



**IET, Inc.**  
**Employee Handbook**

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## ❖ Introduction / Changes

### Introduction

This manual contains statements of personnel policies and procedures to be followed by all employees and managers. It is to serve as a permanent reference and working guide in the day-to-day administration of IET's personnel policies, procedures and practices.

These written policies should increase understanding, eliminate the need for personal decisions on matters of company policy, and help to assure uniformity throughout our organization. It is the responsibility of each and every employee and manager to read and follow these policies. It is essential that employees understand the policies if they are expected to follow them.

Nothing contained in this employee manual, employment application, employment agreement or agreement relating to clients' trade secrets, inventions and discoveries constitute a contract of employment. At no time can an IET employee promise you a specified time of employment.

Procedures and practices in the field of human resource relations are subject to modifications and further development in light of experience. Therefore, changes of intent, interpretation and administration will occur periodically. All such changes will be recorded in the form of a policy or procedural statement and issued to holders of the manual routinely. Each employee can assist in keeping our human resource program up to date by notifying a Principal whenever problems are encountered or improvements can be made in the administration of our personnel policies. It is everyone's responsibility that the manual is kept current, policies are understood and that they are interpreted and administered uniformly. If you have any questions on policy content or intent, please contact any member of the management team or a member of Human Resources.

### Changes

Changes and revisions in established personnel policies will be promptly brought to all employees' attention. All policy changes must be approved by the President.

The most current handbook will be kept on IET's intranet system for easy employee retrieval.



## ❖ Company Overview

### Overview

IET is a full service industrial and manufacturing engineering firm. We serve as engineering and manufacturing consultants in addition to providing hands-on support. With a comprehensive range of capabilities in our toolkit from business process reengineering to plant layout analysis, we improve our clients' competitiveness.

IET was founded in 1989 by Tim Stansfield and was joined in 1992 by Ronda Massey. Tim and Ronda comprise the ownership of IET.

Our motto is: **Measure · Simplify · Standardize · Realize.**

**Measure:** At IET, we feel it is important to make decisions based on actual data and not on assumptions. There can be a disconnect between what we think the issue is and what the data tells us.

**Simplify:** IET's goal is to simplify all processes before making any changes. This ensures that we are not creating processes to work around years of quick fixes. "That's just the way I've always done it..." is not an acceptable process step.

**Standardize:** It is important to set standards for repetitive and non-routine work. This includes having standard processes and operating procedures, as well as standard times for activities.

**Realize:** At IET, we don't just hand our clients a report with cool graphics and say "Here is what we recommend." We work with them every step of the way. Regular meetings during the project ensure the client is aware of our findings throughout the course of our studies. We make suggestions and recommendations as we go. We can also help our clients with implementing any changes that may be required, whether they are during or after the studies.

### Corporate Mission Statement

Our mission is to provide professional engineering consulting services to our clients to improve their productivity, flexibility, and competitive situation. Every member of our team is responsible for providing the highest quality services humanly possible while asserting individual creativity, integrity, and professionalism. The IET team is obligated



to contribute to the social well-being of our community through direct employment, charitable contributions, and long-term corporate growth.

## Quality Statement

IET is committed to deliver defect-free competitive services on time to our customers. We shall strive for excellence in all endeavors. We shall set goals to achieve total customer satisfaction and to deliver error-free products on time, with service second to none.

## MANAGEMENT QUALITY POLICY STATEMENT

### M.E.R.I.T.S.

**M**ANAGEMENT COMMITMENT TO QUALITY  
**E**MPLOYEE INVOLVEMENT IN QUALITY  
**R**EVUEW OF POLICIES, PROCEDURES AND RECORDS  
**I**MPROVEMENT THROUGH PEOPLE  
**T**RAINING FOR ALL EMPLOYEES  
**S**ATISFACTION GUARANTEED

- Management:** Management will fully support and provide the necessary resources for continual implementation of the quality assurance system.
- Employee:** Employees at all levels will participate in the quality system on a regular basis.
- Review:** Management will assess the effectiveness of the quality system on a regular basis.
- Improvement:** Employees at all levels will work toward continual improvement of the quality system.
- Training:** Employees at all levels will receive ongoing training in policies, procedures and client services.
- Satisfaction:** IET will meet or exceed the needs of our clients.

## ❖ IET Resources

Our employees are our greatest assets. Giving you the resources you need to be successful is one of our highest priorities. Beyond this handbook, there are many additional resources you can turn to for information, help, and guidance.

Every employee will be assigned a supervisor / manager. Our technical employees work within flexible engineering teams. This means that you will have the opportunity to work on assignments with oversight from different project managers and engineering team members based on the project needs.

### Manager

Your manager is the first person you should go to, whenever possible, when you have questions about:

- Job expectations
- Career development
- Performance feedback
- Performance reviews
- Workplace issues / concerns
- Pay

### Project Manager

For our technical employees, every project that you are assigned to will have a project manager. Turn to your project manager when you have questions about:

- Project scope of work
- Expectations on the assignment
- Project feedback
- Equipment needed
- Travel expectations
- Project issues / concerns

### Human Resources (Serve as a Privacy Officer)

Our Human Resources department can assist you with:

- Questions regarding policies and procedures
- Questions regarding benefits
- Training
- Addressing sensitive workplace concerns

- Time-off / Leave of Absences
- Employment authorizations
- Disputes
- Guidance with expense reports and time sheets

In the absence of Human Resources, the VP of Business Operations (serves as Privacy Officer) can assist you.

## **Controller (Serve as a Privacy Officer)**

IET's Controller can assist you with:

- Payroll questions
- Changes in deductions
- Covered project expenses and / or project hours
- Expense report, time sheets and company car reporting
- In absence of Office Manager – travel arrangements and company cars

## **Office Manager**

IET's Office Manager can help with:

- Travel arrangements
- Issues / concerns with booked travel
- Expense report, time sheets and company car reporting
- Company cars

## **Sales**

Our sales team will work with you on:

- Project assignments
- Client locations and contact information
- Project durations, extensions, purchase orders
- Customer service
- Project visits

## **Principal(s)**

If at any time you feel that your questions and / or concerns have not been addressed properly, our Principal(s) can provide assistance.

## IET Intranet website (<http://intranet.ieteng.com>)

IET's Intranet System is a resource employees can use to find information on:

- Training
- Quality Reference Material
- Equipment
- Benefits
- Travel Request & Time-Off Request Form

## ❖ Introduction & Orientation

### New Employee Paperwork

As a new employee, you will be required to complete new hire paperwork on your first day of employment to ensure proper and timely payroll and benefits processing.

### New Employee Introduction

An orientation to our company and to your specific job will be provided by appropriate management personnel to assist you in feeling welcome and comfortable in your new work environment and in becoming fully productive in your position as quickly as possible.

### Personnel File

Every IET employee who has access to personnel information by virtue of their position is required to respect its confidentiality (refer to the Confidentiality of Information section). The policies outlined in this section help IET protect the confidentiality of your information.

Information related to your employment at IET is kept in the Vice President of Business Operations office.

If applicable, a confidential medical or disability file is maintained separately from all other personnel records. This file also includes all information related to race, national origin, and employment authorization.

#### Access to Information

We follow the guidelines below for determining access to and releasing information from your personnel records. When applicable, state law takes precedence over these guidelines.

#### Your Access

While you're actively employed at IET, you may request a copy of certain core documents (documents completed on your first day of employment and annual reviews) by making a request to the Human Resources department.

## Internal Access

Only members of IET's management team with a business need to know are allowed access to your personnel information:

- A member of IET's management team may request your personnel information if they provide Human Resources with a legitimate business reason for the request.
- IET's Privacy Officers are the only employees who have access to medical and / or disability information. This information will not be shared with members of IET's management team.
- Human Resources and Controller are the only employees who have access to information related to race, national origin, and employment authorization.

## **Employment Verification**

We will provide employment verification to parties outside of IET, Inc. We verify basic dates of employment and job titles but will not provide pay information as part of the verification process unless you have provided a written authorization to release this information.

## **Employment References**

As an IET employee, you might be asked to provide an employment or character reference for a new employer or educational institution for another employee. While we desire to support employees who are transitioning, we must ensure that we do not create risk for our company and team members. Therefore, you are prohibited from providing references for current or former employees in any written, verbal, or electronic form. This restriction applies to requests received from personal social media accounts.

All external inquiries for references and employment verification must be referred to the Human Resource department.

## **Personal References**

You might be asked by a current or former employee to serve as a personal reference or to provide a personal endorsement for matters unrelated to prospective employment and unrelated to your role as an IET employee. You may serve as a personal reference in such situations, as long as you:

- Are not providing the information in your role as an IET employee but rather on personal experience unrelated to your IET employment.
- Do not:
  - Use IET letterhead
  - Use your IET email account



# Introduction & Orientation

- Attach your IET business card

## Changing Personal Information

It's important for IET to have your up-to-date personal information on file in our personnel records. You're responsible for promptly reporting any changes in your personal information to the Human Resource department.

## Pay Periods

Normal pay periods will be every two weeks effective 09/01/1991. You will be paid and receive expense reimbursement on the Friday of the following week after the end of the pay period.

## Degree Verification

Education and training are often key to an employee's on-the-job success. IET performs education verification for all new employees. This verification ensures the information recorded on the new employee's resume and application is accurate.

If IET receives information that is different from what the employee reported, the employee must be prepared to provide copies of their transcripts and / or completed degree to Human Resources. If IET is unable to verify the education stated by the employee and the employee is unable to provide the required information, the employee may be terminated for falsifying information.

## Motor Vehicle Report

Motor vehicle reports are a very important piece of IET's employment process. IET's car insurance company will conduct a motor vehicle check on all new employees and periodically throughout employment to ensure eligibility on the company car insurance. To be eligible for continued employment, you must maintain a valid U.S. driver's license and maintain eligibility on IET's company car insurance policy.

## Company Sponsored Events

Throughout the year, employees will be invited to various optional IET sponsored events. Some events are intended to bolster IET awareness; other events are for the enjoyment of our employees.

All such sponsored events do not require attendance. At events where alcohol is available or served, (such as the employee holiday party) employees are reminded to be cautious and to control their consumption and the consumption of their guests. Employees are expected to arrange for a designated driver or a taxi / ride-sharing





# Introduction & Orientation

service, etc. to arrive home safely. Although these events are not work related, they can adversely affect your employment.

All employees are ultimately responsible for their choices and behavior regarding the consumption of alcohol when it is available at company-sponsored events, trainings and meetings.

Employees are expected to act appropriately and professionally at all times and comply with all company policies.



## ❖ Employment

### Equal Employment Opportunity

IET, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, gender, national origin, religion, age, sexual orientation, gender identity, gender expression, genetic information, individuals with disabilities, pregnancy, marital status, status as a protected veteran, or any other status protected by federal, state, or local law.

Employment decisions at IET, Inc. are based on merit, qualifications, and abilities. In addition, IET, Inc. complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, lay-off, leaves of absence, compensation, and training.

Any employee who is aware of conduct that may violate this policy, including any discrimination based on a protected characteristic that materially adversely affects the terms or conditions of employment for any employee, should report it immediately to Human Resources, or any member of management with whom the employee feels comfortable. If the response the employee receives to this initial report is in any way unsatisfactory, the employee should then further report the matter to IET's Principals. Any supervisor or manager who becomes aware of a potential violation of this policy must report it to Human Resources immediately.

In response to every complaint, IET will take prompt investigative actions and corrective and preventative actions where necessary. Employees must cooperate in all investigations. All complaints will be kept confidential to the extent possible. However, confidentiality cannot be guaranteed.

An employee who, in good faith, brings such a complaint to the attention of IET, participates in an investigation of a potential violation of this policy in good faith, or engages in any similar activity protected by law will not be retaliated against or adversely affected as a result. Any employee who engages in such retaliation is subject to discipline up to and including termination.

### Employment at-Will

This handbook is not a contract of employment. Your employment with IET, Inc. is considered employment at-will. Your employment with IET, Inc. has no specified term or length; both you and IET have the right to terminate your employment at any time, with or without advance notice and with or without cause, as long as the reason is not



prohibited by law. If you decide to terminate your employment with IET, we encourage you to give us as much notice as possible so that IET has enough time to prepare for your separation.

At no time can an IET employee promise you a specified time of employment.

## Employment Eligibility

### Work Authorization

IET only hires United States citizens and foreign nationals who are lawfully authorized to work in the U.S. We participate in E-Verify, a service operated by the Department of Homeland Security in partnership with the Social Security Administration, to confirm work authorization. The law imposes severe penalties if we fail to comply, so we take this matter seriously and expect all employees to cooperate in meeting this requirement.

