



The Premier Source for Electrical Staffing

FIELD EMPLOYEE HANDBOOK

EFFECTIVE OCTOBER 1, 2025

*This manual replaces all previous handbooks or manuals and supersedes all earlier oral and written materials regarding Premier Electrical Staffing, LLC policies and procedures. It applies prospectively to all policies moving forward. Premier Electrical Staffing, LLC reserves the right to change, add, or delete policies, procedures, practices and benefits as necessary from time to time in the sole and absolute discretion of Premier Electrical Staffing, LLC and as permitted by law.

****This manual does not create a contract for employment for any specified period, or definite duration, and this manual does not alter your status as an “at-will” employee under North Carolina law.**

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Introductory Statement

Welcome to Premier Electrical Staffing, LLC! This manual is designed to acquaint you with our organization and provide you information about working conditions, employee benefits, and some of the policies affecting your employment.

You must read, understand, and comply with all provisions of the manual. This manual describes many of your responsibilities as an employee and outlines the programs developed by Premier Electrical Staffing, LLC (“Premier” or the “Company”). It is to be used in conjunction with your Premier Electrical Staffing, LLC “Manual(s),” which will outline more specific job responsibilities related to your position at Premier Electrical Staffing, LLC.

This manual is not an employment contract. The policies set forth in this manual are not to be construed to create contractual obligations of any kind. No employee manual can anticipate every circumstance or question about policy, and the need may arise to change policies described in the manual. Premier Electrical Staffing, LLC reserves the right to revise, supplement, or to rescind any policies or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion.

Employees will be responsible for keeping up to date with any amendments made to this office employee manual. A copy of the most recently updated manual will be made available to any employee at any time requested, and a copy will be maintained in a common employee area.

At-Will Employment

Your employment with Premier Electrical Staffing, LLC employment is "at-will." All employees are at-will, which means they may be terminated at any time, with or without any advanced notice, and for any lawful reason. Employees are also free to quit at any time for any reason. Any employment relationship other than at-will must be set out in writing and signed by the President and CEO of Premier Electrical Staffing, LLC.

Mission Statements

CORPORATE/COMPANY MISSION

At Premier Electric Staffing, LLC, we are driven by a commitment to serve our customers and by our attention to detail. We provide prescreened, competent and properly classified staffing for all levels of commercial and industrial electrical work. We strive to make our customer and employee experiences as rewarding as possible.

Our employees are our greatest assets and we send them into the field to perform to the highest standards. Every employee is tested for their knowledge of the electrical trade by completing both written and practical evaluations prior to hiring and being placed on

assignment. We take pride that each of our branch offices supply contractors with qualified, reliable employees. Our goal is to exceed the expectations of our clients.

Core Values

- Reliability – We pride ourselves on our reliability. We deliver what we promise to each other and to our clients.
- Relationships – We value our relationships with our clients and our employees, doing everything we can to build and maintain good relationships.
- Excellent Service – This is the cornerstone of what we do at Premier Electrical Staffing, LLC. Whether it is providing a service to our employees or one of our many clients, responsive and courteous service is our primary concern.
- Quality - We select our employees with a focus on quality performance to ensure our clients trouble free operation during and after jobsite completion.
- Safety - Our motto is “safety first.” We are committed to continuously educating our employees on commercial and industrial job site safety and proper use of safety equipment. Each of our employees are tested on General Construction Safety at the time of hire.
- Employees - We support the success of each and every one of our employees and provide them growth opportunities while they are working. Our field employees are a major reason our company has grown to what it is today and what it will become tomorrow.

Our Expectations

At Premier, we are committed to maintaining a safe, professional, and high performing work environment. To support this commitment, all employees undergo comprehensive interviews and are evaluated on their trade knowledge and construction safety practices.

We take every measure to ensure our personnel meet or exceed our clients’ standards. Premier offers national background checks and can facilitate both in-house and third-party drug testing in accordance with our client’s project requirements. Our goal is to ensure our clients’ job sites are staffed with reliable, skilled, and safety-conscious professionals.

Pre-Employment Testing

Premier Electrical Staffing, LLC takes its obligation to provide a safe, reliable, and secure environment to customers and employees very seriously and; therefore, requires

applicants seeking employment submit to a test for intoxicants prior to employment. Failure or refusal to submit to a test will result in withdrawal of a conditional offer of employment and/or discharge of employment if employed pending receipt of intoxicant test results. No applicant will be asked to take a test unless an offer of employment has been made. Offers of employment are conditional upon a negative test result.

Work Authorization Records

Premier Electrical Staffing, LLC participates in the Electronic Verification system (E-Verify) to electronically verify the work authorization of newly-hired employees in states requiring E-Verify. E-Verify is an internet-based program that compares information from an employee's Form I-9 to data contained in the federal records of the Social Security Administration and the Department of Homeland Security to confirm employment eligibility. The Company does not use E-Verify to pre-screen job applicants.

The Company is committed to honoring all terms and conditions of E-Verify. Employees who do not contest a Tentative Nonconfirmation or who receive a Final Nonconfirmation or No Show are subject to immediate termination of employment. The Company will not tolerate any form of discrimination or harassment prohibited by federal, state or local law, including discriminatory treatment based on an individual's national origin or citizenship status. Employees who believe they have been subject to prohibited discrimination or harassment, including during the Form I-9 and E-Verify process, should immediately report the matter as further discussed in the policies regarding discrimination and harassment set forth in this Manual. The Company prohibits retaliation against employees for making such complaints.

