellent work record desire more time after using all vacation time and short-term disability leave, allowances may be made at the discretion of Youngblood Co., Inc. and on an individual basis. The deciding factor will be the ability of the company to cover, without interruption, the position as described in the employee's job description.

If your disability, (other than pregnancy), prevents you from working for longer than six (6) weeks, when you are ready to return to work we will do our best to reinstate you to your position or a similar position, but we cannot guarantee that your job or any job will be available.

Any questions regarding pregnancy/disability leave, Short-Term Disability benefits or Leave of Absence Request Forms (required prior to the commencement of the leave) should be directed to the office.

Maternity Leave under State Law

In accordance with the applicable state law, a female full-time employee, who has completed at least three (3) consecutive months of employment is entitled to take a maternity leave of up to eight (8) weeks for the purpose of giving birth to a child, adopting a child who is under 18 years of age, or adopting a person under the age of 23 who is mentally or physically disabled.

To be eligible for the leave, the employee must provide in writing (a) at least two (2) weeks' notice of anticipated departure date and (b) a statement of intention to return to work. This requirement will be satisfied if an employee submits a request on Gregstrom's Leave of Absence Request Form to her Supervisor and the Controller. At the end of the leave period, the employee will be entitled to return to the same or a comparable job at her last rate of pay and benefits (except where certain legally recognized circumstances apply).

Although a maternity leave is otherwise unpaid, an employee on maternity leave shall be required to use her accumulated sick/personal days and unused vacation days during the leave. Unpaid maternity leave will be provided only after accrued vacation and sick/personal days have been exhausted, provided, however, that sick/personal days may be used only on days of pregnancy-related disability. Eligible employees may also apply for short-term disability benefits.

An employee may continue to work before they leave and to return to work after the leave as long as she is able to perform the essential function of the position. If, after the 8 week period, she does not return to work and does not apply for and receive an additional leave under the terms of any other leave of absence policy, she will be considered to have resigned her position.

Military Leave of Absence

If you are a full-time employee and are inducted in the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your manager as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with Youngblood Co., Inc.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months active duty for training, you must apply within a reasonable time (usually thirty (30) days) after discharge.

Military Reserves or National Guard Leave of Absence

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation and will retain all their legal rights for continued employment under existing laws. These employees may apply for accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify your manager as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Personal Leave of Absence

In very special circumstances, Youngblood Co., Inc. may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from David Youngblood. A personal leave of absence must not interfere with the operations of your department or Youngblood Co., Inc.

A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

Note: See “Returning From a Leave of Absence” later on in this section for further information.

Small Necessities Leave Act

Under the Massachusetts Small Necessities Act, an employee who meets the eligibility criteria for leave under the Family and Medical Leave Act, is also entitled to an additional twenty-four (24) hours of unpaid leave during any twelve (12) month period, in addition to the leave available under the Family and Medical Leave Act, to (i) participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school; (ii) accompanying the son or daughter of the employee to routine medical or dental appointments, such as checkups or vaccinations; and (iii) accompanying an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services related to the elder’s care, such as interviewing at nursing or group homes. Any eligible employee may elect, or the Company may require the employee, to substitute any accrued paid vacation leave, personal leave, or medical sick leave of the employee for any of the leave provided under the Massachusetts Small Necessities Act. Leave under the Massachusetts Small Necessities Act may be taken intermittently or on a reduced leave schedule. If the necessity for any such leave is foreseeable, the employee shall provide the Company with not less than seven (7) days notice before the date that the leave is to begin. If the necessity for leave is not foreseeable, the employee shall provide such notice as is practicable. The Company may require that a request for leave under this section be supported by a certification. Please obtain a certification from the Controller’s Office.

MA Paid Family and Medical Leave (PFML)

All current part-time and full-time Massachusetts employees are “covered individual” under the PFML. The PFML provides that certain workers in Massachusetts may receive paid leave for a family leave, an employee’s health condition, and service-member related events. The Department of Family and Medical Leave will administer the paid leave through a Family and Employment Security Fund. Employers and Employees contribute to the Fund, and the Department administers payments to the employee starting on January 1, 2021. Please refer to the Employer Notice to Employee (Rights and Obligations under the Massachusetts Family and Medical Leave Law, M.G.L. c. 175M) provided at date of hire. **See Appendix 8**

Accepting Other Employment or Going into Business While on Leave of Absence

If you accept any employment or go into business while on a leave of absence from Youngblood Co., Inc., you will be considered to have voluntarily resigned from employment with Youngblood Co., Inc. as of the day on which you began your leave of absence.

Insurance Premium Payment during ALL Leaves of Absence

Employees who incur a work-related injury or non-work related injury and who are not eligible for FMLA leave may be granted an unpaid leave of absence and have their health insurance continued premiums paid by Youngblood Co., Inc. based on years of service.

Under One-Year Service = Premiums will be paid through the end of the Current month

0 to 5 Years of Service = 4 weeks health insurance premiums paid by YBCO

6 to 10 Years of Service = 8 weeks health insurance premiums paid by YBCO

Over 10 Years of Service = 12 weeks health insurance premiums paid by YBCO

All employees will be required to continue their weekly medical premiums

****A COBRA notification will be mailed certified upon expiration****

Insurance Coverage

Cafeteria Plan / Section 125 Plan

You may choose to pay your portion of any insurance premiums through the Cafeteria / Section 125 Plan. This allows the premium you pay to be paid before state, federal or social security taxes are paid.

Generally, this will save you a minimum of 27.65% on your cost (assumes a 15% federal tax bracket, a 5% state tax bracket, and 7.65% FICA tax rate).