### New Employees

In conjunction with the Immigration Reform and Control Act of 1986 (IRCA), the federal government has defined certain documents that establish an individual's identity and eligibility to work in the U.S. All new employees must provide the required documentation within three (3) business days of starting employment. However, if you have been hired to work for less than three (3) business days, you must present documentation no later than the first day of employment. Failure to produce valid documents that establish identity and eligibility to work in the U.S. will lead to termination of employment.

Foreign nationals will be asked to complete a Tax Determination Form to determine what taxes need to be withheld while in their current status. Employees are required to inform the Controller if there is a change of status throughout the tax year. Employees will be liable of any damages, corrected tax forms, etc. that would result from providing IET with false or incorrect information.

### Current Employees

If your employment eligibility documentation is going to expire, you'll need to reestablish your eligibility on or before the expiration date. It is advisable to begin this process at least 120 days before your employment eligibility documentation expires.

Federal regulations require IET to update and/or re-verify the I-9 form when a new or extended status has been approved or the employee's status has changed to another nonimmigrant or to immigrant status.



Failure to produce valid documents will lead to termination of employment.

Employees are required to inform the Controller if there is a change of status throughout the tax year. Employees will be liable of any damages, corrected tax forms, etc. that would result from providing IET with false or incorrect information.

## Employee Status

### Non-Exempt Full-Time Employees

Non-exempt full-time employees are those employees who work at least forty (40) hours per week and who maintain continuous regular employment status. Under special conditions (illness, vacation, personal time), full-time employees may work less than forty (40) hours weekly for a specified short term (1 month maximum) without losing full-time employee benefits.

These employees are entitled to overtime pay at the rate of time and one-half their “regular rate” of pay over a forty (40) hour workweek, according to the Fair Labor Standards Act. To receive overtime, employees must have actual work hours over forty (40). Paid time off (PTO) hours, holiday hours, and bereavement hours do not count towards work hours.

### Exempt Full-Time Employees

Exempt full-time employees are those employees who fall into one of these categories: A) executive; B) professional; or C) administrative. These employees work at least forty (40) hours weekly and maintain continuous regular employee status for a set pay.

IET will make permissible deductions from an exempt employee’s pay under certain circumstances including:

- Full day absences of a day or more for personal reasons will be deducted from the set salary amount.
- Full day absences for one or more full days for sickness or disability.
- Unpaid leave under the Family and Medical Leave Act.
- To offset the amount the employee receives from jury service, witness fees, or for military pay.
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace rules of conduct.
- To impose a penalty in good faith for the violation of safety rules of major significance.
- The first or last week of employment if the employee does not work a full week.

## Full-Time Employees

Full-time employees are those who are regularly scheduled to work at least (40 hours) per week that are not hired on a temporary basis. All regular full-time employees are eligible for all employee benefits, including paid vacations, paid holidays, bereavement, group insurance and the 401(k) plan.

## Part-Time Employees

Part-time employees are those who are regularly scheduled to work fewer than (40 hours) per week, who maintain continuous regular employee status, and are not hired on a temporary basis. Regular part-time employees are not eligible for paid vacations, paid holidays, or any future benefits. They may, however, join the 401(k) plan (if at least 18 years of age and have been employed for 90 days) and group health insurance (if they meet the minimum number of hours required by the health insurance provider – please consult with HR), provided they pay their own premiums and are accepted by the carrier. In rare instances a part-time employee may work over forty (40) hours in a workweek. In this instance they are entitled to overtime pay at the rate of time and one-half their “regular rate” of pay over a forty (40) hour workweek.

## Temporary Employees

Employees hired for an interim period of time, usually to work on projects of a limited duration. Temporary employees are not eligible for paid vacations, paid holidays, or any future benefits. They may, however, join the 401(k) plan and group health insurance (if they meet the minimum number of hours required by the health insurance provider – please consult with HR), provided they pay their own premiums and are accepted by the carrier.

## **Hiring Former Employees, Friends, and the Disabled**

Vacancies are filled by promotion from within the company whenever possible. If a suitable candidate is not already available on the payroll, a new employee is secured in accordance with the following policies:

Recruitment:	Preference is given to applicants who are recommended by employees and friends of our company, provided they meet all job requirements and provided this is consistent with equal employment policies. No employee is to solicit applicants from among employees of another company.
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If a candidate is selected from an employee referral and the candidate is employed for 6 months, the employee that referred the candidate will receive a \$50 bonus. If the candidate is employed for one year, the employee that referred the candidate will receive an additional \$50 bonus.

- Selection:** Employees are selected on the basis of past performance, education, salary compatibility, experience and interviews. Qualifications for the job at hand as well as for future advancement are given prime consideration.
- Age:** Applicants under 18 years of age will not be considered. Age is not a factor in employment except for those openings in which bona fide occupational qualifications are paramount.
- Former Employees:** Employees who left IET voluntarily or through no fault of their own and who apply for re-employment will be given consideration. It is our policy not to re-employ those who are discharged. A re-employed person must waive all rights accruing from prior service.
- Non-discrimination:** There will be no discrimination in employment because of race, color, gender, national origin, religion, age, sexual orientation, gender identity, gender expression, genetic information, individuals with disabilities, pregnancy, marital status, status as a protected veteran, or any other status protected by federal, state, or local law.
- Physical Disabilities:** Applicants with physical disabilities will be considered for employment on the basis of their capability for a particular job. Disabilities, which do not interfere with performance, shall not disqualify if they do not constitute a hazard to the individual, our company or its employees. IET will make reasonable accommodations to satisfy the needs of its disabled applicants and employees.

## ❖ Employee Professionalism

At IET, we're committed to providing an environment that promotes professionalism and encourages each employee's professional development and achievement. We take this commitment seriously. Consistency, fairness, and respect are essential to good relations between employees, their managers, and IET. This approach creates a professional and productive work environment for every employee in the workplace. The policies outlined here are the guiding principles that will help us all meet these responsibilities.

Failure to meet these expectations can lead to disciplinary action which may affect your eligibility for pay increases and promotions.

### Workplace Conduct

Your actions must always reflect the highest possible standards of business conduct and ethics. You're expected to use good judgment and common sense in making work-related decisions and to be accountable for your actions. You are expected to act with integrity and always do the right thing. This includes avoiding obscene, threatening, harassing, discriminatory or abusive conduct that is likely to damage IET's business or reputation, negatively affect coworkers, or that could be disparaging to clients.

The way you handle interactions, in person, in writing, or electronically with others is important to the success of your work environment. You're expected to treat all employees and clients with courtesy, respect, and professionalism.

Unprofessional and inappropriate employee behavior includes but is not limited to:

- Outbursts
- Yelling
- Rudeness
- Bullying
- Any form of harassment
- Distracting behavior during work time (such as being on your electronic or mobile device)
- Conduct that interferes with your or another team member's ability to perform job duties
- It may also include conduct that is welcome between employees but is inappropriate in the workplace or during work-related activities. Exhibiting unprofessional and inappropriate behavior violates IET's policies.



## Conflict of Interest

While IET has no wish to interfere in any employees outside activities, IET has a policy prohibiting conflicts of interest. IET's conflict of interest policy applies to all prospective and current employees as well as persons acting on behalf of IET.

Conflict of interest may occur whenever an employee interest may lead them to actions, activities or relationships that undermine IET and could place it at a disadvantage. Employees are expected to perform their duties on behalf of IET faithfully, diligently and to the best of their abilities.

Employees must never allow themselves to be placed in a position where their personal interests are in conflict (or could be in conflict) with the interests or business of IET. Employees must avoid any situation or activity that compromises, or may compromise, their judgement or ability to act in the best interest of IET.

Potential conflicts of interest can include (this list is not all inclusive):

- Performing work for any other engineering or consulting firm.
- Starting a company that provides services similar to IET.
- Publicly criticizing IET, its management or its employees.
- Offering paid services on your time off to an IET customer or supplier.
- Accepting payment from another company for information about IET.
- Sharing confidential information about IET with a competitor.
- Taking advantage of information learned on the job for your own benefit.

If there is a possibility that a conflict of interest may occur, it should be addressed and resolved before any actual damage is done. Therefore, when an employee suspects that a conflict of interest exists, they should bring this matter to the attention of the Principal(s) so corrective actions may be taken.

IET will try and resolve any conflicts of interest as fairly as possible. In cases when a conflict of interest is deliberately concealed or when a solution cannot be found, disciplinary action up to and including termination may be necessary.

## Business Ethics

IET will maintain high standards of business ethics. IET is committed to operate all activities within the spirit and letter of all laws and regulations affecting our business and employees. You must exercise the highest level of integrity, ethics and objectivity in your actions and relationships which may affect IET. You have the duty to act in the best interest of IET at all times.





## Problem / Complaint Resolution

IET will provide an effective and acceptable means for you to bring work-related problems and/or complaints to the attention of management. IET realizes that in any organization, problems, misunderstandings, and difference of opinions may arise in the daily work situations. IET recognizes it cannot expect to correct or eliminate every cause for personal dissatisfaction, but we do realize we have a responsibility to provide employees with a method for bringing dissatisfactions out in the open where free and open discussion can be made to arrive at a mutually satisfactory conclusion.

If you have a work-related problem and/or complaint, this should be taken directly to your manager and/or project manager in a timely manner. If you feel that the matter needs to be discussed further, you may take it to Human Resources and / or the Principal(s).

Work-related problems and/or complaints should never be discussed with the client.

## Confidentiality of Information

During the course of employment, you may have access to confidential information. Any confidential information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality.

### Client Related Information

As an engineering consulting firm, clients expect confidentiality when dealing with sensitive information. All employees, on their first day of employment, will be expected to sign IET's Agreement Relating to Clients Trade Secrets, Inventions and Discoveries.

Employees may also be required to sign client specific confidentiality agreements.

### Employee Related Information

Confidential information must be treated with respect and care by any employee who is authorized to have access to employee personal information. Employees who are authorized to use or disclose confidential information also have the responsibility to safeguard access to such information. Employees who are authorized by IET to access confidential information have a responsibility to limit access to those that are allowed by permission and/or by law. The access must be appropriate to the employee's job responsibility.

# Employee Professionalism

Employees that have been designated by the Principal(s) to have access to personal employee information will be required to sign an additional confidentiality agreement.

## Privacy Officers

A HIPAA privacy officer oversees the development, implementation, maintenance of, and adherence to privacy policies and procedures regarding the safe use and handling of protected health information (PHI) in compliance with federal and state HIPAA regulations.

IET's privacy officers include Human Resources, Controller, and Vice President of Business Operations.

## **Personal Appearance / Dress Code**

**(Revised 3/1/2022)**

We're proud of our image, and we strive to maintain our high standards of service to our clients. We feel that the appearance of our employees is one of the factors that make a positive contribution to the IET image.

Our clients can form their opinion of our organization through their interaction with you, so you're asked to use good judgment in dressing in a way that meets their expectations. This includes presenting a neat, well-groomed appearance.

For most situations, a business casual dress code should be followed. For employees assigned to a project, your project manager will inform you of any dress code changes or requirements. Business casual refers to casual clothing that is appropriate for a professional office environment.

Listed below is an overview of acceptable business casual wear, as well as a list of some of the more common items that are not appropriate. This list is not intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed.



# Employee Professionalism

Slacks/Pants:	<ul style="list-style-type: none"><li>• Cotton slacks and khakis are acceptable, provided they are clean and wrinkle free.</li><li>• <i>Inappropriate items include, sweat pants, shorts, spandex and other form-fitting pants, and pants that are excessively worn, faded or stained.</i></li></ul>
Shirts:	<ul style="list-style-type: none"><li>• Casual shirts with collars (for men), polo shirts, sweaters, button downs, and turtlenecks are acceptable.</li><li>• Clothing that has the IET logo is encouraged (see Human Resources).</li><li>• <i>Inappropriate items include tee shirts, sweatshirts, tank tops, and shirts with large lettering or logos. Avoid clothes that are distracting and revealing.</i></li></ul>
Dresses/Skirts:	<ul style="list-style-type: none"><li>• Casual dresses and skirts with modest hemlines are acceptable.</li><li>• <i>Inappropriate items include mini-skirts and spaghetti strap dresses.</i></li></ul>
Footwear:	<ul style="list-style-type: none"><li>• Items such as loafers, boots, flats, and leather casual shoes are acceptable while in the IET office.</li><li>• Engineers, technical managers, and sales must always have a pair of rubber-soled and/or metatarsal steel toed shoes available to wear at client locations.</li><li>• <i>Inappropriate items include athletic shoes, sneakers, flip flops, sandals (for men), and slippers.</i></li></ul>
Personal Hygiene:	<ul style="list-style-type: none"><li>• Maintaining well-kept hair, good personal hygiene, and general neat grooming is expected.</li><li>• <i>Cologne and perfume should not be used in excess.</i></li></ul>
Headwear	<ul style="list-style-type: none"><li>• <i>Hats are not permitted except for religious or cultural reasons.</i></li></ul>

If you are working at the IET office you may wear jeans as long as you will not be meeting with a client, vendor, or applicant. Although jeans are allowed, business casual shirts and shoes must be worn.