Equal Employment Opportunity

Premier Electrical Staffing, LLC is an equal opportunity employer and does not discriminate against anyone regardless of race, religion, color, national origin, age, sex, sexual orientation, pregnancy, disability, possession of sickle cell or hemoglobin C trait, genetic testing and information, HIV or AIDS status, lawful use of lawful products outside of work, as long as those activities do not adversely affect job performance or safety of other employees, testimony or assistance with hazardous chemicals proceedings or investigations, jury service, National Guard service, engaging in activities protected by the North Carolina Retaliatory Employment Discrimination Act, or any other category protected by federal, state or local laws. We intend to maintain an environment free of unlawful discriminatory intimidation of any kind or manner. This policy applies to all aspects of the employment relationship including recruitment, hiring, compensation, promotion, transfer, discipline, and all other terms and conditions of employment. All

such employment related decisions will be made without unlawful discrimination because of any prohibited basis.

Reasonable Accommodation Policy for Qualified Individuals with Disabilities

Premier Electrical Staffing, LLC will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment and is committed to complying with the ADA Amendments Act of 2008, the Americans with Disabilities Act of 1990 and its related state and local counterparts, if applicable. We recognize that some individuals with disabilities may require reasonable accommodations at work. If you are currently disabled or become disabled during your employment and believe you need a reasonable accommodation to perform the essential functions of your job, you should contact Human Resources. Premier Electrical Staffing, LLC will provide reasonable accommodation to a qualified individual with a disability provided that such accommodation does not constitute an undue hardship on Premier Electrical Staffing, LLC.

Religious Accommodation Policy

Premier Electrical Staffing, LLC respects the religious beliefs, practices and observances of all employees and will make an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on Company operations. Employees who desire a religious accommodation must submit a request in writing to Human Resources.

Prohibition on Unlawful Harassment and Discrimination

Premier Electrical Staffing, LLC strives to maintain an environment free from unlawful discrimination and harassment, in any form, where employees treat each other, customers, and visitors with respect, dignity, and courtesy. This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

Premier Electrical Staffing, LLC does not and will not tolerate any type of discrimination or harassment of our employees, applicants for employment, or our customers. Unlawful discriminatory conduct or conduct characterized as harassment, such as that defined below, is strictly prohibited and may result in prompt and appropriate disciplinary action, up to and including termination.

The term “harassment” includes but is not limited to: slurs, jokes, and other verbal or physical conduct relating to a person's gender (including pregnancy), sexual orientation,

race, color, religion, national origin, age, disability, military status, or any other protected category under federal, state or local law, that unreasonably interferes with a person's work performance, the treatment of customers, or creates a severe and pervasively hostile work environment which alters the terms and conditions of employment as defined by law.

“Sexually harassing behavior” includes unwelcome sexual conduct such as sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it is made an explicit or implicit condition of employment; is used as the basis for employment decisions; or when it unreasonably interferes with an individual's work performance and creates a severe and pervasively hostile working environment which alters the terms and conditions of employment as defined by law.

Some examples of the types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment; repeated sexual flirtations, advances or propositions; continued and repeated verbal abuse of a sexual nature; sexually related comments and joking; graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar messages; and any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by nonemployees conducting business with the Company, regardless of their gender.

Harassment by Nonemployees

Premier Electrical Staffing, LLC will also endeavor to protect employees, to the extent possible, from harassment by nonemployees in the workplace including by customers, visitors, and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report an incident of actual or suspected sexual harassment, or other unlawful harassment or discrimination, should promptly report the matter to their immediate supervisor. If your immediate supervisor is not available, or you believe it would be inappropriate to contact that person, you should next contact the Vice President of HR. Alternatively, if your immediate supervisor or the Vice President of HR is not available, or you believe it would be inappropriate to contact either person, you may contact another supervisor at Premier Electrical Staffing, LLC.

Premier Electrical Staffing, LLC will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith with a reasonable belief that an unlawful employment practice occurred can do so without fear of reprisal. At the same time, employees have an obligation to cooperate with Premier Electrical Staffing, LLC in enforcing this policy and investigating and remedying any such complaints.

Anyone found to have engaged in conduct in violation of this policy is subject to appropriate discipline up to and including termination.

Open Door Philosophy

Premier Electrical Staffing, LLC is committed to open communication between team members and management. You should feel free to seek information or advice from members of management on any aspect of your relationship with Premier. It is our belief that questions, concerns, or disagreements are best resolved through open dialogue. This philosophy is a reflection of our respect for the individual, and our belief that open communication is most conducive to a positive work environment.

Compensation

Pay Schedule & Direct Deposit

Premier pays field employees every Friday unless a banking holiday falls on such day, then pay may be processed the day prior. *Example:* If Christmas Day falls on a Friday, pay may be issued and deposited on a Thursday due to banking hours for such Holiday.

Required deductions (such as taxes) will be taken out of each paycheck according to federal and state laws. Optional deductions may also apply if you choose to enroll in available benefits. All wages are paid through direct deposit; Premier Electrical Staffing does not offer paper checks. To receive your pay correctly, each employee will be required to sign a direct deposit authorization form and will be given a Wisely card so direct deposit can be activated or such pay card can be set up in the place of direct deposit if the employee chooses so.

When an employee separates from employment, Premier will pay the employee's final pay check within the time required by applicable law.

Any questions about your pay, timecard, or paycheck, must be addressed with your Premier recruiter as soon as possible.

