



POLICY
&
PROCEDURE
HANDBOOK
2022

TABLE OF CONTENTS

Disclaimer	Page 4
WELCOME TO THE COMPANY AND OUR PHILOSOPHY	Page 5
Equal Opportunity	Page 6
Harassment	Page 6
Sexual Harassment	Page 6
Complaint Procedure Relating to Unlawful Harassment/Complaint	Page 7
Remedial Measure	Page 7
POLICIES	
Workday	Page 8
Information Provided	Page 8
Travel Time	Page 8
Lunch and Breaks	Page 8
Tobacco	Page 8
Late Arrivals	Page 9
Overtime	Page 9
Working from Home	Page 10
Paid Time off	Page 10
Unpaid Time off	Page 11
Inclement Weather Policy	Page 11
Maternity Leave	Page 11
Bereavement	Page 11
Holidays	Page 11
Jury Duty	Page 12
Military Leave	Page 12
Personal Data Changes	Page 12
Payroll Procedure	Page 12
Time Sheets	Page 12
Time Sheet Sample	Page 13
Coaching Plan (Employee Development)	Page 14
Benefits	Page 14
Out of Work/Disability	Page 15
STANDARDS AND EXPECTATIONS FOR THE WORKPLACE	
Appearance and Dress	Page 15

BUSINESS ETHICS AND CONFLICTS OF INTEREST

Outside Employment	Page 16
Company Files	Page 16
Company Mail	Page 16
Company Name and Logo	Page 16
Company Property	Page 16
Company Vehicle Usage	Page 17
Confidentiality	Page 17
Customer Information	Page 17
Email Communication	Page 17
Expenses	Page 18
Fraternization	Page 18
Internet Usage	Page 18
Personal Business	Page 19
Safety and Security	Page 19
Substance Abuse	Page 20
Dangers of Alcohol and Drug Abuse	Page 20
Telephone Usage	Page 20
Termination of Employment	Page 21
Training	Page 21
Acknowledgement	Page 21

DISCLAIMER

This Manual is intended as a general outline and summary of the personnel and employment policies and procedures of Kelly Generator & Equipment, Inc. You are responsible for familiarizing yourself with the items in the Manual. The policies and procedures contained in this Manual supersede all prior policies and procedures of Kelly Generator & Equipment, Inc. whether written or verbal. This Manual and the policies in it are not intended to create, nor should they be construed to constitute a contract between Kelly Generator & Equipment, Inc. and its employees. Where an employee has a separate employment agreement with Kelly Generator & Equipment, Inc. the provisions in that contract supersede any conflicting provisions in this Manual.

Every employee is employed "at will"; meaning that he or she is not employed for any definite duration and his or her employment can be terminated at any time, with or without cause, for any reason or no reason, and with or without notice.

Kelly Generator & Equipment, Inc. reserves the right to review the information, procedures, and benefits it provides for its employees. Upon such review, Kelly Generator & Equipment, Inc. will consider modifications to personnel policies. Kelly Generator & Equipment, Inc. may enhance, modify, amend, delete, or otherwise change any policy, procedure, or benefit described in this Manual, at any time, without notice or obligation to those affected by any changes. Information concerning improvements, changes, and modifications that Kelly Generator & Equipment, Inc. makes to this Manual will be brought to your attention. Replacements for existing contents or new information will be updated on the shared drive. Employees should familiarize themselves with the contents for this Manual as soon as possible, for it will answer many questions about employment with Kelly Generator & Equipment, Inc. Please feel free to ask your supervisor if you have any questions about the content of this Manual.

WELCOME TO THE COMPANY

OUR PHILOSOPHY

Welcome to Kelly Generator & Equipment, Inc.! We believe that you are about to undergo a challenging, stimulating, and rewarding experience.

We are constantly striving to provide an environment for our employees where they feel empowered and inspired to provide excellent customer service to fulfill our corporate vision.