Group Insurance

Youngblood Co., Inc. is interested in the health and well-being of both you and your family. A comprehensive health and life insurance program is available for you and your family. We provide group insurance underwritten by a national insurance carrier. After completion of 60 days, you become eligible for coverage. At that time, you may choose to accept the insurance coverages, or not. These benefits are very costly to provide, but Youngblood Co., Inc. believes them to be very important and valuable benefits of employment with Youngblood Co., Inc. ** Domestic partners, an ex-spouse and/or ex-stepchild(ren) are not considered a member of your family and are personally responsible for the medical premiums if they wish to continue coverage under Youngblood Co., Inc. insurance policies**

The Plan Year begins on May 1 and ends on April 30. The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Group Term Life Insurance
- Accidental Death and Dismemberment Insurance
- Major Medical and Surgical Coverage
- Medical Health Care Coverage
- Dependents' Health Care Coverage

If you choose insurance coverage, our insurance company provides a booklet describing your benefits; a copy of this will be given to you when you join the program.

In the event of your termination of employment with Youngblood Co., Inc. or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your or their own expense. (This does not affect the conversion privilege as stated in the insurance policy.) Consult the office for details.

Short-Term Disability Insurance (Company provided benefit)

If you are a regular full-time employee of Youngblood Co., Inc., you are protected through a short-term disability insurance policy from financial hardship if you are totally disabled because of illness or accident that is not job-related. The application/paperwork is provided during your hiring procedure and must be returned to the office in order to be eligible for this benefit. Your health insurance will remain the same as previously stated in this said handbook under the **Insurance Premium Payment during ALL Leaves of Absence** section. Upon the end the expiration of eligible weeks, if you have not returned to work you will be eligible to continue your health insurance through COBRA at your expense.

Total disability means that you cannot perform any position that Youngblood Co., Inc. has available, that you are qualified for and normally able to perform. (Workers' Compensation benefits protect you if you are involved in a job-related sickness or accident).

Life Insurance

If you are a regular full-time employee of Youngblood Co., Inc., you are covered by our Group Life Insurance. This insurance is payable in the event of your death from any cause, at any time or place, while you are insured. Payment will be made in a lump-sum or in installments to the beneficiary, as designated by you. You may change your beneficiary whenever you wish by submitting the appropriate documents to the office. Additional benefits are paid for accidental death or dismemberment. The application/paperwork is provided during your hiring procedure and must be returned to the office in order to be eligible for this benefit.

Termination of Insurance

Your insurance will terminate when the insurance policy terminates when you fail to make an agreed contribution to the premium when due when you cease to be eligible for coverage under the terms of the group insurance program, or when you cease to be employed as a regular full-time employee eligible for the insurance.

Optional Benefits - Modest cost paid by employee: Dental, Supplemental Short-term Disability, Long-term Disability & Additional Life Ins. These benefits are to be paid by the employee if elected at the time of hire. The premiums will be withdrawn as a weekly payroll deduction after the 60-day waiting period. If at any time there is a lapse in the employee's full-time work status it will be his/her responsibility to pay the premiums in order to retain these said benefits.

Government Required Coverage

Workers' Compensation

The Massachusetts Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100%) paid for by Youngblood Co., Inc. This law was designed to provide you with benefits for any injury, which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation. Your health insurance will remain the same as previously stated in this said handbook under the **Insurance Premium Payment during ALL Leave of Absence** section. Remember this is based on your individual years of service.

What Is Workers' Compensation?

Before Workers' Compensation, an injured worker had to sue his employer to recover medical costs and lost wages. Lawsuits took months and sometimes years. Juries and judges had to decide who was at fault and how much, if anything, would be paid. In most cases, the injured worker got nothing. It was a costly, time-consuming and unfair system.

Today, if you're unable to work because of a job injury, Youngblood Co., Inc. and our Workers' Compensation Insurance carrier work together to take care of your medical expenses and pay you money to live on until you're able to come back to work - automatically, without delay or red tape.

Who is Covered?

Every Youngblood Co., Inc. employee is protected by Workers' Compensation.

What is Covered?

Any injury is covered if it's caused by your job - not just serious accidents, but even first-aid type injuries. Illnesses may also be covered if they're related to your job. For example, common colds and flu are not covered, but if you caught tuberculosis while working at a TB hospital, that's covered. The main question is if the injury or illness is the result of the performance of your job.

When Am I Covered?

Coverage begins the first minute you're on the job and continues anytime you're working for Youngblood Co., Inc. You don't have to work a certain length of time, and there's no need to earn any minimum amount of wages before you're protected.

What Are the Benefits?

Massachusetts law guarantees you three kinds of workers' compensation benefits:

- *Medical care to take care of the injury, including not only doctor bills, but also medicines, hospital costs, fees for lab tests, x-rays, crutches and so forth* – There's no deductible and all costs are paid directly by our Workers' Compensation Insurance carrier. If you do receive a bill, be sure to submit it to the office for payment through our insurance carrier.
- *Rehabilitation services necessary to return to work* – Sometimes this is just an extension of medical treatment (for example, physical therapy to strengthen muscles). However, if the injury keeps you from returning to your usual job, you may qualify for vocational rehabilitation and retraining, too. Again, all costs are paid directly by Youngblood Co., Inc. through our Workers' Compensation Insurance carrier.

- *Cash payments for lost wages* – The most common kind of payments for “temporary disability” will be made for as long as the doctor says you’re unable to work. Additional cash payments may be made after you’re able to work if there’s a permanent handicap – for example, the amputation of a finger or loss of sight. If the injury results in death, payments will be paid to surviving dependents.

How Do I Get the Benefits?