Time Keeping Rules

Premier Electrical Staffing, LLC strives to maintain strict compliance with the Fair Labor Standards Act (FLSA). The FLSA is a federal law that protects employees from unfair pay practices and guarantees eligible nonexempt employees' payment of minimum wage and overtime. The rules below are designed to help our organization obtain full compliance with the FLSA and to ensure that all employees are paid fairly and legally. Failure to follow these rules may subject you to discipline up to termination. These rules apply to all employees regardless of exempt or nonexempt status.

When you sign and submit your time records to your field foreman, you are certifying that they are full, complete, and that they accurately reflect all hours that you worked.

Employees are responsible for maintaining their own time records with whom they are working with. Do not allow another employee to sign in/out for you, and do not sign in/out for any other employee. Do not tamper with timekeeping equipment. Enter the exact time that you begin and end working on your time records.

You must obtain your supervisor's approval before working over and above your regularly scheduled work hours. This includes time incurred before or after your regular shift, during unpaid meal breaks, or after hours at your home or another off-site location. Regardless of where and when you do perform any work outside of your regularly scheduled hours, you must record the time for all work performed accurately on your time records. Employees' failure to strictly abide by this policy may lead to disciplinary action up to and including termination from employment.

Overtime

Overtime is defined as time worked by eligible employees in excess of 40 hours during any given workweek as required by law. Compensation for overtime will be paid to eligible employees as required by law. Overtime pay is based on actual hours worked. Leave and vacation times are not included when computing overtime hours. Non-exempt employees will be paid for all hours worked in accordance with federal and state laws; however, an employee's failure to obtain approval for overtime pursuant to this policy may result in disciplinary action up to and including termination from employment.

Attendance Policy

At Premier Electrical Staffing, LLC, reliable attendance is essential to ensuring job site productivity, safety, and meeting client expectations. As an employee, you play a critical role in daily operations, and consistent attendance is a fundamental part of your responsibilities.

Reporting to Work

Employees are expected to report on time to their assigned job site each scheduled workday and be ready to begin work at the designated start time. You must check in directly with the site foreman upon arrival each day, as they are responsible for confirming your attendance on-site.

Notification of Absence or Tardiness

If you are unable to report to work or will be late, you are required to personally notify both of the following at least 2 hours prior to your scheduled start time:

Job Site Foreman – Contact the foreman directly by phone or text (per site communication protocols).

Your Premier Recruiter – Notify your assigned recruiter at Premier Electrical Staffing, LLC so we can coordinate with the client and ensure proper documentation.

Note: Failure to personally notify both parties in a timely manner may be considered a no-call/no-show and could result in disciplinary action, including termination and ineligibility for future job placements through Premier Electrical Staffing, LLC.

No-Call/No-Show

A no-call/no-show occurs when you fail to report to work and fail to notify the foreman and recruiter as required under this policy. This is considered a serious violation and may result in disciplinary action, including termination and ineligibility for future job placements through Premier Electrical Staffing, LLC.

Absenteeism or Tardiness

Absences or tardiness may result in disciplinary action, up to and including termination. If you are experiencing challenges that may affect your attendance, we encourage you to communicate openly with your recruiter as early as possible.

Emergencies

We understand that emergencies and unforeseen situations may occur. In such cases, notify your recruiter and foreman as soon as possible and provide any necessary follow-up information.

Workplace Lactation and Pregnancy Accommodation Policy

Premier Electrical Staffing, LLC respects and complies with federal and applicable state laws regarding lactation in the workplace. This policy provides clear guidance for

temporary employees—who may work in challenging environments like construction sites or conexes (portable containers)—ensuring they receive appropriate support.

Break Time

We provide **reasonable break time**, as needed, for up to **one year** following childbirth to express breast milk, in accordance with federal law (FLSA/PUMP Act) and state/local requirements.

Breaks should be scheduled when feasible to align with existing rest or meal periods, but must be sufficient to fulfill the employee's pumping needs.

If the employee is completely relieved of duty, break time may be unpaid beyond paid rest periods; if not fully relieved, the time will be compensated as work hours.

Private Space Requirements

Temporary employees will have access to a private, clean, non-bathroom location to express breast milk, even in makeshift environments such as conexes or jobsite trailers. Acceptable solutions may include:

A designated office trailer or break room, shielded from view, secured with a lock or sign; a temporary, portable structure (e.g., enclosed pop-up tent with walls) that offers privacy and a place to sit with a flat surface; or a closed-off section within a conex, properly shielded, as long as it's functional for pumping and free of intrusion.

These spaces must allow the employee to:

Be completely free of work duties during pumping time, have access to a flat surface (e.g., table or bench), a chair, and—where feasible—electricity and have access to a clean, safe sink nearby for handwashing and equipment rinsing, or to an alternative arrangement for basic hygiene.

Shift and Space Coordination

Supervisors or foremen must ensure availability of a suitable space for pumping as needed, coordinating coverage to allow the nurse break, respect privacy by marking space as occupied or ensuring no interruptions, and understand that breastfeeding is a health need, not optional, and employees are legally entitled to this accommodation.

Anti-Retaliation

Employees are protected from retaliation for exercising their rights to break time and private space for lactation—including temporary laborers. Any adverse action in response to requesting accommodations is prohibited.

State and Local Law

Where state or local law imposes **greater protections** (e.g., longer duration, paid time, accessibility requirements) than federal law, those obligations will apply. The Company will comply with all applicable laws.