Our vision is to be the most respected generator distributor for comprehensive power solutions in our marketing area. Our employees are treated fairly and respectfully and are excited to be on our team. Our customers consider our service and commitment to be unparalleled.

Knowing that the company's vision can only be achieved with dedicated employees, our employee relation's philosophy is designed to:

- Provide work that is worthwhile, meaningful, and challenging.
- Promote dialogue toward open communications and participatory problem solving.
- Create an environment where all are treated fairly as individuals as well as key members of a strong and important team.

Kelly Generator & Equipment, Inc. Values

- Operate with Integrity
- Operate Safely
- Operate Unselfishly
- Achieve Excellence through Teamwork
- Have Fun

We feel very strongly that our employees are the reason for our success. It is your ability to make valuable contributions to Kelly Generator & Equipment, Inc., which will ensure our continued success in the future. The organization recognizes that productivity and effectiveness are directly related to individual job satisfaction.

Kelly Generator & Equipment, Inc. is committed to a philosophy of dealing with you in a fair and honest manner, respecting your rights as individuals as well as members of our organization. Maintaining mutual respect in our working relationship is a continuing goal.

Kelly Generator & Equipment, Inc. welcomes your feedback or suggestions which may be beneficial to the organization. It is our desire that you work in a productive, equitable, and safe work environment. We encourage you to talk to your supervisor or any Kelly Generator & Equipment, Inc. manager about any suggestion, problem, or concern you may have.

EQUAL OPPORTUNITY

Kelly Generator & Equipment, Inc. is committed to providing a work environment that is free from discrimination and harassment in any form. It is Kelly Generator & Equipment, Inc.'s policy to comply with all applicable laws that provide equal opportunity in employment for all persons and to prohibit unlawful discrimination in employment. In accordance with federal, state, and local laws, Kelly Generator & Equipment, Inc.'s policy is to not discriminate by reason of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, or any other status protected by law. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

HARASSMENT

Kelly Generator & Equipment, Inc. expressly prohibits any form of unlawful employee harassment. Improper interference by supervisors or co-workers with the ability of Kelly Generator & Equipment, Inc.'s employees to perform their expected job duties will not be tolerated.

This includes sexual, racial, national origin, or any type of harassment based on the characteristics of the employees, customers, or anyone Kelly Generator & Equipment, Inc.'s employees encounter through the course of their job.

SEXUAL HARASSMENT

One form of harassment is sexual harassment. The purpose of this policy statement is to establish clearly and unequivocally that Kelly Generator & Equipment, Inc. prohibits sexual harassment by and of its employees. No employee, either male or female, should be subjected to unsolicited or unwelcome sexual advances or conduct, either verbal, physical or electronic and no employee should be subjected to a hostile work environment caused by sexual conduct.

Sexual harassment includes all unwelcome sexual advances and requests for sexual favors, and all other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly, a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct is sufficiently severe or pervasive to alter the conditions of employment and to create a hostile or abusive working environment.

Sexual harassment may take many forms, including, but not limited to:

- Verbal harassment or abuse of a sexual nature.

- Subtle pressure or abuse of a sexual nature.
- Unwelcome touching of an individual. For example, patting, pinching, hugging, repeated brushing or bumping against another employee's body.
- Offensive sexual flirtation, advances, or propositioning.
- Graphic verbal commentaries or jokes.
- Sexually degrading words used to describe an individual
- The offensive display in the workplace of sexual objects, pictures, or writings.

COMPLAINT PROCEDURE RELATING TO ANY UNLAWFUL HARASSMENT/COMPLAINT

Each employee of Kelly Generator & Equipment, Inc. is responsible for maintaining a work atmosphere free of discrimination and harassment, sexual or otherwise. Further, Kelly Generator & Equipment, Inc. employees are responsible for respecting the rights of their coworkers. It is Kelly Generator & Equipment, Inc. 's policy to thoroughly investigate and remedy any known incident of unlawful harassment. To accomplish this policy, unlawful harassment must be brought to the attention of management.