You must be prepared to visit a client site at all times.

If guidelines are not adhered to, you will be sent home to change on your own personal time.

## Mobile & Electronic Devices

Personal electronic devices such as smartphones, tablets, laptops, or wearable technology may be indispensable communication tools in our lives, but when used



excessively during work hours and in the workplace, they may potentially become a distraction that impacts productivity goals and may provide a bad impression to our clients.

Cell phones should not be used for personal business when at a client site unless you are on your lunch break. Cell phone ringers should always be set to vibrate. You are expected to refrain from using a cell phone while driving (see Distracted Driving Policy). Safety must come before all other concerns.

In the course of doing your work, evaluating your performance or resolving workplace disputes, there will be frequent opportunities for private and confidential discussions with your manager and with client representatives. Such conversations are intended to promote open, honest, and transparent dialogue in a way that builds trust. IET respects the privacy of these confidential discussions.

Unless approved (through Human Resources) for use as a medical work accommodation, we strictly prohibit any recording of these conversations by any electronic device with audio or video recording capabilities. This includes personal or business electronic devices such as smartphones, tablets, laptops, or wearable technology.

## ❖ IET Equipment & Required Job Materials

### IET Equipment

Each employee is personally responsible for IET and client equipment in their possession. All IET equipment must be signed out through Human Resources and / or the Systems Administrator, regardless of where it is to be used. If you lend the equipment to another employee, you are responsible for notifying Human Resources and / or the Systems Administrator of the change.

It is good practice to lock your screen on computers and laptops when stepping away for extended periods of time.

All laptops and portable equipment (tablets, iPads, laser measurer, etc.) used at a client site or other location are to be in your possession when leaving each day. Please treat all equipment as you would your own, and return it in the same condition you received it in.

### Office Equipment

Certain equipment has been purchased for the office in order to perform the job duties assigned such as a computer, printers, plotters, copiers, etc. This equipment is the property of IET and cannot be removed from the office without prior approval from a Principal. IET expects that you will treat all equipment as you would your own (report any malfunctions immediately to the Systems Administrator).

## Required Job Equipment & Materials

Depending on your particular position, you will be required to have the following in order to perform your job. Unless otherwise noted, this equipment / material is to be purchased by you.

### Engineers & Technical Staff

- Steel toed shoes with internal metatarsal guard
  - IET will reimburse half of the shoe expense one time within your employment at IET with submission of the appropriate expense report and receipt
- Safety glasses
- Ear plugs
- Stopwatch
  - If you purchase a stopwatch through IET, IET will pay half of the cost

# IET Equipment & Required Job Materials

- Stopwatches must keep track of time in 1/100 of minute increments
- Valid passport (book not card)
- 25' / 30' Tape Measure
- Cell phone
  - This is a requirement for Technical Managers

## Sales Staff

- Steel toed shoes with internal metatarsal guard
  - IET will reimburse half of the shoe expense one time within your employment at IET with submission of the appropriate expense report and receipt
- Safety glasses
- Ear plugs
- Valid passport (book not card)
- Cell phone



## ❖ Computer Systems, Internet, Email & Software

### Project Files

You are responsible for keeping a copy of the most recent version of all files on the network server. Files presented to the client and saved to the network must follow the IET File Naming standard (reference SOP). If you are working at a client location, you are still responsible for copying files to the IET server on a regular basis, unless restricted by the client. This is very important so that the information gets backed up regularly and the location of files is never in question.

### Computer System

Personal software is prohibited unless approval from a Principal is given. This includes personal files, images, screen savers, and email.

If access to the Internet and/or a corporate Intranet is provided to you through IET or the client, it is to be used for professional use only. Electronic distribution, in any form, of jokes, advertisements, or images unrelated to the job is unacceptable. Keep in mind that any email / messages / texts sent may not always reach the intended recipient.

Computer games and watching of non-work related videos are also prohibited. Playing games during working hours or installing games on an IET or client computer is cause for dismissal.

All files coming from or going to a client or outside location are to be checked for viruses before opening in IET email and/or on IET equipment or giving to a client. This includes all files attached to email, provided on a USB stick or any other medium. Do not assume someone else checked the files.

### Internet & Email Usage

The following guidelines refer to internet usage at IET.

Use your IET provided Internet access for business use only.

- Internet access is provided to you as a business tool.
- Avoid using the Internet for personal interests while at work.

If you use your IET-provided Internet access to send, receive, store, browse or view any material that is discriminatory, harassing, defamatory, obscene or otherwise offensive are subject to discipline, up to and including termination.



All Internet usage may be monitored by IET.

Exercise good judgment in your Internet communications and use.

- Keep in mind that your communications and Internet activities while at work are inextricably tied to IET.
- You have the responsibility to represent the best interests of IET.
- Do not visit inappropriate sites or sound off in public forums.
- When you are logged into your IET account you must avoid any communication or activities that could be construed as improper or that could otherwise harm IET's reputation.

Never assume that any information you send or receive over the Internet is private.

- You should be aware that there are a variety of ways an Internet communication can be disclosed to people other than the intended recipient.
- IET reserves the right to review any information, files, or communications sent, stored, or received on its systems.

Respect the privacy and property rights of others.

- Never use someone else's login and password except when you are explicitly authorized by your supervisor to do so.
- Do not copy or distribute any copyrighted material you find on the Internet.
- Treat all material as copyrighted unless the author has given his or her permission for the material to be redistributed.

Use email to get important information to colleagues, provide project updates and status reports, schedule meetings, provide reports and information that have been requested by clients, and communicate with your supervisor.

- Never use email to send confidential company information or messages that can be construed as frivolous, hateful, profane, or harassing.
- Promptly read and act on any email messages you receive and delete them to conserve space.
- Check for new messages frequently.

Exercise caution when transferring large files.

- Do not attach large files to email messages. They may be rejected.
- Use IET's Sharefile site for transferring large files. If you do not have access, you can request temporary access from the System Administrator.
- You are encouraged to use compression software to zip or compress large files before transferring them.

Do not download and install software without approval.

- All downloaded material must be scanned for viruses before placement on IET's network.



- Put in a request to the System Administrator to download and install any desired software.
- Some software available on the Internet may contain harmful viruses or may interact poorly with existing software. Therefore, all software downloads and installations will be provided for you by the System Administrator.
- Downloading of games or unprofessional material is expressly prohibited.

IET expressly forbids the use of the Internet to harass employees, vendors, customers, and others.

- The use of aliases to send abusive messages is also prohibited.
- You are not to use the Internet to send advertising material (other than IET-approved sales material), set up personal web sites, access, store or transmit pornographic content, or engage in activities that are vulgar or profoundly offensive. Profoundly offensive activities include, but are not limited to, posting or transmitting of material in support of racial, religious or other unacceptable bigotry.

In addition to the foregoing limitations, you agree and acknowledge that you may not use the Internet to engage in any illegal activities or in activities that are otherwise unacceptable. Activities which are prohibited as potentially illegal include, but are not limited to:

- Unauthorized copying of copyrighted material including, but not limited to, digitization and/or distribution for the following works in any form: photographs from any copyrighted source (such as newspaper, magazines or books); musical works and recordings; movies and video; or copyrighted software.
- Exporting software or technical information in violation of U.S. or other applicable export control laws.
- Posting or emailing of “make-money-fast” schemes, pyramid or chain letters or other similar scams.
- Threatening bodily harm or property damage to individuals or groups.
- Making fraudulent offers of products or services.
- Distributing viruses through use of the Internet.
- Otherwise trafficking in illegal content.
- Attempting to access the accounts of others or attempting to penetrate security measures of IET’s or other systems (hacking), whether or not the intrusion results in corruption or loss of data.

## Social Media

In the rapidly expanding world of electronic communication, social media can mean many things. The term “social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity

website, web bulletin board, or a chat room, whether or not associated or affiliated with IET, as well as any other form of electronic communication. The same principles and guidelines found in the Internet & Email rules, policies and procedures apply to your social media activities online.

Keep the following in mind.

- Be aware of the effect your actions may have on your image as well as the image of IET.
- You are solely responsible for what you post online.
- The information that you post or publish may be public information for a long time.
- You are not to publish, post or release any information that is considered confidential or not public and / or pertaining to IET and / or IET clients.
- Social media use must not interfere with your responsibilities at work.

Any conduct that adversely affects your job performance or the performance of fellow employees, or otherwise adversely affects customers, suppliers, people who work on behalf of IET or IET's legitimate business interests may result in disciplinary action, up to and including termination.

Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.

Taking any action against any employee who in good faith reports or provides information about a possible violation is unacceptable. IET will not knowingly permit any retaliation against any employee who reports about a possible deviation from this policy or for cooperating in an investigation.

## ❖ Harassment

### Anti-Harassment

IET, Inc. prohibits sexual harassment and harassment of any of our employees, nonemployees, vendors, applicants for employment, or customers based on an individual's race, color, gender, national origin, religion, age, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, pregnancy, marital status, status as a protected veteran, or any other status protected by federal, state, or local law. Prohibited conduct includes but is not limited to conduct on company property, in company vehicles, on company communication systems, during company-sponsored events, and in connection with company business. Any such harassment is against IET policy, may violate the law, and will not be tolerated in our workplace, at work-related events, or while using electronic communication systems.

IET expects cooperation from all of our employees including coworkers, managers, supervisors, and administrative to prevent harassment in the workplace and to immediately report harassment.

It's your responsibility as an employee to report harassing behavior, whether it's directed at you or it's something that you've seen or heard directed at someone else. You're protected from retaliation for reporting or providing information in good faith about an incident of alleged harassment or exercising other rights protected by law.

Any manager or supervisor who learns of or observes harassing behavior, even if it's in another business group, or any manager or supervisor who receives a complaint about this kind of behavior, has a duty to take action and should immediately report the behavior or complaint to Human Resources.

Violating the policy against all forms of harassment, including failure to report, can result in disciplinary action, which may include termination of your employment.

### Non-Fraternization Policy

It is IET's policy to create a workplace free of harassment and free of awkward situations that can arise from office romance. IET prohibits the dating between supervisors and their subordinates. If IET becomes aware of a situation where this is occurring, disciplinary action, up to and including termination, may be taken on the employee and / or supervisor.

## Sexual Harassment

IET's goal is to ensure a workplace free from harassment, including sexual harassment. Employees are reminded to conduct themselves in a courteous, mutually respectful manner and to avoid behavior that is not acceptable or welcomed by all team members.

All employees are encouraged to speak up anytime another's actions make them feel uncomfortable. If another team member tells you that your actions are making him or her uncomfortable, you have the responsibility to listen, understand how your behavior is affecting others, and immediately stop the behavior.

"Sexual harassment" is defined by law as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- Submission to this conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of this conduct is used as the basis for employment decisions that affect the individual.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment also may be in the form of nonsexual, offensive conduct that is directed at an employee because of his or her gender. Sexual harassment may occur between members of the opposite sex or members of the same sex.

IET's policy is broader than the legal standards. Our policy may be violated even if the person did not intend to give offense or believed that his or her conduct was welcome.

Examples of prohibited sexual harassment include but are not limited to conduct such as:

- Written harassment. Sexually suggestive or obscene letters, faxes, e-messages, texts, instant messages, notes, social media posts, or invitations.
- Verbal harassment. Sexual comments, advances, or propositions and derogatory comments, slurs, and jokes and comments about an individual's body or appearance, including comments made on voicemail or another recording device.
- Physical harassment. Assault, stalking behaviors, any unwanted or inappropriate touching or body contact or any physical touching that makes you feel uncomfortable, impeding or blocking movement, encroaching on another's personal space (e.g., standing or sitting too close).
- Visual harassment. Sexual gestures; inappropriate display of sexually explicit objects, pictures, cartoons, or posters (in hard copy or electronically, through work or personal electronic devices).