Pregnant Workers Fairness Act

The Company also complies with the Pregnant Workers Fairness Act (PWFA) and all applicable state and local laws. The Company will provide temporary or reasonable accommodations to qualified and pregnant job applicants and employees to accommodate their known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would create an undue hardship. If you believe you need a pregnancy-related accommodation, please submit a request to Human Resources.

Davis Bacon Covered Jobs

Premier Electrical Staffing, LLC complies with all applicable federal laws and regulations regarding wages and benefits on federally funded or assisted construction projects governed by the Davis-Bacon Act and related statutes, including but not limited to Executive Order 13706, implemented by the U.S. Department of Labor.. Premier Electrical Staffing, LLC will identify covered assignments and ensure compliance with all such applicable federal, state, and local laws. If you have questions about whether your assignment qualifies for wages or benefits under Davis-Bacon or related laws, please contact your recruiter or our compliance department.

CHIPS Act

The CHIPS Act (Creating Helpful Incentives to Produce Semiconductors) is a U.S. federal initiative designed to strengthen domestic semiconductor manufacturing, research, and development. Enacted in 2022, the Act provides funding and incentives to support the growth of the semiconductor industry within the United States, reduce reliance on foreign supply chains, and promote national security and technological competitiveness.

For companies involved in semiconductor-related projects, the CHIPS Act may influence the scope of work, compliance requirements, and opportunities for government-supported initiatives. Employees working on CHIPS-funded projects are expected to adhere to all applicable standards, safety regulations, and reporting practices associated with federally funded programs.

State Specific Leave

Premier Electrical Staffing, LLC will comply with all applicable state and local leave laws, including but not limited to those laws which require employers to provide leave for, among other things, parental involvement in school, seeking an order for domestic violence, participating in disaster relief volunteer service, and entering active or emergency military state duty. Employees who take leave for a reason specified under applicable state or local law may use any available paid time off if they wish to be paid during the time off; otherwise, the leave will generally be unpaid, unless otherwise required by applicable law. Employees who wish to take leave for a reason specified under applicable state or local law or who have questions regarding such leave should contact the Human Resources Department.

Federal Family & Medical Leave “FMLA” Rights

Under the Family and Medical Leave Act (FMLA), eligible employees are entitled to unpaid, job-protected leave for certain family and medical reasons. The FMLA also ensures that health benefits are maintained during the leave period.

Up to 12 workweeks of unpaid leave in a 12-month period for:

The birth and care of a newborn child; placement of a child for adoption or foster care; caring for a spouse, child, or parent with a serious health condition; the employee’s own serious health condition; qualifying needs related to a family member’s military service.

Up to 26 workweeks of leave to care for a covered service member with a serious injury or illness (military caregiver leave).

Eligibility:

To be eligible, an employee must have worked for the company for at least 12 months (not necessarily consecutive), have worked at least 1,250 hours during the 12 months prior to the start of the leave.

FMLA leave is unpaid, but employees may use accrued paid time off if available. Upon return from FMLA leave, employees are generally entitled to return to the same or an equivalent position. Premier Electrical Staffing, LLC complies with all federal and applicable state leave laws, including the FMLA.

A copy of the official FMLA notice (poster) is available at job sites, Premier offices, and below. For questions about your eligibility or to request FMLA leave, please contact your recruiter or HR representative.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer.
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



WH1420 REV 04/23

Sus derechos como empleado según la Ley de Licencia Médica y Familiar

¿Qué es una licencia de FMLA?

La Ley de Licencia Familiar y Médica (FMLA, por sus siglas en inglés) es una ley federal que proporciona al personal elegible **licencias con protección del empleo** por razones familiares y médicas que califiquen. La División de Horas y Salarios (WHD, por sus siglas en inglés) del Departamento de Trabajo de EE. UU. hace cumplir la FMLA para la mayoría del personal.

El personal elegible puede tomarse licencias de FMLA de hasta **12 semanas** de trabajo en un periodo de 12 meses por:

- El nacimiento, la adopción o la ubicación de hogar adoptivo de un niño o niña,
- Un problema grave de salud mental o físico que le impide trabajar,
- El cuidado de su cónyuge, hijos, hijas o padres con enfermedades mentales o físicas graves, y
- Ciertas razones que califican, relacionadas con la asignación de su cónyuge, hijo, hija, padre o madre en el servicio militar.

El personal que sea cónyuge, hijo, hija, padre, madre o familiar cercano de una persona cubierta en el servicio militar con una lesión o enfermedad grave **puede tomarse una licencia de FMLA de hasta 26 semanas** de trabajo en un solo periodo de 12 meses para cuidar a la persona en servicio.

Puede que usted tenga derecho a usar la licencia de FMLA **en un bloque de tiempo**. Cuando haya una necesidad médica o se permita por otro motivo, puede tomar una licencia de FMLA **de forma intermitente en bloques separados, o con un horario reducido trabajando** menos horas al día o a la semana. Lea la hoja informativa #28M(c) para obtener más información.

La licencia de FMLA **no es una licencia paga**, pero usted puede elegir, o puede que su empresa le exija, utilizar cualquier licencia paga proporcionada por la empresa si la política de licencias de su empresa cubre el motivo por el cual necesita una licencia de FMLA.

¿Soy elegible para tomar una licencia de FMLA?