Accordingly, if you experience any harassment based on your sex, your race, or another unlawful factor, or believe you have been treated in an unlawful, discriminatory manner, do not ignore it. Although Kelly Generator & Equipment, Inc. encourages you to express your concerns directly to the offending employee, you have a right and an obligation to immediately communicate your problem to Kelly Generator & Equipment, Inc. management. To do so, promptly report the incident to your supervisor or another management employee (ideally within 48 hours of the occurrence), who will investigate the matter and take appropriate action, including reporting it to your supervisor or any member of senior management. The person to whom you report the harassment will promptly undertake an investigation. Your complaint will be kept confidential to the maximum extent possible.

REMEDIAL MEASURES

If unlawful harassment is found to have occurred, appropriate remedial action will be taken including disciplinary action against the perpetrator up to and including termination.

Kelly Generator & Equipment, Inc. prohibits any form of retaliation against any employee for making a bona fide complaint under this policy or for assisting in a complaint investigation. However, if after investigating any complaint of harassment or unlawful discrimination, Kelly Generator & Equipment, Inc. determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

WORKDAY

The core working hours at Kelly Generator & Equipment, Inc. consist of an eight (8) hour day. Hourly paid employees (excluding technicians) are required to complete a timesheet daily stating arrival time, departure and return for lunch, and departure time for the day. Salaried employees must complete their timesheets on a weekly basis.

Employees who are exempt from the overtime provisions of the federal or state law may, from time to time, be required to work hours different from their standard work hours listed above.

INFORMATION PROVIDED

We rely on the accuracy of the information you provide in your resume or put on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false or was left out on purpose, we may reject an applicant from further consideration. If the person is already hired, it could result in termination of employment.

TRAVEL TIME (Technicians)

During normal working hours, the first half hour and last half hour of travel time will not be considered work time.

After hours emergency calls time begin and ends portal to portal.

LUNCH AND BREAKS

Each employee is allowed thirty minutes for lunch. Management would like you to leave your desk and take lunchtime, so that you return fresh after a break. You should arrange for telephone coverage at your desk during this time if necessary.

All employees are entitled to (2) fifteen minutes breaks daily; one in the morning and one in the afternoon.

TOBACCO

We have a tobacco free office, and all smoking/vaping and chewing tobacco is to be done outside the building in designated areas only and all cigarette butts should be disposed of in the appropriate receptacle. Bathroom and office trashcans are not to be used for disposing of oral tobacco "chew" products.

LATE ARRIVALS

If you must arrive late to work, it is your responsibility to notify your supervisor as early as possible. In keeping with this responsibility, you must attempt to call your supervisor during work hours when your supervisor is normally available. Do not leave a message with the receptionist unless your supervisor is not available to take your call at the time you are calling. If you report to work late, you must have your supervisor sign your time sheet authorizing your lateness. Employees will not be paid for any time they miss because of lateness. Excessive tardiness may result in disciplinary action and may be subject to termination at the sole discretion of Kelly Generator & Equipment, Inc.

OVERTIME

Federal and state laws require payment of overtime for certain employment classifications. A "non-exempt" employee (one who is paid by the hour) is subject to the provisions of these laws. An "exempt" employee (one who is "paid" a specific annual wage and meets other legal tests not requiring payment of overtime) is not subject to these provisions.

Overtime must be explicitly pre-approved by the company or an appropriately designated task manager to be counted as such. Therefore, if you feel your workload is likely to lead to overtime, request approval from the appropriate person.

Office/Inside Staff:

Overtime, paid at 1.5 times the hourly rate, will be paid in accordance with legal requirements for hours worked in a regular work week in excess of 40 hours.

Paid time off and/or holiday time are not considered worked hours.

Technicians:

Overtime, paid at 1.5 times the hourly rate, will be paid for any hours worked beyond an eight-hour day.