# Harassment

The above is not to be construed as an all-inclusive list of prohibited acts under this policy.

IET expects cooperation from all of our employees including coworkers, managers, supervisors, and administrative to prevent harassment in the workplace and to immediately report harassment.

Violating the policy against all forms of harassment, including failure to report, can result in disciplinary action, which may include termination of your employment.

## Other Forms of Harassment

In addition to sexual harassment, other forms of harassment may also occur when unwelcome conduct:

- Unreasonably interferes with an individual's work performance.
- Creates an intimidating, hostile, or offensive work environment.

IET prohibits harassment based on an individual's race, color, gender, national origin, religion, age, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, pregnancy, marital status, status as a protected veteran, or any other status protected by federal, state, or local law.

IET's policies are broader than federal, state, or local law. Prohibited harassment may take the form of written, verbal, physical, or visual harassment and may include but is not limited to epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault, or written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the characteristics identified above.

IET's policy may be violated even if the person did not intend to give offense or believed that his or her conduct was welcome.

All employees are responsible for complying with our policies on professional behavior, harassment, and violence-free workplace, in all situations involving IET, Inc. and/or its clients, whether during or outside of work hours.

IET expects cooperation from all of our employees including coworkers, managers, supervisors, and administrative to prevent harassment in the workplace and to immediately report harassment.

Violating the policy against all forms of harassment, including failure to report, can result in disciplinary action, which may include termination of your employment.



## Reporting Harassment

IET will provide its employees with convenient, confidential, and reliable mechanisms for reporting incidents of harassment and retaliation.

If you believe that you have been harassed or if you are aware of the harassment of others, including sexual harassment, you must report it as soon as possible to one of the following:

- Human Resources
- VP of Business Operations
- Principal(s)

The purpose of having several persons to whom complaints may be made is to avoid a situation where an employee is faced with complaining to the person, or a close associate of the person, who would be subject of the complaint. When a complaint is made, the above designee will have the duty of immediately bringing all harassment and retaliation complaints to the confidential attention of the Principals.

IET encourages individuals who believe that they are being harassed to firmly and promptly tell the person, if they are comfortable doing so, that the behavior is offensive and that it must stop immediately.

Complaints of harassment or retaliation that are in violation of IET's policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated.

Once you report harassment by contacting one of the resources above, a representative of IET (as directed by the IET Principal(s)) will obtain all relevant information from you and in a timely manner will undertake or direct an effective, thorough, and objective review of the harassment allegations. When initiated by IET, all employees are required to cooperate fully in any fact-finding process. Even if it would be your preference to "stay out of it," you cannot withhold information if you are asked to provide it. You must cooperate fully and honestly and must not interfere with the integrity of the process.

You will be contacted when the review is completed. IET will take the corrective action that it determines is appropriate based on its findings. However, IET will only share information regarding the review, including any corrective action taken, with those who have a legitimate business need to know.

## Non-Retaliation

Taking any action against any employee who in good faith reports or provides information about an incident of alleged harassment is unacceptable. IET will not

knowingly permit any retaliation against any employee who complains of harassment or who participates in a review, whether internal or external.



## ❖ Accommodation

### Americans with Disabilities Act

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, benefits, job training, and other terms, conditions and privileges of employment.

The ADA does not alter IET's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of their disability, or because of a perceived disability. As a matter of policy, IET prohibits discrimination of any kind against people with disabilities.

#### Disabled Defined

An applicant or employee is considered disabled if they have:

- A physical or mental impairment that substantially limits one or more major life activities;
- Has a record or past history of such an impairment; or
- Is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

#### Reasonable Accommodation

A reasonable accommodation is any change in the work environment to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from IET. If you are disabled and you desire such reasonable accommodation, contact Human Resources.

- On receipt of your request Human Resource(s) will meet with you to discuss your disability.
- We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other



steps necessary to help us determine viable options for reasonable accommodation.

- We will then work with you to determine whether your disability can be reasonably accommodated according to ADA requirements and without undue hardship on IET.
- If a mutually agreeable accommodation can be made, IET will implement an appropriate solution.

## ❖ Safety & Health

At IET, we believe that one of our most important priorities is to keep you, your colleagues, our customers, and our visitors safe. We are committed to maintaining a workplace environment that promotes and protects the safety and health of everyone who comes through our doors. Keeping our workplace safe and being ready for any emergencies that might happen requires the commitment of every employee.

### Violence-Free Workplace

One of our overriding concerns at IET is that employees, visitors, vendors, and customers are provided with a safe, businesslike work environment. Weapons of any kind are strictly prohibited in the workplace. Under no circumstances will we tolerate physical violence or threatening behavior in the workplace, on company premises, at work-related functions, when you're traveling on business, working at a client location, or another location. Threatening behavior directed at the workplace or at other employee from your home or through personal communications accounts is also not tolerated. IET reserves the right to determine if particular actions are considered physical violence or threatening behavior, and you are expected to cooperate in any fact-finding process.

Violating the policy against violence or weapons in or toward the workplace can result in disciplinary action, which may include termination of your employment.

Violent behavior includes, but is not limited to, possession of a weapon in the workplace, physical or verbal aggression, intimidation, dangerous pranks or practical jokes, etc.

### Personal Situations

Sometimes employees may experience personal situations that could adversely affect the workplace.

You need to inform Human Resources immediately if you are in or know of any of the following situations:

- Incidents of domestic abuse, violence, or threats against you or an employee, where there is a possibility that the other party will seek you or an employee at work out or where the other party is another employee.
- You or another employee has obtained a restraining order, making the workplace a restricted area.

- You or another employee is receiving threatening or harassing telephone calls, emails, voicemails, or other messages at work.
- You or another employee is the target of unwanted pursuit by someone who has been seen at or near the workplace.

## No Weapons Policy

Possessing weapons on company property or at company functions is strictly prohibited. You are not permitted to carry, either openly or in a concealed manner, any weapon, such as a knife or firearm, while acting in any capacity for IET regardless of whether you are licensed to carry a weapon or not.

This policy applies to all employees, contract and temporary employees, visitors, clients and contractors on company property or at company functions regardless of whether or not they are licensed to carry a weapon. The only exceptions to this policy are police officers or persons that have been given written consent by an IET Principal to carry a weapon on company property.

However, if you have a valid concealed handgun license, you are permitted to store the firearm or ammunition in your privately owned motor vehicle even when the vehicle is parked on company property. IET requires that when you are not with the vehicle, any firearm and ammunition be locked in the trunk, glove box, or another enclosed compartment or container within the privately owned motor vehicle. You are not permitted to carry the firearm outside of your vehicle while on company premises.

For purposes of this policy, “company property” includes, without limitation, all IET owned or leased buildings and company vehicles.

For purposes of this policy, “company functions” includes activities such as IET sponsored picnics, holiday parties, seminars, training, etc. whether held on or off of IET property.

For purposes of this policy, a “weapon” means any item designed primarily for the purpose of inflicting bodily injury, which may include items that are legal to own.

## Searches

IET reserves the right to conduct searches of any person or object that enters company property. Pursuant to this provision, IET is authorized to search desks, purses, briefcases, baggage, toolboxes, lunch sacks, clothing, and any other item in which a weapon may be hidden. Searches may be conducted by IET management or local authorities. To the extent the search is requested by IET management and you are present, you may refuse the search; provided, however, that such refusal may result in termination of employment for refusal to

cooperate. IET reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without you being present.

## Violations

Failure to abide by all terms and conditions of the policy may result in discipline up to and including termination. Further, carrying a weapon onto IET property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from the company property, and may result in prosecution.

This policy shall not be construed to create any duty or obligation on the part of IET, Inc. to take actions beyond those required of an employer by existing law.

IET will not be held liable in any civil action for damages, injuries, or death resulting from or arising out of another person's actions involving a firearm or ammunition stored in a privately owned vehicle on IET's property pursuant to OH Rev. Code Sec. 2923.120 unless IET intentionally solicited or caused the injury. This includes the theft of a firearm from a privately owned vehicle.

If you become aware of anyone violating this policy, please report it to Human Resources immediately.

## **Smoke-Free Workplace**

IET provides a smoke-free workplace for our employees, visitors and clients. You are not permitted to use tobacco products, including smokeless tobacco or electronic smoking devices, in any IET owned or leased buildings or company vehicles.

Smoking or vaping is prohibited in front of any IET door including the front of the building. Smoking or vaping is allowed in personal vehicles or along the side of the IET building away from doorways.

## **Distracted Driving Policy**

IET recognizes that employees are our most valuable asset and that they are the most important contributors to our continued growth and success. We are firmly committed to employee safety and will do everything possible to prevent workplace accidents.

Crashes attributed to driver distraction are quickly on the rise, in large part because of widespread use of cell phone and other portable electronic devices behind the wheel. In order to increase employee safety and eliminate unnecessary risks behind the wheel, IET, Inc. has enacted a Distracted Driving Policy.



- You may not use a hand-held cell phone while operating a vehicle, whether the vehicle is in motion or stopped at a traffic light. This includes, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets and text messages.
  - The use of a headset / hands-free device while driving is permissible if:
    - It complies with the laws of the state in which you are driving
    - Use of the device does not cause distraction (i.e. fiddling with the device or taking eyes off the road to get it to function properly)
    - Any dialing or use of the handset is handled while pulled to the side of the road and the car placed in “park”
    - Conversations do not interfere with the driver’s ability to drive safely
    - Road conditions are generally good and do not threaten your safety
- If you need to use your cell phone, you must pull over safely to the side of the road or another safe location and place the car in “park”.
- You may not use any portable electronic device including, but not limited to, laptops, GPS systems (see exception below), cameras, MP3 players, etc. while operating a vehicle, whether the vehicle is in motion or stopped at a traffic light.
  - IET understands that employees may require assistance with directions when traveling. GPS systems can be distracting if used improperly. If you require the use of a GPS, the following must be adhered to:
    - Mounted GPS systems / cell phones may not block or obstruct the driver’s view in any way
    - GPS systems must be voice narrated and must not require that the driver look away from the road to follow instructions
    - You may not program the system while in motion
    - Programming or engaging with the GPS screen may only occur while pulled off the road and the car is placed in “park”
- This policy applies to all employees when any of the following conditions apply:
  - Operating a company vehicle, whether on company business or not
  - Operating a personal vehicle on company business
  - Driving on company property
  - Using a cell phone supplied by IET and / or client
  - Using a cell phone for company business, whether driving on company business or not
- These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced.
- Failure to comply with this policy will be considered a serious matter and may be subject to disciplinary action.

## Background Screening Policy

In order for IET to comply with customer requirements, employees of IET, Inc. or applicants for employment could be subjected to:



- A criminal background check;
- A verification of employment history, including gaps in employment;
- Verification of any military service;
- Documentation from educational institutions to confirm highest level obtained;
- Verification, through the Department of Motor Vehicles records, that you have a valid operator's license within the state of residence;
- Verification of any other information that is a material factor for application of employment or continued employment.

Employees / applicants for employment will be required to fill out authorization forms and may be required to submit fingerprints to an independent lab.

All information regarding the background screening process will be kept in strict confidence. The company that conducts the screening will submit the results directly to Human Resources (in absence of Human Resources, the Controller will receive results). Information regarding the results may be shared with IET Principal(s) and the employee's immediate supervisor.

Failure to submit to the required background screening will be deemed to be a voluntary resignation from employment by the employee or a voluntary resignation of employment application from an applicant.

IET, Inc. reserves the right to revise this background screening policy at any time.

## Drug Testing Policy

The policy of IET, Inc. is to employ a workforce free from the use of illegal drugs and abuse of alcohol, either on or off the job. The ultimate goal of this policy is to balance our respect for individual privacy with our need to keep a safe, productive, drug-free environment.

Employees and applicants for employment may be required to submit to a drug / alcohol test in the following situations:

- A particular client requires drug / alcohol testing of any of our employees or applicants for employment; or
- The employee's immediate supervisor or other supervisory personnel in direct contact with the employee has reasonable suspicion that he or she is under the influence of alcohol and/or other drugs.
  - IET may have reasonable suspicion if:
    - Observed drug abuse or alcohol use during working hours on company premises;
    - The employee has an apparent physical state of impairment;
    - The employee has an incoherent mental state;



- There are marked changes in personal behavior that are otherwise unexplainable;
- There is deteriorating work performance that is not attributable to other factors;
- There have been accidents or mishaps in which injuries or property damage occur; or
- Any actions that provide reasonable cause to believe the employee may be under the influence of illegal drugs or alcohol.