Usted es **elegible** si aplican **todas** las siguientes condiciones:

- Trabaja para una empresa cubierta, **y**
- Ha trabajado para su empresa durante al menos 12 meses, **y**
- Tiene al menos 1250 horas de servicio para su empresa durante los 12 meses previos a su licencia, **y**
- Su empresa tiene al menos 50 integrantes del personal dentro de las 75 millas desde su lugar de trabajo.

El personal de tripulación de vuelo tiene requisitos de "horas de servicio" diferentes.

Trabaja para una **empresa cubierta** si aplica **una** de las siguientes condiciones:

- Trabaja para una empresa privada que tiene al menos 50 integrantes del personal durante al menos 20 semanas laborales en el año actual o anterior, **o**
- Trabaja para una escuela primaria o secundaria pública o privada, **o**
- Trabaja para una agencia pública, como una agencia gubernamental local, estatal o federal. La mayoría del personal está cubierta por el Título II de la FMLA, administrada por la Oficina de Administración de Personal.

¿Cómo solicito una licencia de FMLA?

En general, **para solicitar una licencia de FMLA usted debe:**

- Seguir las políticas regulares de su empresa para solicitar licencias
- Avisar con al menos 30 días de anticipación que necesita una licencia de FMLA
- Si no es posible avisar con anticipación, avisar tan pronto sea posible

Usted **no tiene obligación de compartir un diagnóstico médico**, pero debe proporcionar información suficiente para que su empresa pueda determinar si la licencia califica para la protección de la FMLA. Usted también **debe informar a su empresa si se tomó una licencia de FMLA anteriormente** o se aprobó por el mismo motivo al solicitar una licencia adicional.

Su empresa **puede solicitar certificación** de un prestador de atención médica para verificar la licencia médica y puede solicitar certificación de una exigencia que califique.

La FMLA no afecta ninguna ley federal o estatal que prohíba la discriminación, ni invalida ninguna ley estatal o local o acuerdo colectivo que proporcione mayores derechos de licencia familiar o médica.

El personal estatal puede estar sujeto a ciertas limitaciones al buscar demandas directas con respecto a licencias por sus propias condiciones graves de salud. La mayor parte del personal federal y cierta parte del congresional también está cubierta por la ley, pero está sujeta a la jurisdicción de la Oficina de Administración de Personal de EE. UU. o al Congreso.

¿Qué debe hacer mi empresa?

Si usted es elegible para una licencia de FMLA, su empresa debe:

- Permitirle que se ausente del trabajo con su empleo protegido, por un motivo que califique, **y**
- Continuar su plan de cobertura grupal de salud mientras se encuentre de licencia, de la misma forma que si no estuviera de licencia, **y**
- Permitirle regresar al mismo empleo, o a un empleo virtualmente igual con el mismo salario, los mismos beneficios y otras condiciones de trabajo, incluidos los turnos y la ubicación, al finalizar su licencia

Su empresa **no puede interferir con sus derechos de la FMLA** ni amenazar ni castigarle por ejercer sus derechos en virtud de la ley. Por ejemplo, su empleador no puede tomar represalias contra usted por solicitar una licencia de FMLA o cooperar con una investigación de WHD.

Tras tomar conocimiento de que su necesidad de tomar una licencia es por un motivo que califica según la FMLA, su empresa debe confirmar si usted es elegible o no para la licencia de la FMLA. Si su empresa determina que usted es elegible, su empresa debe notificarle por escrito:

- Sobre sus derechos y responsabilidades en virtud de la FMLA, **y**
- Qué parte de su licencia solicitada, si la hubiera, será protegida por la FMLA

¿Dónde puedo encontrar más información?

Llame al **1-866-487-9243** o visite dol.gov/agencies/whd/fmla para conocer más.

Si cree que sus derechos según la FMLA han sido violados, puede presentar una denuncia ante la WHD o presentar una demanda privada contra su empresa en la corte. **Escanee el código QR para conocer más sobre el proceso de denuncias de la WHD.**



DIVISIÓN DE HORAS Y SALARIOS
DEPARTAMENTO DE TRABAJO DE LOS EE.UU.
1-866-487-9243
dol.gov/agencies/whd/espanol



FMLA- Military Family Leave Entitlements:

Eligible employees with a spouse, son, daughter, or parent on covered active duty or called to covered active-duty status in the Armed Forces (including the National Guard or Reserves) may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a family member who is a covered service member during a single 12-month period.

A covered service member is:

A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary retired list, for a serious injury or illness. A veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the five years preceding the date of medical treatment, recuperation or therapy.

In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five years preceding the date of medical treatment, recuperation or therapy, a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that manifested itself before or after the member became a veteran.

Benefits and Protections:

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements:

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Computation of 12 Month Period:

Premier Electrical Staffing, LLC will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

Definition of Serious Health Condition:

A serious health condition is an illness, injury, impairment, or physical/mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave:

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave:

Employees may choose, or Premier may require, use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with Premier's normal paid leave policies.

Employee Responsibilities:

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30-day notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities:

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to Interfere with, restrain, or deny the exercise of any right provided under FMLA; Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer under the FMLA.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information: 1-866-4USWAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

Notice of Rights Under the Uniformed Services Employment and Reemployment Rights Act (USERRA)

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. USERRA also prohibits employers from discriminating against past and present members of the uniformed services and applicants to the uniformed services.