Double-time, paid at 2 times the hourly rate, will be paid for any hours worked on a Sunday, or on a paid company holiday in addition to holiday pay. See "Holidays" for the list of approved days.

Part-time Employees/Shop Mechanics/CDL Drivers:

Overtime paid only after 40 hours per week and not after an 8-hour day.

WORKING FROM HOME

Each employee is important to the overall success of our operation. When you are not here, someone else may need to do your job. Working from home is not permitted unless permission is provided from their direct supervisor, which must be approved in advance with the following criteria:

- Must be able to demonstrate that the work can be measured
- Must have the facilities and equipment in place at home to qualify
- Must be available by phone and email during the work hours

****Full time office employees that work from home for their convenience, will be allowed to accrue paid time off per the company's policy, but will not be entitled to holiday pay.

PAID TIME OFF (PTO)

Paid leave is structured on an accrual basis. The amount of leave accrued each week is based on length of service and administered over a calendar year. If an employee qualifies for PTO, the amount is specified below:

Years of Service	Annual PTO	Weekly Accrued Amount
<5	13 days	2.00 hours
5 to 9	15 days	2.31 hours
10 to 14	18 days	2.77 hours
15+	20 days	3.08 hours

- Each employee can carryover up to 64 hours of accrued PTO from one calendar year to the next calendar year.
- New employees can take up to their accrued amount of PTO during the first six months of their employment. After the first six months of employment, they may take the remainder of their PTO allotted for the calendar year, even if it has not been earned.
- Employees are only able to use PTO earned or that can be accrued during the current calendar year. No leave can be used based on future years' service.
- Additionally, if the employee's final paycheck cannot cover the outstanding non-accrued PTO, then the employee must reimburse the company in full for the cost of non-accrued used PTO.
- PTO is not transferable between employees and is not accrued during leaves of absence.
- Kelly Generator & Equipment, Inc. expects its employees to take their allotted leave each year. Studies show that employees who take their PTO each year are more creative and more productive on the job.

- This policy applies to all employees on an equal basis. However, please note that exceptions to this policy can be granted if operating conditions or personal situations permit, as determined by the President of Kelly Generator & Equipment, Inc.

UNPAID TIME OFF

Earned paid time off must be used first. Employees shall only be entitled to five (5) days of unpaid leave in any calendar year. Unused unpaid leave cannot be carried over to any subsequent calendar year. Employees that take more than five (5) days of unpaid leave in any calendar year shall be subject to termination at the sole discretion of Kelly Generator & Equipment, Inc.

INCLEMENT WEATHER POLICY

As we are an emergency response company you are expected to report to work during inclement weather conditions. If you are unable to come into work, you are to contact your immediate supervisor as soon as possible. Available leave will be used in such situations.

MATERNITY

Employees are entitled to maternity leave as provided in the Family Medical Leave Act. If enrolled in health benefits, the employee will need to make arrangements for payment of their portion of premiums during their absence.

BEREVEMENT

All employees are eligible for up to three working days leave with pay to attend the funeral of a member of the immediate family.

The following lists of relationships are considered immediate family: Husband, wife, son, daughter, father, mother, brother, sister.

HOLIDAYS

Kelly Generator & Equipment, Inc. offers full-time employees (except those who work from home for their convenience) 8 paid holidays a year, as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day

- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day

For holidays that fall on the weekend, the federal government schedule will be followed. Holidays will not be paid to any employee who is on an unpaid leave of absence.

JURY DUTY

You must provide acceptable evidence of attendance at jury duty from the court to be paid for the day. If you are dismissed from jury duty prior to 2:00 p.m. you should report to work. Jury duty allowance is limited to 2 days.

If you must appear in court on a personal matter, you may take this as a PTO day, or as an unpaid personal day, subject to your supervisor's approval.

MILITARY LEAVE

You must provide your supervisor with advanced notice of upcoming military service. You will not be paid for military leave. However, you may use any available accrued paid time off. Your benefits such as PTO, sick leave, or holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again.