All information regarding the drug / alcohol testing process will be kept in strict confidence. The laboratory that conducts the testing will submit the results directly to Human Resources (in absence of Human Resources, the Controller will receive results). Information regarding the results will be shared with IET Principals and results regarding illegal substance may be shared with the employee's immediate supervisor or project manager.

Employees and applicants for employment will be asked to sign a release of information form before completing the drug / alcohol screening process. Failure to submit to the required drug / alcohol testing will be deemed to be a voluntary resignation from employment by the employee or a voluntary resignation of an employment application by an applicant.

Any employee bringing onto IET's premises or property, having possession of; being under the influence of; possessing in the employee's body; or using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drugs / alcohol while on IET business or at any time during the workday, whether on duty or not and whether on IET business or on IET property or not, is guilty of misconduct and will be subject to immediate termination, even for the first offense.

Drug / alcohol testing will be conducted at an independent lab chosen by IET.

Employees and applicants of employment must go immediately to the testing site once they are notified.

IET shall pay the cost of all drug tests that are required by IET.

If an employee or applicant for employment tests positive for drug use, a Medical Review Officer employed by the testing laboratory will be in contact with the employee / applicants for employment to discuss any legal reasons as to why the employee / applicant for employment used that particular drug. The Medical Review Officer, through investigation, will make a determination as to whether the drug(s) has a legitimate purpose. The results will be forwarded to Human Resources (in the absence of Human Resources, the Controller will receive results). An employee / applicant for



employment who tests positive is in violation of company policy and may be terminated / not hired.

IET, Inc. reserves the right to revise this substance abuse policy at any time when we feel that we are not meeting our drug / alcohol free workplace objectives.

## Headphones

Headphones can compromise an employee's general alertness and concentration. When at the IET office, employees should keep one ear free at all times to ensure that they are able to hear what is going on around them.

## Safety Procedures at the Client Site

If you are working and / or visiting a client site, you are expected to follow all safety procedures and required protective equipment outlined by the client.

## ❖ IET Building

### Access to the IET Building

You will be issued a plastic keycard as well as a key for 24-hour access to the office. This key may not be duplicated. If the key or keycard is lost, please notify Human Resources and / or Controller immediately so the card can be deactivated.

- For any lost keycards, IET will issue you a new card for access to the building at a cost of \$5.00.

### Security System

Please refer to the guidelines and steps provided to you on your first day regarding IET's alarm system. However, if at any time you need a refresher on the procedures or have questions please contact Human Resources.

Most importantly, if you happen to trip the alarm, **DO NOT LEAVE THE BUILDING** without speaking to the alarm company.

If you leave without confirming the false alarm with Guardian Alarm, they will dispatch the police who will fine IET for an unnecessary trip. Guardian will also call representatives of IET who will have to come to the office to check on the situation.

### Workout Room

IET provides a workout room for employee use. To ensure we provide an enjoyable and safe experience for everyone, we ask for your cooperation in observing these guidelines so that we can maintain a clean, safe and healthy environment in the workout room.

- All employees of IET are eligible to use the workout room.
- Employees use the workout room at their own risk and must sign a release form prior to using the facility (see Human Resources).
- Guests of employees may visit or use the room as long as they are supervised by the IET employee. Guests use the workout room at their own risk.
- The workout room can be used on your own time at any time including lunch, before or after hours, or the weekend.
- IET shares a wall with the eye doctor next door. Employees must be respectful when the eye doctor is open for business. Please keep the noise to a minimum during that time.
- Appropriate exercise attire must be worn when using the workout room.
- Always return equipment to the original position after use.
- All equipment malfunctions or problems should be reported immediately to Human Resources and / or Controller.

- Clean up after yourself in the restroom or changing room. Don't leave trash or your belongings behind.
- IET advises that you consult a physician prior to starting an exercise program.
- Violation of these guidelines or abuse of privileges will result in cancellation of your ability to use the workout room.
- If using the workout room outside of business hours, please write your name on the whiteboard near the security system so other employees entering the building know you are in the building.
- Write your name and date on the sign-in sheet in the workout room.
- When leaving the workout room, make sure the door is shut and locked behind you.

## Employee Kitchen

(Revised 9/20/24)

IET provides an office kitchen that you can use at any time. It is everyone's responsibility to remember this is a public space and we need to be respectful of everyone else who uses it.

### Office Kitchen Guidelines:

- Keep it clean.
  - Take the time to put your trash in the garbage can, wipe up any spills, and remove anything you no longer need.
  - Use the blue recycle bin for glass, plastic and aluminum recyclables.
- Remove any of your unused food from the refrigerator before it spoils.
- Cover items in the microwave.
  - If you make a mess in the microwave, it is your responsibility to clean it up.
- Clean as you see the need.
  - When you see something out of place in the kitchen or if the trash is overflowing, please take care of it.
- Wash your dishes.
  - Do not leave your dirty dishes in the sink or clean dishes sitting on the counter.
  - If you have a visitor, it is your responsibility to clean up after them.
- Pop / Coffee / Water
  - IET provides the kitchen with pop, coffee, and water. We ask that you pay \$.50 for each pop and / or water and \$.25 per cup of coffee. Money can be deposited in the box on the wall in the kitchen. This money is used to replenish the kitchen.
- Let the Office Manager know when items are running low.

## Workspace

IET is proud of our building and resources. We regularly have visitors, clients, potential employees, and vendors that come to our office. We want to ensure that our office projects a professional, organized and clean image.

You are responsible for maintaining the workspace assigned to you. A clean, orderly workspace provides an environment conducive to working efficiently. Keep in mind that your workspace is part of a professional environment that portrays IET's overall dedication to providing quality service to its clients.

It is also the responsibility of every employee to keep conference rooms and main areas well maintained and picked up. Work areas should be free from trash and clutter. The noise level should be kept to a minimum.

If you are in between assignments, please take the time to look for areas that could be cleaned or organized within the office and / or ask a member of the administrative staff.

## Parking

IET shares our parking lot with the optometrist tenant in our building. Employees are not to park any cars in front of the optometrist's office. When company cars are returned, they are to be parked in the front row facing the street. Employees are welcome to park their personal cars in the IET parking lot when they are using a company car for travel.

## ❖ Attendance & Punctuality

### Hours of Work

IET will maintain work hours for its employees in accordance with federal and state regulations, production needs, and the maintenance of an efficient schedule of work.

#### Workweek

- The official workweek for all employees begins at 12:01 a.m. on Sunday and ends at 11:59 p.m. on the following Saturday.
- Normal work hours when working from the IET office are Monday through Friday, 8:00 a.m. to 5:00 p.m. or 7:00 a.m. to 4:00 p.m. and should be kept consistent.
- Employees on General Office (GO) should not work outside of the above hours without approval from the Principal(s).
- For employees that work at a client site, work hours will be determined by the client.
- For administrative employees, work hours will be determined by the needs of the office.

#### Lunch Break

- If you are working in the IET office, you are required to take a full 60 minutes of uninterrupted time for a lunch break, and the 60 minutes of uninterrupted time should be reflected on the time record.
- You are encouraged to break between the hours of 11:00 a.m. to 1:30 p.m.
- Administrative employees are required to have alternating lunch hours so that the office is attended at all times.
- For employees working at a client site, the lunch break will be determined by the client.

#### Training Time

- Any meetings, lectures, and training programs which an employee is required to attend will be considered to be compensable time.
- If training is conducted on a voluntary basis, this time is not considered compensable time.

## Recording of Hours Worked

You are required to record the actual number of hours worked each day on your timesheets. Hours must be reported in terms of activities and job number.

Engineers must record all hours worked each week on a project. Hours cannot be held and recorded at a later time. If you receive a request from a client to hold hours, inform Human Resources immediately. IET will not be responsible for hours an employee does not record during the appropriate payroll week.

## **Working from Home**

In an effort to maximize productivity and effectiveness of the work that our employees are performing, IET does not allow employees to work from home. If you are working on a project that does not require you to be at the client site, you are required to work from the IET office.

Exceptions may need to be made for extenuating circumstances. If this occurs, the employee must receive approval from their IET manager beforehand.

## **Attendance and Punctuality**

Excessive absenteeism and tardiness adversely effects productivity, disrupts normal operating effectiveness, and overburdens other employees who must cover for the employee who is absent. Excessive absenteeism and tardiness will be grounds for disciplinary action, up to and including termination.

## Calling Off

Occasionally, it may be necessary for you to be absent from work as a result of illness, injury, or for personal reasons. In such cases, you are expected to give Human Resources and/or Controller (known as the Privacy Officers for IET) as much advance notice as possible before the beginning of your scheduled starting time.

This advance notification is necessary in order that proper arrangements can be made to handle your work during your absence. If the absence cannot be predicted in advance, you should notify IET within the first half-hour of your starting time on the first day of absence. If you must leave work, Human Resources should be notified as far in advance as possible. If Human Resources and/or the Controller are unavailable, a message should be left on their voicemail stating that you will not be in for the day. They will document that you have called in and when you are expected to return to work.

If you are working for a client, you will also be required to call the client and let them know that you will not be in for the day and when you are expected to return to work. The Privacy Officer(s) will inform your project manager and/or supervisor that you will not be in for the day and when you are expected to return to work.

## Excused Absences

Excused absences are a result of factors within your control, such as holidays, vacation days, leaves of absence, jury duty, military leaves, and sick time. You must use IET's time-off request system and / or email Human Resources when expected time-off is being requested.

- Return to work slips – IET requires that if you call off of work for (3) business days or more to provide a doctor's note stating that you are able to return to work.
  - The doctor's note should not list the reason why you were off work, a medical condition or illness should not be stated, only that you are eligible to come back to work.
  - The doctor's note must be received before you start back to work.
  - The return to work slip must be personally given and / or emailed to Human Resources or the Controller.
  - Human Resources will determine whether the employee can return to work.

Excused absences include:

- Paid time-off (PTO) requested and approved in advance
- Paid holidays
- Personal time-off without pay (not to exceed 5 days per year unless approved by IET's President)
- Unexpected sickness and have followed the calling off procedures.
- Jury duty
  - Exempt employees may not take no pay time-off for jury duty in a week where they have performed any work, they must use PTO to compensate themselves for that time.
  - If an exempt employee performs jury duty in a week where no work is performed, they are able to take no pay time for that if they do not have any PTO available (not to exceed 30 days to still accrue benefits)



# Attendance & Punctuality

## Unexcused Absences

Unexcused absences occur upon failure to report to work as expected.

While employees are in the office, two consecutive days in which an employee fails to report to work as expected will be considered job abandonment on the part of the employee. A no-call, no-show at a client site is grounds for immediate dismissal.

## Punctuality

Being on time is important to the operation of IET. Tardiness disrupts productivity and makes it difficult to function effectively and to meet our customer's needs.

Unsatisfactory tardiness consists of being tardy two times in a one-month period. It is your responsibility to be at your workstation at your scheduled starting time and return from lunch periods promptly.

## Disciplinary Action for Unsatisfactory Attendance

Should an employee fail to correct an unsatisfactory attendance record, disciplinary action, up to and including dismissal, may be taken.

## **Inclement Weather**

It is the policy of IET to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, IET reserves the right to close the office.

Regardless of whether the office and / or client site remains open or closed on an inclement day, it is your decision to determine if you can safely arrive at work under the conditions. If you elect not to work on a given day, IET requires you to follow the calling off procedure.

If you elect not to report to work, you must use any accrued PTO for the missed day. If you do not have available PTO, the missed time will be without pay.

## **Shutdown Periods**

In response to many of our clients going on a shutdown period(s) throughout the year, IET may also make the decision to shut our office down during those times. Typically, these shutdown periods are around the Fourth of July (normally 1 week) and the end of



# Attendance & Punctuality

the year (normally 2 weeks). IET will inform employees of a shutdown period in a timely manner.

Any employees working on a project during a scheduled IET office shutdown, are required to work the days that the client has set up for them. If an employee is not working on a project, they are required to take this time off. Administrative staff may also be required to take these days off.



## ❖ Time-Off / Leave of Absence

IET understands that employees have busy lives and diverse needs and believes that you are at your best when you have had the opportunity to relax and rejuvenate yourself. Our time away policy provides a variety of options to accommodate diverse needs and life events including time off for vacation, illness, caring for a family member, the birth or adoption of a child, the loss of a family member, and more.

In some instances, time away may also be required by federal, state, or local law. Time away mandated by such laws will run concurrent with the applicable IET policies, to the extent permissible under applicable law.