Reemployment Rights:

Employees may have the right to be reemployed in their civilian job if they left the job to perform service in the uniformed service and the employee: ensures the employer receives advanced written notice or verbal notice of the service; has five years or less of cumulative service in the uniformed services while with that particular employer; returns to work or applies for reemployment in a timely manner after conclusion of service; and has not been separated from service with a disqualifying discharge or under any conditions other than honorable conditions. If the employee is eligible to be reemployed, they must be restored to the job and benefits they would have attained if they had not been absent due to military service or, in some cases, a comparable job.

Right to be Free from Discrimination and Retaliation:

If a covered employee is a past or present member of the uniformed service; have applied for membership in the uniformed service; or are obligated to serve in the uniformed service, then an employer may not deny an employee initial employment; reemployment; retention in employment; promotion; or any benefit of employment because of this status. Covered employers may also not retaliate against anyone assisting in the enforcement of USERRA rights.

Health Insurance Protection:

If a covered employee leaves their job to perform military service, they may have the right to elect to continue their existing employer-based health plan coverage for up to 24

months while in the military. Even if coverage isn't elected during service covered employees generally have the right to be reinstated to their employer's health plan when reemployed following service.

Enforcement:

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>. If an employee files a complaint with USERRA and VETS is unable to resolve it, the employee may request that the case be referred to the Department of Justice for representation. Employees may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

Jury Duty

Premier Electrical Staffing, LLC encourages its employees to serve on jury duty and fulfill their civic obligations. Employees who are scheduled for jury duty must provide documentation of the jury duty summons to their supervisor immediately.

Unless otherwise required by state law, Premier Electrical Staffing, LLC does not pay employees their regular pay for time they are required to serve on jury duty, where work is otherwise not performed for the Company, although employees will be granted excused absences from work for any time needed to serve on jury duty and may elect to use available time off.

If excused or released from jury duty, employees are expected to return to work promptly.

Voting

Premier Electrical Staffing, LLC considers voting in general and primary elections as both a privilege and a duty of every employee. Employees are provided time for the purpose of voting. Employees who are eligible to vote but do not have sufficient time outside of their regular working hours to vote in an election may request time off to do so before coming in to work or at the end of the work day. Employees may use accrued PTO if they wish to be paid while taking time off under this policy. Otherwise, the leave will be unpaid.

Standards of Conduct & Disciplinary Policy

Premier Electrical Staffing, LLC expects all employees to uphold the highest standards of job performance and personal conduct—both on the job site and in interactions with company personnel, clients, and other business contacts. The Company reserves the right to discipline or discharge any employee for violating Company policies, procedures, or rules of conduct, as well as for any other lawful reason. Disciplinary decisions are made based on the specific facts and circumstances of each situation. Nothing in this policy alters the at-will nature of employment.

The following are examples of behaviors that may result in disciplinary action, up to and including termination, even for a first offense. This list is not exhaustive, and other types of prohibited conduct not listed here may also lead to corrective action.

- Substandard quality or quantity of work
- Absenteeism or tardiness
- Failure to follow instructions, company policies and procedures, or site-specific protocols
- Failure to comply with OSHA and job site safety rules and regulations
- Falsifying employment applications, timesheets, or any company records
- Failing to accurately record your own time or altering another employee's time records
- Insubordination or refusal to perform assigned duties
- Use of vulgar, profane, or inappropriate language, including any conduct that violates the Company's anti-harassment or anti-discrimination policies
- Disorderly or unprofessional conduct, fighting, threats, or acts of violence
- Theft, misuse, or intentional destruction of company or personal property
- Possession of firearms or weapons on company property without a valid Concealed Handgun Permit, or were prohibited by law or site policy
- Possession, distribution, sale, transfer, use or being under the influence of illegal or controlled substances while on duty or during work hours in or on Company property or while operating employer-owned vehicles or equipment
- Violating company conflict of interest policies
- Unauthorized disclosure or use of confidential or proprietary information
- Violating the Company's technology, software, or computer use policies
- Conviction of a crime that affects your job fitness, trustworthiness, or the safety and well-being of others
- Allowing unauthorized individuals (including friends or family) to use employee-only areas, such as:
 - Designated entrances
 - Staff-only parking areas

- Break rooms, restrooms, check-in areas, and other restricted zones

Premier Electrical Staffing, LLC reserves the right, in management's sole discretion, to determine what constitutes prohibited conduct and what level of disciplinary action, up to and including immediate termination, is appropriate under the circumstances.

This policy is not intended to preclude or dissuade employees from engaging in any activities protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits or other terms and conditions of employment, raising complaints about working conditions for their own and their fellow employees' mutual aid or protection, or other protected activities.

Social Media Policy

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 associated or affiliated with Premier Electrical Staffing, LLC, as well as any other form of electronic communication. The same principles and guidelines found in Premier Electrical Staffing, LLC's rules, policies and procedures apply to an employee's social media activities online.

Any conduct that adversely affects an employee's job performance or the performance of fellow employees, or otherwise adversely affects Premier Electrical Staffing, LLC's legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, postings, including but not limited to discriminatory remarks, harassment and threats of violence or similar unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination. This restriction will not apply to any postings or other communications made in the exercise of any rights granted to an employee by federal, state, or local law.

This policy does not apply to employee activity protected by federal, state, or local law such as the National Labor Relations Act. Premier Electrical Staffing, LLC respects the rights of all employees to engage in protected activity pursuant to such laws.