PERSONAL DATA CHANGES

It is important to keep KGE informed on any changes to your mailing address, telephone numbers, marital status, dependents information, educational accomplishments, and other possibly related information as soon as possible.

PAYROLL PROCEDURE

Employees are paid weekly by direct deposit only. It is the policy of KGE not to provide pay advances. Time sheets, as described in the next section, are required from each employee to be paid.

TIME SHEETS

Time sheets for the previous week's work must be submitted on a weekly basis, with a deadline of Tuesday morning at 9:00 a.m. for all employees. Time sheets should be submitted to your supervisor for approval. To ensure accuracy, fill them out as you go rather than waiting until the end of the week.

When completing your timesheet, if you are out sick and take PTO you are instructed to note your timesheet accordingly and extend the 8 hours in the totals section. By indicating the 8 hours you are opting to utilize your available earned PTO, as in any paid Holiday. If you intend to utilize 1 of your 5 allowable non-paid days off you will indicate "Personal Day", "Out Sick" etc. but leave the hours and total hours blank for that day or enter 0:00. See Time Sheet Sample below.

TIME SHEET SAMPLES

Time Sheet

Name:	Sample	Pay Date:				03/12/21
						Total Hours
Day	Date	Arrival Time	Lunch Out	Lunch In	Departure Out	
Tuesday	3/2/2021	8:00	12:00	12:30	16:30	8:00
Wednesday	3/3/2021	8:00	12:00	12:30	16:30	8:00
Thursday	3/4/2021		Out	Sick		
Friday	3/5/2021	8:00	12:00	12:30	16:30	8:00
Saturday	3/6/2021					
Sunday	3/7/2021					
Monday	3/8/2021	8:00	12:00	12:30	16:30	8:00
Total Hours						40:00

8 hours PTO

Indicate the day you are out and that you are opting to utilize your available earned PTO by entering "8 hours PTO".

Time Sheet

Name: Sample **Pay Date:** 03/12/21

Arrival Day	Date	Time	unch Out	Lunch In	Departure Out	Total Hours
Tuesday	3/2/2021	8:00	12:00	12:30	16:30	8:00
Wednesday	3/3/2021	8:00	12:00	12:30	16:30	8:00
Thursday	3/4/2021		Out	Sick		
Friday	3/5/2021	8:00	12:00	12:30	16:30	8:00
Saturday	3/6/2021					
Sunday	3/7/2021					
Monday	3/8/2021	8:00	12:00	12:30	16:30	8:00
Total Hours						32:00

Unpaid day

If you elect to use 1 of your 5 allowable days off without pay, indicate 0 hours work and enter "Unpaid Day" next to Total Hours.

COACHING PLAN (EMPLOYEE DEVELOPMENT)

Kelly Generator & Equipment, Inc. provides an annual review and coaching process which will be completed between the employee and the direct manager. The coaching form can be found on the shared drive.

BENEFITS

Kelly Generator & Equipment, Inc. provides options for a variety of coverage's including health, dental, life, short- and long-term disability, and participation in 401k profit sharing.

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), a qualified employee who terminates employment (for reasons other than gross misconduct on the employee's part) may temporarily continue group health and dental coverage for him/herself, his/her spouse, and any covered dependent children at the full premium rate plus administrative fees. That eligibility normally extends for a period of eighteen (18) months from the qualifying date. For more information refer to the "Benefits Program Summary for Employees" provided at the time of hire.

Interns, Temporary/Part-Time Employees are not eligible for benefits or paid holidays.

OUT OF WORK/DISABILITY

In the event you are out of work, employees will be responsible for any monthly benefit premiums due to Kelly Generator & Equipment, Inc. to avoid interruption and/or cancellation of insurance coverages.

STANDARDS AND EXPECTATION FOR THE WORKPLACE

APPEARANCE AND DRESS

To present a business-like, professional image to our customers, fellow employees and the public, all employees are required to wear appropriate clothing on the job.