Employees are required to use one of IET's time-off policies to account for any time away from work during their scheduled work hours unless otherwise provided by state or local law.

Time away options include:

- Paid Time Off (PTO - accrued vacation, sick and/or bonus time)
- IET Observed Holidays
- Leaves of Absence

### Time-Off Requests

You are required to fill out a time-off request for any requests away from work. The time-off request form can be found on IET's intranet system. If you are unable to complete a time-off request form, an email requesting the time-off can be sent to Human Resources.

You will receive confirmation of the request and whether the time-off has been approved.

The only exception to this requirement is an illness or other emergency that you cannot predict in advance.

### Time-Off Without Pay

You must account for 8 hours per day on your time sheet. In the event that an employee only works part of the day, they must use vacation, bonus or sick time (PTO) to compensate themselves for the time that needs to be taken off.

Time off without pay can only be taken for full-day absences for exempt employees. PTO must be taken before an employee is permitted to take a full day off without pay.



# Time-Off / Leave of Absence

We are here to provide professional engineering consulting services to our clients. Projects are our utmost priority. Therefore, it is imperative that no time off without pay be taken if there is any possibility of jeopardizing project deadlines.

## Leave of Absence

(Revised 9/20/24)

Regular and dependable attendance is an essential function of your job at IET. We recognize that you may face periods of time when you are unable to work and need a leave of absence for an extended period.

Full-time regular and part-time regular employees may request a leave of absence using a Leave of Absence form. A request for a leave of absence must be made through Human Resources. IET considers a leave of absence, time away from work of 2 weeks or longer.

Unless applicable state or local law requires otherwise, leaves will be limited to 30-day maximum duration unless approved in writing by IET's Principals.

### Requesting a Leave of Absence

You must notify Human Resources at least 30 calendar days before the leave is scheduled to begin or as soon as you learn of the need for the leave. If extenuating circumstances prevent you from notifying Human Resources, someone else must contact Human Resources so that they can initiate the leave request on your behalf.

Employees taking extended time away from work without an approved leave of absence are considered to be on unapproved time away and subject to disciplinary action, up to and including termination of employment. IET may consider this to be job abandonment.

### Benefits during a Medical Leave of Absence

All IET benefits that operate on an accrual basis (e.g. vacation, sick) will cease to accrue during your leave.

The employee would not be eligible for any IET paid holidays that fall within the leave of absence period if (4) four weeks or more of time is taken without pay.

You must use all accrued, unused vacation, bonus and sick days (PTO) during the leave period. Once this benefit is exhausted, the balance of the leave will be without pay.



# Time-Off / Leave of Absence

All group health benefits will be maintained for up to 60 days under the same conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of leave. Human Resources will discuss the employee paid portion with the employee so arrangements in payment can be made.

IET requires that a return to work slip from a physician if work is missed for (3) business days or more.

- The doctor's note should not list the reason why the employee was off work, a medical condition or illness should not be stated, only that the employee is eligible to return to work.
- The doctor's note must be received before the employee can start back to work.
- The return-to-work slip must be given or emailed to Human Resources.
- Human Resources will determine whether the employee can return to work.

## Benefits during a Personal Leave of Absence

All IET benefits that operate on an accrual basis (e.g. vacation, sick) will cease to accrue during your leave.

The employee would not be eligible for any IET paid holidays that falls within the leave of absence period if (4) four weeks or more of time is taken without pay.

You must use all accrued, unused vacation, bonus and sick days (PTO) during the leave period. Once this benefit is exhausted, the balance of the leave will be without pay.

All group health benefits will be maintained for up to 60 days under the same conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of leave. Human Resources will discuss the employee paid portion with the employee so arrangements in payment can be made.

## Reinstatement after a Leave of Absence

(Revised 9/20/24)

Reinstatement will not be guaranteed to any employee requesting a leave of absence. IET will try to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary



# Time-Off / Leave of Absence

restrictions and IET's need to fill vacancies and its ability to find qualified temporary replacements.

## Military Leave

The Uniformed Services Employment and Reemployment Rights Act (USERRA), protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System.

IET has posted a general USERRA notice in IET's kitchen conference room. Any changes in federal law take precedence over the information in this handbook.

### Notice of Leave

Notice must be given to the Human Resources department.

### Reemployment Rights

An employee who leaves employment with IET for service in the uniformed services will be entitled to reemployment, provided they meet the USERRA eligibility criteria:

- a. The employee must have given IET prior oral or written notice of the impending service.
- b. The employee's cumulative period or periods of service, shall not have exceeded five years while employed with IET.
- c. The employee must have completed the period of service without having received a punitive or other than honorable discharge or having been dismissed or dropped from the rolls of the uniformed service.
- d. The employee must have made a timely application for reemployment or have been timely in reporting back to work.

### Protection against Discrimination and Retaliation

A person who is a past or present member of the uniformed service; has applied for membership in the uniformed service; or are obligated to serve in the uniformed service; will not be denied initial employment; reemployment; retention in employment; promotion; or any benefit of employment because of this status.

In addition, IET will not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.



## Health Insurance

If an employee leaves their job to perform military service, they have the right to elect to continue their existing employer-based health plan coverage for themselves and their dependents for up to 24 months while in the military.

Even if the employee doesn't elect to continue coverage during their military service, they have the right to be reinstated in IET's health plan when they are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

## ❖ Travel

### Travel Request Form

When you are assigned to a project that requires travel, you are required to complete a travel request form and submit it to the travel email address ([travel@ieteng.com](mailto:travel@ieteng.com)) as well as your project manager for the assignment. As soon as you are aware that you will need to travel, a travel request should be submitted. Ongoing travel throughout the project should be submitted in a timely manner. The travel request form can be found on IET's intranet site.

### Travel Decisions

The decision of whether to commute or stay overnight, mode of travel, hotel accommodations, etc., must be approved by your project manager in advance of traveling. The Office Manager makes all travel arrangements and will send you your itinerary once travel has been booked.

### Cancellation of Travel

If unforeseen circumstances occur and you are not able to reach your destination, you are responsible for canceling that night's reservation and notifying the Office Manager of the change as soon as possible. Travel arrangements cannot be changed by the employee at any time unless in extreme emergencies, any changes that need to be made must go through the Office Manager.

### After Hours Travel Needs

In cases of emergency, IET's travel agent has an after-hours phone number that is listed on your itinerary.

Before changes are made to travel, you need to try and get in contact with your Project Manager, Controller, and / or Vice President of Business Operations to discuss.

### Travel Time

Travel time is applicable to exempt full-time employees. Travel time applies when you are required to travel overnight or your travel will extend beyond normal working hours.

To qualify for travel time, you must work at least 8 hours each day at the client location.

- However, if you have arranged to work enough extra hours one day to make up for working less than 8 hours another day in that same week, that will be considered as working 8 hours each day for the purposes of travel time.
  - Changes to your schedule must be approved by your project manager and client.
  - As an example, if you request to take an earlier flight home on Friday which would only allow you to work a partial day at the client site that day, the number of hours less than 8 that you will be working needs to be made up between Monday through Thursday of that same week. In this case, you will receive one travel hour plus the number of hours that you spent at the client site as GF. Your travel time does not roll into your GF hours.

The project expectation is that you will work at least forty (40) hours of general field each week at the client location.

You do not qualify for a travel hour on days:

- You work partial hours (less than 8 hours) at the client site and do not make up the GF hours throughout that same week.
- You travel outside your normal workday to attend training.

You will receive one travel hour each day when:

- Traveling overnight, or
- When driving 20 or more miles each way to the client site.
  - Mileage distance is calculated on travel from the IET office to the client site or from your home address (as documented in your file) to the client site, whichever is closer.
- Travel must be outside of your scheduled 8-hour workday.
- Required to work on Saturday or Sunday

In these cases, you must document your daily travel hour in your timesheet under the labor code of TR. Do not include your travel hours under the labor code of GF.

You will receive two travel hours when:

- Required to travel after 8:00 p.m. on Friday (this does not include staying over the weekend at the client location).
- In rare cases, you are required to travel out on Saturday to arrive for a project on Sunday morning.
- Required to travel on Sunday to arrive for a project on Monday morning.

In these cases, you must document your travel hours in your timesheet under the labor code of TR. Do not include your travel hours under the labor code of GF.

## Traveling within your Workday

- If you are required to travel to a client site within your scheduled 8-hour day, you do not qualify for a travel hour.
  - For example, if your client schedules your kick-off meeting for 11:00 a.m. and you leave the IET office at 8:00 a.m. to arrive at the client location and your day is completed at 5:00 p.m., you will record 8 GF hours on your time sheet.
  - However, if the location of the client in the above example requires you to stay overnight, you would receive one travel hour on top of the GF hours.

## **Travel Expenses**

Travel expenses as outlined below will be reimbursed to you at your cost if the appropriate receipts are scanned and submitted in the Ajera system. If more than one employee's expenses are listed on the same receipt, you must clearly note that on the "comment" section of the expense report. If expense reports are not filled out correctly, reimbursement may be delayed. Only itemized receipts will be accepted for reimbursement, without an itemized receipt IET cannot reimburse you.

When scanning and submitting receipts, you must make sure that the entire receipt is visible and legible. Please look at your attachments before you submit your reports. If your receipt is blurry, please scan again or take a better photo to submit.

You may take your family with you as long as their presence does not interfere with the project work. If guests are included, any expenses occurred on their behalf are your responsibility and must be omitted from the expense report.

It is the responsibility of every employee to keep expenses reasonable. All expenses are reviewed by your Project Managers and the Office Manager. Excessive expenses will not be reimbursed. If the Office Manager or Project Manager disputes any charges that you make on the IET credit card (if applicable) or on the expense report, the amount disputed may be deducted from your paycheck or expense check until the dispute is resolved.

## Hotel

IET's Office Manager will select a hotel near the client location that is economical. If the client provides IET with hotel recommendations or has a discounted rate, the Office Manager will do the best to make arrangements at that hotel.



If there are any issues with the hotel you have been placed at, contact the Office Manager immediately to make different arrangements. If you make hotel changes without the approval of the Office Manager, you may risk being reimbursed.

Arrangements must be processed through the Office Manager in order to assure the best rate.

Make sure charges are billed to your credit card and not the IET credit card under which the reservation was made.

## Meals

(Revised 4/2/2023)

When traveling out of town overnight, employees will receive a per diem for meals and incidental expenses (M&IE).

- The meal allowance policy of a client and / or IET business partner takes precedence over IET's meal policy. IET will inform you if the meal allowance is different for a particular project.

A per diem for M&IE in the amount of \$50.00 per day will be reimbursed for travel within the United States. If traveling outside of the United States, a foreign per diem rate for M&IE will be provided by an IET administrative team member.

The per diem rate for M&IE includes the following items:

- All meals
- Room service
- Laundry, dry cleaning, and pressing of clothing
- Fees and tips for persons who provide services, such as food servers and
- luggage handlers

On the first and last travel day, employees are only eligible for 75% of the total daily per diem in the amount of \$37.50.

Employees will not need to provide receipts for meal expenses. Employees are expected to add the daily M&IE per diem on their expense reports.

The M&IE allowance must be adjusted for meals furnished to the employee by IET or IET customers by deducting the appropriate amount shown in the chart below. The total deductions made will not cause the employee to receive less than the amount allowed for incidental expenses. **The employee is responsible for documenting meals provided by the client or others.**

## M&IE Breakdown

M&IE Total	Continental Breakfast/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
\$50.00	\$11.00	\$12.75	\$22.00	\$4.25	\$37.50

Below are a few examples of situations that could occur and how they should be handled by the daily per diem.

**Example 1.** An IET employee receives a *per diem* allowance from IET for meals and incidental expenses incurred while traveling away from home. During that trip, the employee is authorized by IET to pay for dinner for the employee and two business associates. IET reimburses the employee and the two business associates as a business entertainment meal expense. In this case, the employee's per diem allowance for that day will be reduced by the amount allocated for dinner expenses in the chart above.

**Example 2.** An IET employee receives a per diem allowance from IET for meals and incidental expenses incurred while traveling away from home. The employee attends a client meeting in which the client provides lunch. The employee's per diem allowance for that day will be reduced by the amount allocated for lunch expenses in the chart above. The employee is responsible for documenting meals provided by the client or others.

**Example 3.** Multiple IET employees receive a per diem allowance from IET for meals and incidental expenses incurred while traveling away from home. The employees are traveling together. During the trip, one employee pays for dinner for the other employees. In this case, IET reimburses each employee the standard meal allowance as if they are traveling alone.