Workplace Attire, Grooming, & Personal Habits

At Premier Electrical Staffing and due to the working conditions in the field, neatness and appropriateness of dress and appearance, coupled with proper personal grooming habits and conservative use of jewelry and cosmetics, is extremely important. Generally, employees should maintain a clean and neat appearance in the workplace and dress according to the requirements of their positions and assignments. Since smoking is

offensive to some people, no smoking is allowed at any time within our facilities. The following items are considered acceptable workplace clothing:

Field Employees:

- Safety Vest provided by Premier (or any type 2 safety vest)
- Top: at least 4-inch sleeve shirts (plain)
- Pants: Jeans, or work Pants
- Shoes: Composite or Steeled-Toe boots

Any team member reporting to work without the appropriate clothing may be asked to clock out and return home to change before coming back to work. Violations of this policy may result in disciplinary action up to and including termination.

Premier Electrical Staffing, LLC understands that, in certain situations, it may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, Premier Electrical Staffing, LLC will make every effort to provide reasonable accommodation to the employee requesting accommodation unless doing so would cause an undue hardship on Premier Electrical Staffing, LLC.

Nothing contained in this policy is intended to interfere with an employee's rights under the National Labor Relations Act.

Attitudes, Work Ethics, & Standards of Conduct

While working with Premier Electrical Staffing, all employees must conduct themselves in a courteous, respectful, and professional manner.

Professional workplace conduct is expected and required under this policy. Each employee has an obligation to observe and follow the Company's policies and to maintain proper standards of conduct at all times.

Violation of this policy may result in disciplinary action up to and including termination from employment.

Nothing contained in this policy is intended to interfere with an employee's rights under the National Labor Relations Act.

Resignation

We understand that as a temporary laborer, you are not obligated to stay with Premier Electrical Staffing, LLC for any set period. However, if you decide to stop working with us, we respectfully ask that you provide as much advance notice as possible—ideally at

least two weeks—to help us ensure a smooth transition for both our team and the job site. Please submit a brief written notice that includes:

Your reason for leaving (optional), the effective date of your resignation, your signature and the date submitted. This letter should be provided to both your Branch Manager and your jobsite Foreman.

Safety

Premier Electrical Staffing, LLC is committed to the health and safety of its team members. Every team member has the responsibility to practice good safety habits and observe our office safety rules at all times. To ensure every one of our employees is briefed weekly on important safety topics, we have designed a weekly system called MOD1. Please see below for greater detail of this mandatory and beneficial system.

Cardinal Compass Safety Program Overview – Better known as MOD1

At Premier Electrical Staffing, LLC, your safety is our top priority. That’s why we’ve partnered with **Cardinal Compass** (also called **MOD1**), an AI-powered safety platform designed to help reduce workplace injuries, improve safety culture, and ensure everyone gets home safely at the end of the day.

The purpose of the Cardinal Compass program is to make safety simple, consistent, and effective—without adding extra burden. It delivers short, mobile-friendly safety messages each week, tracks your participation in safety activities, and helps us respond quickly to incidents and hazards.

As an employee, your responsibility is to:

- Participate in safety briefings and engage with the safety messages sent to your phone.
- Report hazards, near-misses, and incidents as soon as they occur.
- Complete assigned audits or checklists and follow all safety procedures on site.
- **As a supervisor or manager**, your role includes:
 - Ensuring your team receives safety content and follows up on it.
 - Using Cardinal Compass/MOD1 to track attendance and engagement.
 - Responding to incident reports, assigning corrective actions, and leading safety conversations.

If you have any questions about MOD1: Please escalate your questions to your local Premier Sales Manager or Recruiter. For more technical questions please email:

- Safety@pes123.com
- Chris Blevins – Chris@pes123.com

- Matthew Koch [-Matthew.Koch@pes123.com](mailto:Matthew.Koch@pes123.com)

Cardinal Compass helps us work smarter and safer, together. Your engagement is essential—not just for compliance, but to protect yourself and your teammates. Let’s build a culture where safety is everyone’s responsibility.

Workplace Health & Medical Considerations

As required by OSHA and other applicable agencies, all accidents and injuries occurring during the workday are to be reported immediately to the Branch Manager and your jobsite foreman who will then inform Premier Corporate. Proper OSHA documentation is to be completed by the OSHA coordinator. Medical assistance and subsequent treatment will be provided if necessary. All team members are required to read the OSHA manual provided to each office.

In the event of an incident, the following protocol should be followed:

- Notify your Branch Manager and jobsite foreman immediately.
- Administer first aid as needed, clean wound thoroughly.
- Assess risk/probability of infectious disease of the individual. High-risk individuals may include IV drug users, persons with history of blood transfusions, and persons with suspected history of exposure/high risk behavior.
- Obtain immediate blood test for HIV, HBV, and HCV status of employee.
- Discuss incident and risk of exposure with source individual and obtain blood test to determine HIV/HBV status immediately if possible.
- Follow up with employee with medical tests as needed.
- Discuss incident with staff member(s) and evaluate how incident occurred, what might prevent future exposures, etc.

Communicable Diseases

Premier Electrical Staffing, LLC is committed to maintaining a safe and healthy work environment for all team members, clients, and partners. This includes taking appropriate precautions in situations where an employee, applicant, or jobsite contact may have a communicable disease.

Approach to Communicable Diseases

Decisions regarding employees or applicants with communicable diseases will be made based on

- Current medical guidance from the Centers for Disease Control and Prevention (CDC) and other public health authorities,
- The nature of the disease, including how it is transmitted and its risks in a field or construction setting,
- The individual's ability to safely perform job duties without risk to themselves or others,
- A careful evaluation of all relevant factors, symptoms, and circumstances, and
- Consideration of reasonable alternatives or accommodations, when appropriate.