All injuries, no matter how slight, must be reported immediately to your manager to assure consideration under Workers’ Compensation Insurance, should complications develop later. Your manager will see that you receive medical attention.

There are no reports for you to fill out: no forms to sign. Just tell your manager what, where, when, and how it happened – enough information so that he or she can arrange medical treatment and complete the necessary reports. In an emergency, you may go directly to one of the medical facilities nearby. Later, you may be required to furnish your manager with written statements regarding the on-the-job accident so that we may accurately document the incident and so you may receive all the benefits to which you are entitled. (Failure to do this could result in loss of benefits.)

Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer knows about the injury. Ensure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

How Much Are the Cash Payments?

Payments consist of two-thirds of your average weekly wage, up to a maximum amount set by the State Legislature. The amount of the payments and when and how they’ll be paid are regulated by State law. Only the State Legislature can change the law.

Workers’ Compensation payments are tax-free. There are no deductions for state or federal taxes or Social Security.

When Are the Cash Payments Made?

If you report the injury promptly, you should receive the first compensation check within 14 days. After that, you’ll receive a check every week until the doctor says you’re able to go back to work. For extremely serious injuries, the payments may continue for life.

Although Youngblood Co., Inc. will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs. Workers’ Compensation payments for lost wages aren’t made for the first three days you’re unable to work (including weekends). However, if you’re hospitalized or off work for more than 21 days, payments will be made even for the first days.

What If There’s a Problem?

Fortunately, most claims – better than 9 out of 10 are handled routinely. After all, Workers’ Compensation benefits are automatic and the amounts are set by the Legislature. But mistakes and misunderstandings do happen. If you think you haven’t received all benefits due you, please contact your manager.

If you’re not satisfied with your manager’s explanation, get advice from the nearest office of the State Division of Industrial Accidents. If the problem still can’t be resolved, it may be necessary to file an “Application for Adjudication” with the Workers’ Compensation Appeals Board. That’s the State agency which reviews cases where an injured worker believes he or she hasn’t received what’s coming to him or her.

The Appeals Board is a court of law. You can represent yourself of course, but you may want to hire an attorney. If you do, the fee will be deducted from any benefits awarded you by the Appeals Board. If it’s necessary to go to the Appeals Board to resolve your case, be sure to do so within one year from the date of the injury, or one year from the date of your last medical treatment. Waiting longer could mean losing your right to benefits.

Other Benefits

If the injury is very serious – one where you won't be able to work for a year or more – you may be eligible for additional benefits from Social Security. For information contact the nearest office of the Social Security Administration, or discuss your situation with the claims representative of Youngblood Co., Inc.'s Workers' Compensation Insurance carrier.

Employees returning to work after being absent due to an injury must report to their manager prior to beginning work and must bring a doctor's clearance for returning to duty.

Unemployment Compensation

Youngblood Co., Inc. pays a percentage of its payroll to the Unemployment Compensation Fund according to Youngblood Co., Inc.'s employment history. If you become unemployed, you may be eligible for unemployment compensation under certain conditions, for a limited period of time. Unemployment Compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local State Unemployment Office as soon as possible.

Youngblood Co., Inc. pays the entire cost of this insurance.

Social Security

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Youngblood Co., Inc. is required to deduct this amount from each paycheck you receive. In addition, Youngblood Co., Inc. matches your contribution dollar for dollar, thereby paying one-half of your Social Security benefits.

Profit Sharing and Pension Retirement Plan

Profit Sharing / 401(k) Plan

A traditional 401(k) plan allows employees to make pre-tax elective deferrals through payroll deductions. All regular full-time employees and part-time employees who work at least sixty (60) days are eligible to participate in the Profit Sharing Plan once they have completed six (6) months of employment and has attained the age of 21. The employee is allowed to contribute up to the maximum amount determined by the Federal Government each year and limits do apply, before income taxes are paid, including both state and federal taxes into this fund. Youngblood Co., Inc. recommends all employee participation, therefore after six months of employment,.

This plan is run independently by a third party provider. Please refer to the handbook on the 401(k) plan for details.

Company matched portions are vested by the following years of service:

<u>Years of Service</u>	<u>Vested Percentage</u>
Less than 2 years	0%
2 years	20%
3 years	40%
4 years	60%
5 years	80%
6 or more years	100%

Pension Retirement Plan for Prevailing Wage Contractors and Employees

Youngblood Co., Inc. contributes up to twenty percent (20%) of Journeyman and ten percent (10%) of Indentured Apprentices prevailing wage on prevailing wage jobs, into a pension retirement plan with Voya Financial. The pension retirement plan is run independently by a third party provider. Please see the information package on the Prevailing Wage Pension Plan for further details.

All payments made to this Pension Retirement Plan are 100% vested from date of deposit.

Statement of Employee Retirement Income Security Act (ERISA) Rights

As a participant in the Youngblood Co., Inc. Employees' Retirement Plan you are entitled to examine the Plan documents and the annual report and plan description field with the U.S. Department of Labor. This inspection may be made during normal business hours; ask your manager to make arrangements for you with David Youngblood.

PLEASE REFER TO THE FULL SUMMARY PLAN DESCRIPTION PROVIDED DURING ORIENTATION.

Other Benefits

Annual Party or Outing

Youngblood Co., Inc. usually sponsors one annual get-together. Watch the bulletin board for details.

MA Apprenticeship Program

Youngblood Co., Inc. has established an Apprentice Program. It involves an approximate five-year commitment and requires no prior experience or training in the field. Participants must complete 5 years of paid on-the-job training (8,500 clock hours) and a minimum of 110 clock hours per year of classroom instruction approved/designated schools. It's a great way to learn and earn at the same time. As your skills increase, so will your wages.