By necessity, the dress standards for the business office are somewhat different than for project sites.

For the business office – business style dress is appropriate. Employees should be neatly groomed, and clothes should be clean, in good repair, and modest. Leisure clothes such as cut-offs, t-shirts with disrespectful language, blouses that reveal cleavage or midriff, mini-shirts, flip flops, etc. are not acceptable attire for the business office at any time. Beach footwear is not allowed, and athletic shoes should only be worn on Fridays.

Every Friday is considered Casual Friday in which the business dress can be more casual – blue jeans are appropriate as casual wear.

For the project sites/jobs – employees are encouraged to wear a shirt bearing the company logo, however it is not required. Employees should be sensitive to the location and context of their work and dress in a safe and appropriate manner. Employees should wear clothing that protects their safety (e.g., protective shoes, 100% cotton shirts).

At the time of hire, technicians will receive uniforms and a hat. Laundering services are available, and hats are replaced during yearly coaching. Office staff will receive one short sleeve polo shirt and one long sleeve oxford shirt.

BUSINESS ETHICS AND CONFLICTS OF INTEREST

Kelly Generator & Equipment, Inc. employees are always expected to maintain the highest levels of ethical business practices.

Lying, misleading, or providing untrue information to customers, vendors, supervisors, or coworkers will not be tolerated and may be subject to disciplinary action up to and including termination of employment.

In addition, stealing or misappropriation of company or customer property, including files or information, whether in hard copy or electronic form, will not be tolerated and may be subject to disciplinary action up to and including termination of employment.

All data, forms, manuals, and other records and written material prepared or compiled by the EMPLOYEE or furnished to the EMPLOYEE while in the employ for KGE shall be the sole and exclusive property of KGE.

Kelly Generator & Equipment, Inc. employees are not to accept gifts, compensation, charitable donations, or any other type of enumeration from customers, competitors, or vendors in exchange for information or actions that are in any way detrimental to the best interests of Kelly Generator & Equipment, Inc.

OUTSIDE EMPLOYMENT

You may hold an outside job if you can satisfactorily perform your KGE job and the job does not interfere with our scheduling demand. We hold all employees to the same performance standards and scheduling expectations regardless of if they have other jobs.

COMPANY FILES

All files and data bases, paper or electronic, are the property of Kelly Generator & Equipment, Inc. and must be held as confidential.

COMPANY MAIL

Your personal mail should not be sent to the office address. You should not use the company's postage meter for your personal mail. In addition, do not use company letterhead for anything other than company business.

COMPANY NAME AND LOGO

All outgoing correspondence should contain our current company logo and address. Basic forms for use can be found on the shared drive or provided by the Office Manager.

COMPANY PROPERTY

You should be aware that all Kelly Generator & Equipment, Inc. business space, to include, but not limited to office, warehouses and company vehicles are considered the property of Kelly Generator & Equipment, Inc.

Kelly Generator & Equipment, Inc. reserves the right to inspect, modify, or use any of these spaces as it sees fit. You should not assume any right to privacy with respect to the items of a personal nature stored on the premises or within company furniture or equipment which includes company vehicles and devices. We recommend you keep your personal items at home particularly if they are of a sensitive nature that you do not want other employees examining.

In addition, Kelly Generator & Equipment, Inc. reserves the right to inspect desks, lockers, computers, voice mail, email, company cell phones, media storage devices, or any other company furniture or equipment. No company equipment is allowed to be “locked” with personal passcodes such as cell phone screens, computers or locked with iCloud. /iTunes accounts.

COMPANY VEHICLE USAGE

Company vehicles are for the sole use of company business and not to be used for personal reasons. Smoking/vaping and chewing tobacco are not allowed in company vehicles.