## Phone

Cell phone companies charge a large toll for roaming charges to another country, Canada and Mexico included. These charges will apply whether you are making a call to or from the international location. IET will not reimburse you for these extra charges without prior approval from the Controller.

If you are on an assignment that requires you to travel internationally, consult with the Controller to get a calling card to phone the office and for allotted personal calls while on the project.

## Airfare

Airfare will be booked by the Office Manager after receiving the approval from the Project Manager for your requested travel.

- Flights are booked in/out of Detroit (DTW) unless another airport is approved.
- Flight times are based on the hours you are required to be at the client site.
- You will be reimbursed for up to one (1) checked bag per flight.
- Airfare is paid by IET and is entered into expense reports by the Office Manager and should not be included in your expense report.
- You will receive a copy of your itinerary and it is your responsibility to review it immediately and let the Office Manager know of any errors.
- If an employee requests to change their flight for personal reasons, they may be responsible for the change fee and fare difference. This will be reviewed on a case-by-case basis.

## Exclusions

You will not receive reimbursement for the following items (list is not all-inclusive)

:

- Charges for deluxe hotels
- Room service
- Pay movies
- Video rental
- Exercise facilities or equipment,
- Alcoholic beverages

You must submit an expense report by Monday morning each week, with the scanned receipts, for approval.

## **Automobile Expenses**

Whenever available, a company car must be used for travel. Coordination of company cars should be made through the Office Manager. You are not permitted to drive your own vehicle without the permission of the Office Manager. Personal car usage will only be approved when a company car is not available.

## Company Cars

- Keys to company cars must be returned to the key rack and stored there at all times unless in use.



- You must fill in all information pertaining to the usage of the company car on the Mileage Log kept inside the white binder in each vehicle. If the vehicle has any promo or unbillable mileage, the form needs to be turned into the Office Manager.
- Insurance information and car registrations are located in the mileage binders in each company car.
- It is your responsibility when returning a company car to ensure that an adequate supply of fuel is left. Gas should be purchased at the lowest possible (self-serve) price. Regular gas should always be used; never premium.
- Company cars are not to be used for your personal use.
- Any cost of fuel or other expenses directly related to a company car paid for by you will be fully reimbursed by IET. For reimbursement, you must provide receipts and submit expense items on an expense report.
- Fuel costs for company cars are not a billable item on your expense report. Do not flag a project or phase on your expense report.
- When mileage is billable for an assignment, you must enter the mileage total into Ajera in the "In-House" expense section. Refer to IET's Orientation Guide for full instructions.
- You are responsible for the proper maintenance of any company car that has been assigned to you. Any malfunctions or maintenance requirements must be reported to the Office Manager.
- All tickets, fines, equipment or other legal items are your responsibility. Always lock vehicles when not in use.
- Smoking in vehicles is prohibited.

## Personal Car

- If you have received approval from the Office Manager to use your own car for company business, you will be reimbursed for mileage.
- Personal car usage is only approved when a company car is not available.
- You will be eligible for mileage reimbursement if you are driving 20 or more miles each way for company business (does not include normal commute to the IET office).
  - Mileage distance is calculated on travel from the IET office to the client site or from your home address (as documented in your file) to the client site, whichever is closer.
- Company business within a 20-mile driving distance is considered local and no mileage will be covered.
- Mileage will be reimbursed to you at the current years' reimbursement rate. This rate may fluctuate yearly. An email will be sent to notify you of any rate changes.

- If applicable, costs incurred for parking and tolls will also be reimbursed with appropriate receipts.
- All tickets, fines, equipment or other legal items are your responsibility.
- For reimbursement, you must provide receipts (if applicable) and document mileage total on an expense report. Mileage, parking, and toll expenses are billable items and should be charged against the project number.
- Gas will not be reimbursed when you receive the mileage reimbursement.
- If you use your own vehicle for company business, you are required to have liability insurance coverage to adequately cover damage to other vehicles, other property damage and injuries sustained by individuals as a result of the accident.

## Car Rentals

- IET's car insurance covers you in rental cars, please decline any additional coverage including roadside assistance that the rental company provides.
- A copy of IET's car insurance certificate will be emailed to all employees each year when it is renewed. We recommend keeping a printed copy with you when you are using a rental car on IET's behalf.
- Never take the prepaid gas option as this is not economical. Inform the rental company you'll bring it back full of gas.
- Before leaving the rental car company, always check the condition of the rental car. Check for dents and scratches and make sure they are noted in your rental contract.
- You need a driver's license and a credit card to rent a car. The rental companies make no exceptions.
- Double check your rental receipt before you leave the rental store. Make sure your contract is correct and you were not charged for insurance, prepaid gas, roadside assistance or upgraded vehicle.
- All tickets, fines, equipment or other legal items are your responsibility.
- To ensure costs remain reasonable, the car class that is rented is normally a compact car for 1 person or midsize for 2 or more.
  - If the car class rented is not available and the rental car company tells you they are giving you a free upgrade, be sure this is noted in the contract or they may try to charge you for the upgrade.
  - Upgrades are not permissible unless they are free.
- In almost all cases, you will not have to pay for your rental car. IET has an account with Budget, Enterprise and National and they will charge your rental car to our company account.
  - The rental car expense and final receipt still must be entered on an expense report.

## Accidents

Notice of any accident, regardless of extent or damage, must be communicated to the Office Manager and / or Controller if a company car or rental car is used.

IET's insurance company requires a police report be filed for all accidents. Be sure to document all details of the accident including date, time, place of occurrence, information on other party's involved, details of police station called and how to obtain a copy of the report. This information needs to be emailed to the Office Manager.

Employees should always cooperate fully with the authorities in the case of an accident. However, employees should not make any voluntary statements other than in reply to questions of investigating officers.

A description of what to do in an accident can also be found in the white binders in all company cars.

## Car Breakdowns

IET performs regular car maintenance on all company cars but unexpected breakdowns can still happen. If the car breaks down on the side of the road, please refer to the white binders in all company cars on guidelines of steps to take.

If it is outside of office hours, please use your best judgement and make decisions as if it was your own personal car.

## ❖ Compensation

### General Pay Policy

It is the policy of IET, Inc. to regularly review and evaluate the performance of each employee. Performance reviews are conducted by IET managers and discussed with the employee at established intervals (see Performance Management). A review does not guarantee a wage increase. However, each employee's performance and rate of pay will be reviewed at least annually to ensure it is equitable in comparison with similar jobs in the area labor market, ensuring satisfactory and/or exceptional performance is recognized through appropriate compensation.

IET, Inc. will adjust wages and salaries based on job performance, business growth, general economic conditions of the company, and comparable wages in this area.

### Total Compensation

For employees, the total compensation package at IET is much more than base pay. It also includes benefits, such as company contributions toward healthcare and retirement plans, paid holidays, bonus time for time worked over 40 hours, and work-life policies/programs, such as paid time-off, add to an employee's overall compensation package.

### Paychecks / Expenses

The pay period for all employees is every two weeks, Sunday through Saturday, with payroll being processed the following week.

Expenses and pay are direct deposited into employee accounts the first Friday after the end of the pay period.

### Payroll Deductions

IET is required to deduct certain federal, state and local taxes from each paycheck. Additionally, we will make deductions from an employee's paycheck as authorized by the employee for benefits such as the 401K plan and insurance. Employees should complete the necessary paperwork identifying those deductions they authorize at the beginning of their employment. Should an employee wish to make any changes in their deductions, the appropriate form can be obtained from Human Resources.

## Garnishment

Any actions on your part which result in involving IET in legal proceedings started by your creditors is viewed as a serious matter. If unusual or emergency situations develop that create a financial burden on you, it is imperative that provisions be made so that neither action for collections nor garnishment of wages will occur. If a creditor obtains a garnishment on your earnings, we are required by law to deduct the necessary payment.

## Overtime

Exempt employees are not eligible to receive overtime pay.

For non-exempt employees, all time over normal working hours should be approved by their manager prior to working the overtime. Employees are expected to work some overtime occasionally when there is a need, however, employees are not permitted to work overtime to make up lost hours or when the workload is minimal.

Overtime for non-exempt employees will be paid at time and one-half the "regular rate" of pay for every hour worked over forty (40) hours in a week, regardless of how many hours are worked in a day. Overtime hours do not include paid holidays, paid time off (PTO), and bereavement, by an employee toward the calculation of the overtime requirement. These hours are not actually "worked" and are therefore not considered as hours counted toward overtime under the FLSA.

## Bonus Time (PTO)

For exempt full-time employees, all hours over a forty (40) hour workweek needs to be approved by a supervisor prior to working over the forty (40) hours. Employees may be required to work over their normal working hours occasionally when there is a need, however, employees are not permitted to work extra hours to make up lost hours or when the workload is minimal.

Under the Fair Labor Standards Act, exempt employees at IET, Inc. are excluded from receiving overtime pay for hours worked over forty (40) in a workweek. As an option for exempt employees, IET, Inc. will award bonus time. Bonus time will go into effect when an exempt full-time employee works over a forty (40) hour workweek. For every hour worked over forty (40), one bonus hour will be earned.

Employees must bonus their first forty (40) hours of bonus time that they earn. The forty (40) hours of bonus time can be used to take time off but will not be paid out unless employment is terminated.



# Compensation

Any bonus time that is earned above the forty (40) hours that are banked may be paid out to employees at any time or can be used to take time off. Bonus time will be paid out at the rate that it was earned.

At this time there are no limits on the hours of bonus time an employee may accrue. A maximum may be established at a later date.



## ❖ Employee Benefits

### Vacation Time (PTO)

#### Eligibility

Vacation time (also referred to as PTO) is only available to all full-time employees.

New Hire to Year 2:	If eligible, you will receive for six vacation days per year, accrued and usable at 4 hours per month after the first full month (the first through the last day of the month) of employment for the first two years.
Year 2 to Year 5:	After your second anniversary of eligibility, 8 hours will be accrued and usable per month for a total of twelve vacation days per year.
Year 5 to Year 10:	After your fifth anniversary of eligibility, 10 hours will be accrued and usable per month for a total of fifteen vacation days per year.
Year 10 & Beyond:	After your tenth anniversary of eligibility, 13.33 hours will be accrued and usable per month for a total of twenty vacation days per year.

Vacation change dates are based on employment anniversary. The vacation change will take effect the following month after your anniversary.

Vacation time will not accrue if you are taking an extended leave of absence, laid off or have not worked full-time during the month. If the employment relationship is terminated, you will only receive vacation time for the month if you worked the last day of the month.

#### Vacation Scheduling

You are required to fill out a time-off request for any requests away from work. The time-off request form can be found on IET's intranet system. If you are unable to complete a time-off request form, an email requesting the time-off can be sent to Human Resources.



# Employee Benefits

Vacations, if eligible, should be scheduled by you and your project manager in such a way that we can best serve our clients by maintaining sufficient help to meet their needs. You are encouraged to give at least thirty (30) day's notice in advance of the desired time-off. If you are only taking one day off, we ask for you to give IET two week's notice.

Employees will receive confirmation of the request and whether the time-off has been approved.

If a paid holiday falls during a scheduled vacation period, you will be able to save one (1) day vacation for use at a later date.

## **Paid Holidays**

IET recognizes certain days of religious and historic importance as holidays and pays eligible full-time employees for time-off on these days.

### Holidays Observed

The following days will be observed as paid holidays for full-time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If you are required to work for a client during an IET observed holiday you will receive the holiday pay as well as your regular pay.

Whenever any of the holidays falls on a Saturday or Sunday, the preceding Friday or the following Monday will be recognized as a paid holiday.

### Eligibility Requirements

All full-time active employees, who are employed the day before and the day after a scheduled holiday, are eligible to receive holiday pay, regardless of start date.



# Employee Benefits

Part-time and temporary employees are eligible to observe the holidays noted off of work without pay.

If employment is terminated for any reason, you will not be eligible for holiday pay for any holidays which occur beyond the last day worked.

## Group Medical Insurance

IET, Inc. provides shared health insurance cost for each full-time employee, effective the first day of the month after the first month of employment, provided the employee is accepted by the health insurance carrier and this policy is in accordance with the policies of the current health insurance carrier.

IET currently offers employees the choice of two health insurance plans to choose from, a traditional plan and a Health Savings Account.