Education/Training (Attending Seminars/Training Sessions)

From time to time Youngblood Co., Inc. may arrange to have both formal and informal training programs to enable you to progress in your technical knowledge of our business. You will receive a normal paycheck while attending these schools or workshops. All or a portion of the expenses for off-premises training will be paid for by Youngblood Co., Inc. depending on the nature of the course. Check with your manager for details.

Also, during any slow periods of work you should use the time to learn more about Youngblood Co., Inc. its services and products. You may progress as you become more knowledgeable about your job and the jobs of the people around you. You are encouraged to ask questions about any aspect of Youngblood Co., Inc. that is of interest or unclear.

If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (and/or those of other employees) please bring it to the attention of your manager. Since these seminars are usually offered only at specified times in a geographical area, please be sure to notify your manager as far in advance as possible. This way he or she can attempt to schedule workloads to accommodate your (and /or other employees') desire to attend the seminar.

Summarized Benefits

1. Merit shop – merit pay
2. Health insurance for Employee and Family
3. Prescription cost covered by insurance plan minus the co-pay
4. Twenty thousand dollars (\$20,000) life insurance policy – 100% paid by Company
5. Twenty-six (26) week short-term disability – 100% paid by Company
6. 401(k)
7. Ten (10) paid holidays (after 60 days of employment)
8. Five (5) paid sick/personal days (after 6 months of employment)
9. Two (2) paid bereavement days
10. Paid vacation time = 1 week after 1 year, 2 weeks after 2 years and 3 weeks after 10 years
11. Available at moderate cost; dental, long-term disability and optional life insurance
12. Chiropractic visits for Employees only through the Health Insurance Plan (co-pay not covered)
13. Company logo clothing; t-shirts, sweatshirts, vests, and jackets
14. Any personal tools worn out or broken due to Company use may be replaced by the Company if approved by David Youngblood
15. Individual job incentive plan
16. Christmas party with cash or trip giveaways, plus bonuses and other giveaways (subject to change)
17. Use of Company vehicles approved by David Youngblood for company use only
18. Employees Loans – paid by through a weekly payroll deduction
19. We are always looking for local jobs close to home to reduce travel time
20. We make every effort to keep New Hampshire employees in New Hampshire
21. Apprentice School reimbursement

4. Other Policies

Bonuses
Borrowing Tools and Equipment
Required Tools/Tool List
Bulletin Boards
Communications
Company Meetings
Department Meetings
Conversion Privileges
Dress Code/Personal Appearance
Entering and Leaving the Premises
Entry After-Hours
Exit Interviews
Expense and School Reimbursement
First Aid
Grievances
Problem Resolution
Housekeeping/Recycling
Life-Threatening Illnesses
Managers
Open Door Policy and Counseling

Parking Lot
Personal Phone Calls and Mail
Personal Property
Personal Use of Company Property
Property and Equipment Care
References
Resignation
Restricted Areas
Return of Company Property
Safety Rules
Safety Rules Machine & Equipment Operating
Security
Seniority
Smoking
Solicitations and Distributions
Substance Abuse
Suggestions
Theft
Traffic Violations
Use of Company Vehicle
Violation of Policies

Bonuses

SIGN ON BONUSSES – If you refer an employee and they are employed at Youngblood Co., Inc. for at least six months with a good working relationship you will receive the following:

1st/2nd Year Apprentice = \$200
3rd/4th Year Apprentice = \$400
Journeyman = \$600 and Foreman = \$800

Borrowing Tools and Equipment

See “Personal use of Company Property” later on in this section

Required Tools / Tool List

It is the responsibility of all non-office employees to have the following tools:

Plumb bob with string	8” 10” 12” and 18” pipe Wrenches-Rigid	1 Striker
Phillips and regular screwdrivers	8” and 10” adjustable wrenches	Pump pliers
Packing iron	1 mini cutter – Rigid	File
20-foot ruler or tape	1 #15 copper tubing cutter – Ridged	Cold Chisels
Aviation Snips	1 # 30 copper tubing cutter – Ridged	Wood Chisels
Soldering torch	Set of sockets with 5/16” and 3/8 drives	Basin wrench
Regular Pliers	Caulking irons - inside & outside	Hacksaw
Set of open-end wrenches	B-Tank Cart	Allen wrenches
Torpedo level - Rigid	Battery Operated (Cordless) Drill	Hammer
Hard Hat & Safety Glasses	Leather Boots/Safety Shoes	Tool Box

Bulletin Boards

Bulletins and bulletin board(s) are our “official” way of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on bulletin board(s). Please form the habit of reading the bulletin board(s) regularly so that you will be familiar with the information posted on it.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board(s). If you want to have notices posted on Youngblood Co., Inc. bulletin board(s), see your manager for instructions.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Youngblood Co., Inc. methods of communication, including this Employee Manual, bulletin boards, discussions with your manager, memoranda, staff meetings, newsletters, training sessions, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from Youngblood Co., Inc. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information, which will keep you up-to-date on the events here at Youngblood Co., Inc.

Company Meetings

On occasion, we may request that you attend a company sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If it is held during your nonworking hours and you decide to attend you will be paid for the time you spend traveling to and from the meeting as well as for time spent at the meeting. (If you are qualified for overtime pay by virtue of working more than forty hours that same work week, then you will receive your overtime rate.)

If you are a “non-exempt” employee, you are under no obligation to attend a company meeting which is held outside of regular working hours. No one in management is permitted to exert any degree of pressure on you to attend.

Department Meetings

From time to time, your manager will schedule department meetings before, during, or after work. It’s to your advantage to be at these meetings. They give you and your fellow workers a chance to receive information on Youngblood Co., Inc. events, to review problems and possible solutions, and to make suggestions about your department or your job.