Each situation will be assessed individually and confidentially.

Covered Communicable Diseases

Communicable diseases include, but are not limited to:

- Influenza (flu)
- COVID-19
- Tuberculosis (TB)
- Measles, mumps, rubella
- Hepatitis A and B
- HIV/AIDS
- Monkeypox
- SARS, MERS, and other respiratory viruses
- Emerging infectious diseases as identified by public health agencies

This list may be updated based on guidance from the CDC, OSHA, and, state/local health departments.

Non-Discrimination and Equal Access

Premier Electrical Staffing, LLC will not discriminate against any job applicant or employee based on their diagnosis of a communicable disease. Employment decisions will comply with the Americans with Disabilities Act (ADA) and all other applicable federal, state, and local anti-discrimination laws.

An individual will not be removed from a jobsite or denied work unless:

- Their presence poses a direct threat to the health or safety of others that cannot be eliminated or reduced through reasonable accommodation;
- A medical determination supports restricting access based on legitimate safety concerns.

Job Site Considerations

Due to the nature of fieldwork, job site environments may vary in their ability to isolate or accommodate certain conditions. When applicable:

- Employees may be temporarily reassigned, asked to stay home, or required to provide medical clearance before returning to work.
- Premier may coordinate with job site safety personnel, general contractors, or clients to determine appropriate next steps in accordance with OSHA and CDC guidelines.

Confidentiality

All medical information, including communicable disease status, will be treated as confidential. Access to such information is restricted to only those with a legitimate need to know, and any disclosures will comply with HIPAA and relevant privacy laws.

Employee Responsibilities

Employees are expected to:

- Notify their recruiter or supervisor if they are diagnosed with or exposed to a communicable disease that may impact the job site or co-workers.
- Follow return-to-work protocols, which may include medical clearance, testing, or isolation periods as directed by public health guidance.
- Stay home if sick or symptomatic, especially with fever, cough, respiratory symptoms, or other signs of infection.

Premier Electrical Staffing, LLC will continue to monitor and respond to guidance from public health authorities to protect all team members. Our goal is to balance safety with fair treatment and respect for every individual.

If you have questions or concerns about this policy, please contact your recruiter or Branch Manager.

Drugs & Alcohol

The use of unlawful drugs or the consumption of alcohol is strictly prohibited during scheduled work hours both on and off the physical jobsite premises. Employees in violation of this rule and employees who are impaired at work by such substances will be subject to disciplinary action, including termination. Random drug and alcohol tests may be administered as seen necessary by Premier Electrical Staffing, LLC or otherwise conducted when Premier Electrical Staffing, LLC has a reasonable suspicion someone is under the influence of drugs or alcohol while at work.

By way of example, “reasonable suspicion” may include, but is not limited to:

- The smell of alcohol on the breath or body
- Slurred speech or disorientation
- Repetitively abnormal or erratic behavior
- Personality changes
- Apparent and repeated lapses in judgment
- Possession of unlawful drugs, related devices, or paraphernalia
- Reliable reports by other employees, foreman, supervisors, or jobsite personnel.
- Frequent use of unexplained absences from the jobsite
- Other clandestine or suspicious behavior

Even when properly used, certain physician prescribed medication can be either mood altering or cause drowsiness. You must discuss possible side effects of prescription medication with your doctor in order to determine any potential effects on the workplace environment at Premier. You must review your job responsibilities with your physician to determine what safety precautions might be necessary on the job if side effects pose a risk. If there is a potential problem, you must report the use of such medication to your recruiter or branch manager who will seek approval from Corporate before you begin work. The side effects will be reviewed and alternative work may be discussed, so the risk of personal injury to you or others can be reduced or eliminated. This information shall be considered confidential.

Acknowledgement of Field Employee Manual & At-Will Employment

This Field Employee Manual contains important information about policies, jobsite expectations, safety procedures, and general guidelines for working with Premier Electrical Staffing, LLC (“Premier”). As a field electrician working on temporary job assignments, you are expected to read, understand, and follow the policies outlined in this manual, as well as any updates provided by Premier. If you have questions, it's your responsibility to ask your recruiter, foreman, or branch manager for clarification.

Important Notice:

This Manual is intended for general information only. It is not a contract and does not guarantee any specific assignment, schedule, pay, or length of employment.

Employment with Premier is at-will. This means you may choose to stop working with Premier at any time, with or without notice or reason. Likewise, Premier may end your employment or assignment at any time, with or without notice or reason.

No recruiter, supervisor, or jobsite manager can guarantee continued employment or change your at-will status. Only a written agreement signed by the CEO of Premier Electrical Staffing, LLC can make such a change.

Premier reserves the right to modify, rescind, or supplement any or all of these practices, policies, and procedures and to take actions, at any time and without any advanced notice.

Acknowledgement

By signing below, I acknowledge and agree that I have received a copy of the Premier Electrical Staffing, LLC Field Employee Manual. I also acknowledge that I have read the Premier Electrical Staffing, LLC Field Employee Manual and understand its content. I also agree to comply with the Premier Electrical Staffing, LLC Field Employee Manual. I further understand that my employment with Premier Electrical Staffing, LLC is at-will, for no definite period of time, and that nothing in this manual alters the at-will employment relationship existing between Premier Electrical Staffing, LLC and me.

Employee Name (Print): _____

Employee Signature: _____

Date: _____