New Hire to Year 1:	If eligible, IET will contribute \$100 a month towards your health insurance no matter what plan you decide to choose.
After Year 1:	If eligible, IET will contribute \$100 plus an additional 20% of the remaining HSA premium a month towards your health insurance no matter what plan you decide to choose.
After Year 2:	If eligible, IET will contribute \$100 plus an additional 40% of the remaining HSA premium a month towards your health insurance no matter what plan you decide to choose.
After Year 3:	If eligible, IET will contribute \$100 plus an additional 60% of the remaining HSA premium a month towards your health insurance no matter what plan you decide to choose.

Contribution percentage from IET is based on employment anniversary. The contribution change will take effect the following month after your anniversary.

The payment of health insurance benefit beyond the \$100 coverage and percentage paid per month will be handled through payroll deductions.

There is no monetary benefit awarded if you choose not to enroll in IET's group health insurance.



# Employee Benefits

## Voluntary Dental & Life Insurance

IET, Inc. also offers voluntary dental insurance and voluntary life insurance for eligible employees.

Premiums for dental and life insurance will be handled through payroll deductions at full cost to the employee.

## AFLAC

AFLAC insurance is also available for eligible employees. Employees have the option of accepting or declining the benefits of AFLAC which include; short-term disability, personal accident protection, personal cancer protector plan, personal hospital intensive care insurance or added life insurance. Human Resources will set up an appointment with an AFLAC representative if you would like to speak to them regarding benefits. If the Human Resources Department has not received an acceptance or waiver from you within 30 days of employment, IET will assume that you are not interested in the added benefits.

Premiums for AFLAC will be handled through payroll deductions at full cost to the employee.

## Open Enrollment

At the time you are hired, if eligible, you are given an opportunity to elect certain benefits. If you waive participation for either yourself or your eligible dependents, you will generally be allowed to apply for entry into the various plans only during Open Enrollment.

The Open Enrollment period, if eligible, allows you to add to or change your benefits coverage. Applications for medical, dental, life insurance and supplemental benefits may be submitted during this period. Changes, additions and other elections made during Open Enrollment will take effect on the effective date following the Open Enrollment period. Once you have made a change, you generally cannot change that selection until the next Open Enrollment period (except in the case of certain life events; see Special Enrollment).

## Special Enrollment

Special enrollment allows eligible individuals, who previously declined coverage, to enroll in the plan upon loss of eligibility for other coverage and upon certain life events, such as marriage and the birth, adoption, or placement for adoption of a child.



# Employee Benefits

If eligible, you must generally request enrollment within 30 days of the loss of coverage or life event triggering the special enrollment. For specific details regarding special enrollment, please refer to your Summary Plan Description.

## 401(k) Plan

You are eligible to participate in IET's 401(k) plan when you have completed 3 months of employment and have attained the age of 18. Once eligibility requirements have been met, you may join the plan beginning on the first day of the following plan quarter (January 1, April 1, July 1, October 1). After 12 months of employment and having worked 1,000 hours, you are eligible to receive the contribution from IET. IET will match 20% of the first 5% deferral contribution, beginning on the first day of the plan quarter following your one-year anniversary date. You are 100% vested for your contributions. IET contributions are vested (starting from the date of hire) at 0% for one year of service, 20% for two years, 40% for three years, 60% for four years, 80% for five years and 100% for six years. See the 401(k) packets for detailed plan information.

## Bereavement

Full-time employees will be given one paid bereavement day to attend the funeral of an immediate family member including; a parent, sibling, spouse or child. To qualify for bereavement pay, you must be employed at least one year and the funeral must be on a regularly scheduled workday (excludes shutdown periods, holidays and weekends).

## Sick Time (PTO)

Full-time employees will be given eight (8) hours of sick time each year. .67 hours will be distributed every month. This time is to be used to compensate you when time needs to be taken off of work for illness. If any or all of the time remains at the end of the year, the sick time will be rolled over into the next year.

## Other Benefits

### Worker's Compensation

You are covered by Worker's Compensation coverage through the State of Ohio from the day you begin work. IET pays the entire cost of this coverage. You are covered by Worker's Compensation if you are incapacitated by injury or illness resulting from your employment no matter what state the injury / accident occurs. These benefits will be paid according to law.



## Unemployment Insurance

IET, Inc. pays the entire cost of unemployment insurance. Its purpose is to provide temporary income for you and your family if you been laid off from your job through no fault of your own. If you become unemployed for this reason, you may be eligible for unemployment compensation for a limited period of time, according to state regulations.

If you become unemployed due to your own resignation, dismissal, or for any other non-qualifying reason, IET will take the position with the state authorities governing the unemployment insurance that you are not entitled to unemployment compensation, and IET will object to any claims and will appeal any claims.

## Social Security Benefits

Federal Social Security provides a variety of benefits including retirement income, death benefits, disability benefits, and monthly income payments for certain dependent survivors of covered employees.

A percentage of your gross earnings is deducted as your contribution for Social Security protection, and IET contributes an amount established by law.



## ❖ Performance Management

Performance management is a key aspect of our overall culture here at IET. It provides each of our employees with the opportunity for personal responsibility, accountability, reward, and recognition. Performance management can help us outperform the competition, develop a stronger management culture, and help team members reach their potential.

### 90 Day New Hire Evaluation

After working with IET for 90 days, you have had an appropriate amount of time to get adjusted to your role and the company. As a new employee, you will receive a 90-day new hire evaluation after 90 days from your start date to review your progress and set goals. This discussion serves as an important 'check-point' for you on your progress. It provides an opportunity for you to receive feedback on your initial performance, reinforcing the things that are going well and giving you constructive feedback on any areas that may need to be improved.

If a review is poor or needs improvement, you **may** be given advising and your manager may decide to perform additional reviews in 30 days, 60 days, and 90 days. If performance is not acceptable at **any** time, you may be terminated.

### Yearly Performance Evaluation

A written performance evaluation summarizing the year's feedback, progress, and performance will be completed by your manager once a year. The main purpose of the performance evaluation is to provide you with a summary of your performance for the year. It's also a time for you and your manager to discuss professional development, ways to improve, and how you can continue to contribute to IET.

Employees must be employed at least 6 months by the end of the performance year to receive a yearly performance evaluation.

A review does not guarantee a wage increase (see General Pay Policy)

If a review is poor or needs improvement, you may be given advising and your manager may decide to perform additional reviews in 30 days, 60 days, and 90 days. If performance is not acceptable at any time, you may be terminated.

## Post Project Evaluation

At the end of each project, your project manager will conduct a post project evaluation with you. This is an assessment of project results, activities, processes, and client feedback. It provides an opportunity for you to receive feedback on your project performance, reinforcing the things that went well and giving you constructive feedback on any areas that may need to be improved.

For IET to run smoothly and meet the ongoing needs of our business, we need the contributions of every single employee. As a member of the IET team, you're expected to meet IET's standards of performance, attendance, punctuality, and conduct and to follow company policies and procedures.



## ❖ Conduct and Disciplinary Action

### Employee Misconduct

This section is to give you guidance as to those actions that are considered misconduct. The following is a non-inclusive list of misconduct that may lead to immediate adverse personnel action (e.g., discipline, discharge).

- Theft
- Intentional destruction or unauthorized use of company property.
- Language or actions which are inappropriate to the workplace or which create a racially or sexually harassing environment.
- Intentional falsification of company records, employment applications, medical reports, expense reports, etc.
- Threatening, assaulting, or abusing any employee, client, supplier, or company visitor. Rude behavior in general to a client will lead to immediate dismissal.
- Failure to follow company policies or procedures.
- Possession or use of firearms or explosives on company premises or during working hours.
- Intoxication or excessive use of alcohol during working time or on company premises.
- Use, sale, possession, or functioning under the influence of unlawful drugs, or other controlled substances on company premises or during working time.
- Excessive absences or lateness.
- A no-call, no-show at a client site is grounds for immediate dismissal.
- Failure to adhere to the scheduled or approved work hours.
- Sleeping during work time, neglecting duties, or disrupting the performance of other employees.
- Gambling.
- Insubordination, including refusal to follow work directions.
- Violations of company and / or client safety regulations or the gross or intentional endangerment of the safety of self or co-workers.
- Violations of company security regulations, including acts of espionage or other subversive activities.
- Failure to deal ethically and honestly with other employees, suppliers, or clients.
- Failure to protect company confidential information.
- Engaging in outside business activities that conflict with company interests or interfere with proper performance of job duties.
- Use of personal software or outside storage devices is prohibited, unless approved by the President. (Grounds for immediate dismissal.)

## Disciplinary Action

Human Resources and / or Managers will document all informal verbal warnings, formal written warnings and dismissals.

### Possible Types of Disciplinary Actions

- Informal Verbal Warning
- Formal Written Warning
- Dismissal

IET always maintains the right to determine what disciplinary action is appropriate based on the facts of each situation and deemed appropriate by the Principal(s).

### Informal Verbal Warning

In most cases, if your performance, work-related conduct, attendance, or punctuality doesn't meet specified requirements, Human Resources and / or your Manager will meet with you to discuss the issue.

The informal verbal warning documentation generally contains:

- The specific areas of performance, work-related conduct, attendance, or punctuality that doesn't meet the requirements or expectations of your assigned job duties.
- Your plan for improving.
- The warning that if the issue continues, it can lead to a formal written warning or termination of employment.

The informal verbal warning documentation will become a part of your Personnel File and will remain in the file for the duration of your employment, regardless of improved performance or change in your position, or manager.

### Formal Written Warning

If the nature of the underlying concern requires more formal action, then Human Resources and / or your Manager may document the situation in a formal written warning. A formal written warning that documents a need for improvement will be delivered to you in writing.

The formal written warning generally contains:

- An explanation of the issue.
- Any former verbal or written warnings regarding the same issue, if applicable.



# Conduct & Disciplinary Action

- An explanation of the expected level of performance or the identified need to improve work-related conduct or adherence to the attendance and punctuality standards.
- Clear notice that if the issue continues, it can result in the termination of employment.

You will receive a copy of the written warning and will be asked to acknowledge by signing. The formal written warning will become a part of your Personnel File and will remain in the file for the duration of your employment, regardless of improved performance or change in your position, or manager.

## Termination

Employment may also be terminated if at any time the situation, your performance or conduct is such that continued employment is no longer in the best interest of IET even if an informal verbal warning or formal written warning has not been provided to you.

## ❖ Leaving IET

Whether the decision to terminate employment is yours or IET's, it's our intent that every employee who leaves the company feels that he or she has been treated with dignity, respect, and courtesy. These decisions are never made lightly, and they are never easy. This section will provide you information and support during this process.

### Voluntary Termination

If you decide to leave your job at IET, we encourage you to notify Human Resources two weeks in advance, preferably in writing, so that IET has enough time to prepare for your separation. You'll need to confirm your last working day, and we'll ask you to provide your reason for leaving.

Your employment relationship is with IET. If you are working on a project, you are not to notify the client that you are leaving IET. IET's management team will communicate with the client and make proper arrangements for a replacement.

### Job Abandonment

IET considers the following situations as job abandonment, which is a voluntary termination of your employment:

- If you're absent from work without notifying Human Resources for two or more consecutive scheduled workdays, unless otherwise designated by state or local law, you'll be considered to have abandoned your job.
- You'll be considered to have abandoned your job if you take extended time away from work without an approved leave of absence.
- In some situations, if you don't report to work at the end of an approved leave, it may result in Job Abandonment.

### Involuntary Termination

If IET initiates the termination of your employment, it's considered an involuntary termination. Reasons for this might include, for example, policy violations, misconduct, or performance problems.

### Exit Interviews

When employment at IET, Inc. is terminated, whether voluntarily or involuntarily, you must go through the exit interview process with Human Resources. At that time company keys, credit cards, relocation monies owed, and any other IET property (if applicable) will be collected.

Your exit interview and all IET property must be returned the Monday before your final paycheck and expenses are scheduled to be deposited. The cost of any equipment and / or property of IET that is not returned to Human Resources by the Monday before your final paycheck will be deducted from your final paycheck.

If you do not come in for an exit interview, IET, Inc. reserves the right to withhold \$50 from your final paycheck until an exit interview has taken place.

Your final paycheck for hours worked and any unused accrued PTO will be direct deposited into your account by the next regularly scheduled payday.

If there are outstanding amounts owed to IET, Inc. in excess of the employee's final pay amount, the employee is required to provide a check for reimbursement to IET, Inc. at their exit interview.

## **Address Changes after you Leave IET**

Once you leave IET, you're responsible for notifying us promptly of any address changes. We'll need this information to make sure that you receive your year-end tax statements, benefits, and retirement information.

All address changes should be directed to Human Resources.