If your attendance at Department Meetings is mandatory, you will be informed in writing. Failure to attend may involve a penalty.

Conversion Privileges

At your exit interview or upon dismissal you will learn how you can continue your insurance coverage and any other benefits you currently enjoy as an employee who is eligible for continuation.

Dress Code/Personal Appearance

Our public image depends largely on the personal appearance of our employees. Hair should be trimmed and clothes neat and clean. The manner in which we conduct ourselves on all projects, whether the project is large or small, public or private, reflects on the company as a whole. As mentioned above company logo clothing is provided and should be worn at all job locations.

Entering and Leaving the Premises

At the time you are hired you will be advised about the proper entrances and exits for our employees. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

Entry After-Hours

All doors are monitored by computers and you are not allowed to enter Youngblood Co., Inc. property after normal working hours for any reason without the express approval of your manager or the manager on duty.

Exit Interviews

Employees exiting employment with Youngblood Co., Inc. will have the opportunity to perform an exit interview. During the exit interview all company property must be returned and any remaining questions about the distribution of earned vacation pay, continued benefit eligibility and any other concerns you may have will be answered at this time.

Expense Reimbursement

To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipt and approval by your manager. Please submit your expense report/voucher each week, as you incur authorized reimbursable expenses.

Plumbing School Reimbursement

Plumbing Apprentices are required to attend five years of plumbing education. Youngblood Co., Inc. requires all Apprentice Plumbers to work toward becoming a Journeyman Plumber while employed with the Company. The incentive to working toward this goal is that Youngblood Co., Inc. will reimburse up to \$550.00 per year upon successfully completing each year of schooling. If courses are on a certificate basis, Youngblood Co., Inc. will reimburse up to \$220.00 per 75 hours of completion. Proof of payment and

passing certificate required in order to be reimbursed. If you do not continue to register for schooling each year, you may be required to pay back the amount that was reimbursed to you for prior schooling years attended. If you should terminate your employment prior to completing the Apprentice Program, you will be required to pay back the amount of which had been reimbursed to you while you worked for the company. **As the main goal is to have all Youngblood Co., Inc. employees licensed Plumbers.**

First Aid

Federal law ("OSHA") requires that we keep records of all illnesses and accidents, which occur during the workday. The Massachusetts state Workers' Compensation Act also requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact your manager for assistance. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards, which might be present on the job. Should you have any questions or concerns, contact the office or your manager for more information.

Grievances

Our goal is to maintain a comfortable working environment for everybody. We do this in several ways:

- By treating each of you as an individual and encouraging your maximum development;
- By recognizing that each of you is essential to the success and growth of Youngblood Co., Inc.; and
- By maintaining direct communications with all of our employees and ensuring that each and every one of you can speak directly and openly with our management team.

We believe that this type of communication, without interference from any outside party, is best for all concerned. Therefore, when you wish to express your problems, opinions, or suggestions, you will always find an open door and an attentive ear.

As time goes by and Youngblood Co., Inc. grows, we will continue to listen and respond to your questions and comments.

Resolving Problems

Whenever you have a problem or complaint, we expect you to speak up and communicate directly with us. You can take the following steps:

1. First, talk to your immediate manager. Your manager is most familiar with you and your job and is, therefore, in the best position to assist you. Your manager works closely with you and is interested in seeing that you are treated fairly and properly.
2. If your manager cannot help you resolve the matter, you can speak to David Youngblood who will give your problem or complaint prompt consideration.

Remember – it is always best to resolve problems right away. Little problems tend to turn into big problems; facts become confused; resentment and anger build up. It is always best to get things off your chest before they get out of hand.

Housekeeping/Recycling

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times – it is a required safety precaution.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Please don't put cigarettes out on the floor or throw ashes into any container not meant for that purpose. Please note that some jobs do not allow any smoking, always check with your Foreman before lighting a cigarette. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your manager immediately.

Life-Threatening Illness

Youngblood Co., Inc. recognizes that employees with a life-threatening illness, including, but not limited to, cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. These employees must be able to meet acceptable performance standards. Performing normal job functions must not exacerbate their condition. Medical evidence must indicate that their condition is not a threat to other workers.

Managers need to be sensitive to the employee's condition and ensure that the employee is treated consistently with other employees. Youngblood Co., Inc. seeks to provide a safe work environment for all employees and customers. Therefore, precautions should be taken to ensure that any employee's condition does not present a health and/or safety threat to other employees or customers.

Managers

Your immediate manager is the person on the management team who is closest to you and your work. Your day-to-day contact with your manager gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your manager can show you how your work fits into the overall picture, teach you how to do things, explain the "hows" and "whys," and encourage you when things look a little tough.

Your manager is in complete charge of the department. He or she is responsible for the efficient operation of the department. Your manager has authority to assign work, recommend pay increases, transfers or promotions, and to maintain order and discipline. This may be accomplished by the manager personally or through his or her assistant.

Remember, your manager knows most of the answers, and, if not, knows where to get them. Your manager probably started in a job much like yours and can guide and help you. Your manager wants you to succeed. Please get to know your manager, and when you need help or have questions, complaints, problems or suggestions, contact your manager first. He or she is interested in your success, the success of every member of your department, and the overall success of Youngblood Co., Inc.

Your manager is human, has many responsibilities, and needs your cooperation, assistance, and loyalty. He or she wants to help you – that's their job – so please ask, and please be willing to meet your manager half way. If he or she cannot help you or answer your questions, your questions will be referred to someone who can. You can expect to be treated fairly and with respect. Like Youngblood Co., Inc., your manager has a direct interest in you. He or she wants you to consider him or her as your advisor, friend, and mentor. Go to your manager for information about your job, your pay, or other matters of company policy.

Please don't overburden your manager with questions that can be answered by reading this manual or by checking the bulletin boards. Do feel free to ask for clarification of regulations or responsibilities. Any problem that hinders the efficient completion of your responsibilities should be taken up with your manager.

Open Door Policy and Counseling

Normally, you will be expected to use the Grievance Procedure outlined earlier in this Manual to resolve a problem. However, if the problem or complaint is of a personal nature, or a very delicate matter, you may meet first with any member of management, including the President, to discuss it. He or she will decide if you should first discuss the problem with your immediate manager. If so, you will be directed to use the Grievance Procedure, the management person you contact will take the appropriate action.

Parking Lot

Courtesy and common sense in parking will avoid accidents, personal injuries, damage to your vehicle and to the vehicle of other employees. If you should damage another car while parking or leaving, immediately report the accident, along with the license number of both vehicles and any other pertinent information you may have to your manager.

Youngblood Co., Inc. does not assume any liability for any loss or damages you may sustain.

Personal Phone Calls and Mail

Our telephone bills can be astronomical. Please keep personal phone calls to a minimum – they must not interfere with your work. You are permitted to make limited local area calls on company telephones for essential personal business during lunch or “break” periods only. Please do not abuse this privilege. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls may be directed to you.

Please don’t use Youngblood Co., Inc. as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft.

Personal Property

Due to the strict liability guidelines of our insurance carrier, under no circumstances are you allowed to keep personal equipment or vehicles on Youngblood Co., Inc. property where damage or fire could result. The only exception to this rule are your personal tools as required by Youngblood Co., Inc.

Personal Use of Company Property

In some instances, employees may be allowed to borrow certain Youngblood Co., Inc. tools or equipment for their own personal use while on our premises. In no instance may this be done off our premises, or without prior management approval. You understand and agree that Youngblood Co., Inc. is not liable for personal injury incurred during the use of company property for personal projects. As a Youngblood Co., Inc. employee, you accept full responsibility for any and all liabilities for injuries or losses which occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition, and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

Property and Equipment Care

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservation use of supplies, will benefit you and Youngblood Co., Inc. If you find that a machine is not working properly or in any way appears unsafe, please notify your manager immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

References

Youngblood Co., Inc. does not respond to an oral request for references. All requests must be in writing and on company letterhead. In the event you leave the employ of Youngblood Co., Inc. we may be able to provide references to potential employers, depending upon the circumstances, your employment history, etc. However, you must first sign a “reference release” waiver, allowing us to release reference information beyond merely confirming that you worked at Youngblood Co., Inc. for a specific period of time and your position.

As an employee, do not under any circumstances respond to any request for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive a request for a reference, you should forward the request to the personnel department for a response.

Resignation

While we hope both you and Youngblood Co., Inc. will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with Youngblood Co., Inc. If you anticipate having to resign your position with Youngblood Co., Inc. you are expected to notify your manager at least two (2) weeks in advance of the date that you must leave.

Restricted Areas

In the interest of safety and security, certain portions of Youngblood Co., Inc.'s facilities may be restricted to authorized personnel only. Such areas will be clearly marked. Some areas may be designated as no smoking areas as well.

Note: See "Smoking" later on in this section for further information.

Return of Company Property

Any Youngblood Co., Inc. property issued to you, such as product samples or tools, must be returned to Youngblood Co., Inc. at the time of your dismissal or resignation, or whenever it is requested by your manager or a member of management. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization for this purpose.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Youngblood Co., Inc. activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your manager immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your manager or department head may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many appliances or machines
- Use flammable items, such as cleaning fluids, with caution
- Walk – don't run
- Use stairs one at a time
- Report to your manager if you or a co-worker becomes ill or is injured
- Ask for assistance when lifting heavy objects or moving heavy furniture
- Smoke only in designated smoking areas
- Keep cabinet doors and file and desk drawers closed when not in use
- Never empty an ashtray into a wastebasket or open receptacle
- Sit firmly and squarely in chairs that roll or tilt
- Wear or use appropriate safety equipment as required in your work
- Practical jokes or "horseplay" will not be tolerated
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them)
- Use air hoses only for the use intended. Avoid blowing air at yourself or anyone else
- Always keep a fire extinguisher close by when using a torch
- Wear appropriate personal protective equipment, like shoes, hats, gloves goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use
- Keep your work area clean and orderly, and the aisles clear
- Stack materials only to safe heights
- Watch out for the safety of fellow employees
- Use the right tool for the job, and use it correctly
- Wear gloves whenever handling castings, scrap, barrels, etc.
- Operate motorized equipment only if authorized by your immediate manager. All operators must be licensed by Youngblood Co., Inc.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Safety Rules When Operating Machines and Equipment

- Machine guards must be in place while machines are in operation.
- Loose clothing, jewelry or rings must be removed before operating machinery.

We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible dismissal.

Security

Maintaining the security of Youngblood Co., Inc. buildings and vehicles is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Youngblood Co., Inc.'s premises make sure that all entrances are properly locked and secured.

Seniority

Many of your benefits, like vacations, are determined by seniority. Also, seniority is one of the factors recognized when making promotions. Therefore, seniority is very important to you as an employee.

You must complete an Introductory Period when you are hired. During this period, you carry no seniority rights. If you are retained after the Introductory Period, you will be credited with seniority. Your seniority will reflect your length of employment beginning on the date on which you began work (anniversary date).

Smoking

Smoking is allowed only outside the shop at the Corporate Office. Smoking on the job is allowed only in designated areas, unless otherwise stated by the property owner.

Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-company literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Working areas do not include the lunch room or the parking areas. Solicitation during authorized meal and break periods is permitted as long as it is not conducted in working areas. However, employees are not permitted to sell chances, merchandise or otherwise solicit money or contributions without management approval.

Persons not employed by Youngblood Co., Inc. are prohibited from soliciting or distributing literature on company property.

Substance Abuse

Youngblood Co., Inc. is committed to providing its employees with a safe workplace and an atmosphere which allows them to protect inventory and other assets placed in their care; Youngblood Co., Inc. employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. Youngblood Co., Inc. has no desire to intrude into its employees' personal lives. However, both on-the-job and off-the-job involvement with any mood altering substances can have an impact on our workplace and on Youngblood Co., Inc.'s ability to achieve its objectives of safety and security. Therefore, you are expected to report to the workplace with no mood-altering substances in your body. While you may make your own lifestyle choices, Youngblood Co., Inc. cannot accept the risk in the workplace which substance use or abuse may create. The possession, sale or use of mood-altering substances at the workplace, or coming to work under the influence of such substances shall be a violation of safe work practices and will be subject to disciplinary action, including possible dismissal.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our company can be made a better place to work, our products improved, and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your immediate manager. He or she can help you bring your idea to the attention of the people in the company who will be responsible for possibly implementing it.

All suggestions are valued and listened to. When a suggestion from an employee has particular merit, we provide for special recognition of the individual(s) who had the idea.

Theft

Although taking small items of Youngblood Co., Inc. property may seem inconsequential, the cumulative effect can be very large. Stealing from the company is like stealing from yourself. Losses from theft immediately affect our ability to increase salaries and can jeopardize the profitability of the company. Property theft of any type will not be tolerated by Youngblood Co., Inc. We consider property theft to be the unauthorized use of company services or facilities or the taking of any company property for personal use. The following list of examples is not all-inclusive but provides illustrations of several activities which are unacceptable.

1. *Taking of company property* – No item purchased or supplied by Youngblood Co., Inc. should ever be removed from company premises without express authorization of your immediate manager and the proper paperwork associated with the situation. This rule applies to all company property including raw materials used in manufacturing plants, mechanics' tools, computers, and even pens and paper. All employees may be subject to random searches as they leave company facilities. Your manager has been given detailed instructions on the circumstances in which he or she can authorize you to borrow company equipment or to take samples of your work home. A checkout procedure will be used, and if you fail to return any item removed on schedule the value of the items will be charged against your paycheck and you may be subject to disciplinary action for theft.
2. *Penalty Clause* – The penalty for any incidence of unauthorized possession or removal of company property is immediate dismissal. All example of unauthorized possession or removal of company property, regardless of the employee's past record, seniority, or the dollar value of the item, will be treated equally. If you are dismissed because of unauthorized possession or removal of company property, the reason for your dismissal will be provided to any future employer that contacts Youngblood Co., Inc. In addition, you may be subject to prosecution.

Traffic Violations

If you are authorized to operate a company vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines or traffic violations incurred.

Use of Company Vehicle

If you are authorized to use a Youngblood Co., Inc. vehicle for company business, you must adhere to the following rules:

1. You must be a licensed driver.
2. The driver and all passengers MUST wear a seat belt at all times.
3. You are responsible for paying any moving violation tickets. Also, please park appropriately, parking violations will not be paid by Youngblood Co., Inc.
4. You must not allow persons not authorized or employed by Youngblood Co, Inc. to operate or ride in a company vehicle.
5. No person, while driving a moving motor vehicle upon a way or temporarily halted in traffic for a traffic control device or other momentary delay, shall use any hand-held mobile electronic device capable of providing voice or data communication, including but not limited to: reading, composing, viewing, or posting any electronic message; or initiating, receiving, or conducting a conversation; or initiating a command or request to access the Internet; or inputting information into a global positioning system or navigation device; or manually typing data into any other portable electronic device.

6. Prior to operation of any company vehicle, your manager will train you on the appropriate steps to take if you are involved in an accident – filling out the accident report, getting names of witnesses, etc.

Youngblood Co., Inc. has always offered to employees who live locally the option to commute in a company vehicle to a job site. This is not a requirement, but a benefit to help reduce commuting expenses incurred by our employees. Youngblood vehicles are equipped with gas cards for your convenience, and the company will pay for all routine maintenance and necessary repairs once notified. At no time did Youngblood Co., Inc. insinuate any kind of commuting reimbursement to an employee electing to take advantage of this benefit or that the option to commute in a company vehicle to a job site was required. If this is not your understanding of the vehicle/commuting policy, please contact the office immediately so that we may clarify and discuss this benefit with you further.

Note: See “Driver’s License and Driving Record” in the “Employment” section of this Manual and “Traffic Violations” earlier in this section for further information.

Violations of Policies

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary actions. A written record of all policy violations is maintained in each individual’s personnel file.

A partial list of causes for possible disciplinary action (“Unacceptable Activities”) is presented under “Standards of Conduct” in the “Employment” section of this Manual. This list is not to be considered all-inclusive.

Health Insurance Appendix 1

Medical Plan Description – Insured by United Healthcare Level Funded Choice E2000i100LX21B
Plan Type: EPO

A summary of benefits and coverage (SBC) was provided at the date of hire.

<u>PLAN TYPE & WEEKLY COST:</u>	<u>HMO</u>
INDIVIDUAL PLAN	\$35.00
EMPLOYEE/CHILD	\$60.00
EMPLOYEE/SPOUSE	\$65.00
FAMILY PLAN	\$90.00

Dental and Vision Insurance Appendix 2

Dental and Vision Plan Description – Insured by SUNLIFE (Fact Sheet Attached)
PLEASE SEE DENTAL AND VISION PLAN BENEFIT SUMMARY SHEET FOR DETAILED COVERAGE

<u>EMPLOYEE DENTAL WEEKLY COST:</u>		<u>EMPLOYEE VISION WEEKLY COST:</u>	
INDIVIDUAL	\$ 9.58	INDIVIDUAL	\$ 1.59
FAMILY	\$25.60	EMPLOYEE/SPOUSE	\$ 2.67
		EMPLOYEE/CHILD	\$ 2.73
		FAMILY	\$ 4.31

Short Term Disability Insurance Appendix 3

Short-Term Disability Benefits –
Insured by LINCOLN FINANCIAL GROUP For New Hampshire Employees (Fact Sheet Attached)
Insured by Massachusetts Paid Family and Medical Leave Law (Appendix 8)

Optional Long Term Disability Insurance Appendix 4

Long Term Disability Benefits – LINCOLN (Fact Sheet Attached)

Life Insurance and AD&D Benefits

Life Insurance and AD&D Benefits – LINCOLN

Life Insurance Benefits are:	\$20,000
Your AD&D Benefits are:	\$20,000
<i>Your Cost for Life and AD&D</i>	<i>\$ 0.00</i>

Optional Life Insurance Appendix 5

Optional Life Insurance Benefits –LINCOLN (Fact Sheet Attached)

401(k) Appendix 6

Youngblood Co., Inc. offers all of its full-time employees the opportunity to enroll in a 401(k) retirement program with investments offered by **Voya Financial**. You may make salary deferrals from your pay up to 100% of your total pay, subject to Federal Code 415I limits. Now you can manage your own account online. Please check with Human Resources to receive your login identification code and password. This ID number will allow you to log in as a first time user, at which time you may change your password originally assigned to you.

You are eligible to enroll in the 401(k) plan after six (6) months of service. You may change your contributions at any time online or by completing a new salary deferral form. You may change the investments where new contributions are being placed at any time online or by completing a new enrollment form and you may move your current contributions between accounts online.

Alpha Pension Group, Inc. can answer all your retirement questions.
Client Support Contact; David Bradshaw 617-916-0335 ext. 1007 dave@alphapension.com

10 CORE SAFETY RULES (Appendix 7)

- ▶ **PLAN EACH TASK:** When assigning work, plan and provide clear instructions on how to complete the work correctly. The safe way is the correct way.
- ▶ **AVOID FALLS FROM HEIGHTS:** When working six feet or higher above a surface below, protect against falls with guardrails or a personal fall arrest system.
- ▶ **PREVENT FALLS FROM LADDERS:** Inspect ladders carefully, and use them properly. Secure straight ladders against slipping and extend them three feet beyond the top landing. Open stepladders fully and face the ladder. Do not step on the top two rungs.
- ▶ **STOP TRIPS AND SLIPS:** Keep travel paths free from pipe and supplies, and from tools, scrap, ice and other items that can cause slips or trips.
- ▶ **PREVENT STRAINS:** Whenever possible, use a mechanical aid such as a cart, dolly hoist, forklift or crane to move awkward and heavy materials and tools. When such a device will not work use team lifting, a clear travel path, and good communication.
- ▶ **USE SAFE TOOLS SAFELY:** Inspect and maintain all tools frequently, use them as intended, and wear eye protection.
- ▶ **DON'T GET CAUGHT:** Keep all body parts out from between, under or behind areas where they can be caught or crushed by moving tools or machines, or falling tools or loads.
- ▶ **PREVENT CAVE-INS:** Enter excavations only after your supervisor has checked for safe access and protection against possible cave-in and permits you to enter.
- ▶ **ENTER CONFINED SPACES SAFELY:** Enter confined spaces after your supervisor has checked for safe conditions and permits you to enter.
- ▶ **WEAR A SEAT BELT:** Always wear a seatbelt when in a vehicle.

(Appendix 8)

MA PFML PROGRAM - Please refer to the full policy enclosed in this manual.
FLEET SAFETY PROGRAM - Please refer to the full policy enclosed in this manual.
SUBSTANCE ABUSE POLICY - Please refer to the full policy enclosed in this manual.
COVID-19 EXPOSURE - Please refer to the full policy enclosed in this manual.

Receipt & Acknowledgement of Youngblood Co., Inc. Employee Manual

This Employee Manual is an important document intended to help you become acquainted with Youngblood Co., Inc. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of Youngblood Co., Inc. and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of Youngblood Co., Inc. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on Youngblood Co., Inc.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Youngblood Co., Inc. Employee Manual.

- I have received and read a copy of the Youngblood Co., Inc. employee Manual. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of Youngblood Co., Inc. at any time. I understand that this manual replaces (supersedes) all other previous manuals for Youngblood Co., Inc. as of **MAY 1, 2025**
- I further understand that my employment is terminable at will, either by myself or Youngblood Co., Inc., regardless of the length of my employment or the granting of benefits of any kind, including but not limited to profits sharing benefits which provide for vesting based upon the length of employment.
- I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the President of Youngblood Co., Inc.
- I am aware that during the course of my employment confidential information will be made available to me, i.e., product designs, marketing strategies, customer lists, pricing policies, and other related information. I understand that this information is critical to the success of Youngblood Co., Inc. and must not be given out or used outside of Youngblood Co., Inc.’s employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company, or to provide this information to anyone outside the Company except as necessary to perform my job duties.
- I understand that, should the content be changed in any way, Youngblood Co., Inc. may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Youngblood Co., Inc. Employee Manual.

Employee Printed Name

Position

Employee’s Signature

Date

Manager’s Signature

Date