CONFIDENTIALITY

As an employee of Kelly Generator & Equipment, Inc., you may be entrusted with information that is proprietary or confidential to the business of Kelly Generator & Equipment, Inc. Such information is to be safeguarded and not disclosed to anyone outside the business of Kelly Generator & Equipment, Inc. You may not remove any files, resumes, customer names, contracts, fee lists, policies, or manuals regarding methods of operation or procedures from your work location. Information containing pricing data, or other such confidential material is not to be posted in visible areas such as bulletin boards.

CUSTOMER INFORMATION

During the normal course of business, it is reasonable to believe that Kelly Generator & Equipment, Inc. employees will come into possession of a substantial amount of information about our customers.

This information is considered a valuable company asset and is therefore considered proprietary and company confidential.

In addition, this information may be properly leveraged in a business manner to keep our customers well informed and to market our company’s products and services. Therefore, it is imperative that this information is captured accurately and consistently.

EMAIL COMMUNICATION

This policy covers appropriate use of any email sent from a Kelly Generator & Equipment, Inc. email address and applies to all employees, vendors, and agents operating on behalf of Kelly Generator & Equipment, Inc. The email systems shall not be used for the creation or distribution of any disruptive or offensive messages, including, but not limited to, offensive comments about race, gender, disabilities, sexual orientation, pornography, religious beliefs, and political beliefs of national origin.

Employees who received any emails with this content from any Kelly Generator & Equipment, Inc. employee should report the matter to their supervisor immediately.

Email communication is for company business only. Group emails by use of sending mail to "Kelly Generator & Equipment, Inc." is reserved for senior management or someone they designate. Be aware that company email may be reviewed by management so you should not have an expectation of privacy with respect to such communication.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

EXPENSES

Kelly Generator & Equipment, Inc. will reimburse its employees for valid expenses incurred and paid for by the employee for business-related purposes. Prior approval by the employee's supervisor is required, and all expenses must be fully documented on an expense report and substantiated by appropriate receipts. Report only the expenses that were incurred by you.

"Mileage" will be reimbursed at a per mile rate determined by management. All salespeople must turn in a mileage reimbursement form along with the Weekly Expense Submittal. It is important to keep receipts for all your expenses. Attach receipts and note any for which receipts are not available (lost or not issued). For Outside Sales Representatives, if your day does not begin and end at the office of Kelly Generator & Equipment, Inc. a deduction of 25 miles each way will be deducted daily.

A meal reimbursement will be provided according to GSA schedule for lodging and meals for new equipment salespersons, sales engineers, rental and service sales personnel, and technicians traveling on company business. This reimbursement will not cover any alcohol charges. An itemized receipt must accompany the expense reimbursement form for the reimbursement to be authorized. Credit card receipts will not be accepted if it only shows the total.

FRATERNIZATION

Romantic relationships between a supervisor/manager and a subordinate are not acceptable. Such a relationship may result in the discipline of the senior member, up to and including dismissal.

INTERNET USAGE

Internet usage is for company business only. The following searches are in violation and not allowable, including but not limited to:

- Unauthorized access to for-pay sites

- Improper use of trademark/copyright materials
- Excessive web surfing
- Downloads of software and other materials from web sites
- Explicit, pornographic, racially, or culturally offensive, or other material deemed by management to be offensive.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

PERSONAL BUSINESS

The company expects the full attention of its employees while they are working. Although you may occasionally have to take care of personal matters during the workday, employees are encouraged to conduct such personal business either before or after the workday or during lunch time.

SAFETY AND SECURITY

Kelly Generator & Equipment, Inc. believes in maintaining safe and healthy working conditions for our employees. To achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established a Safety Plan of policies and procedures that allows us to provide safe and healthy working conditions. We expect each employee to act safely and report unsafe conditions to his or her supervisor in a timely manner. Any injury occurring on the job needs to be reported to your supervisor immediately.

Warehouse Safety – In additions to the policy outlined in the Safety Plan, the following will apply:

Any work performed in the warehouse, whether any other Kelly Generator & Equipment, Inc. personnel are present on site or not, will be done with the fans on, regardless of weather conditions. Garage doors shall also be opened to about 24 inches as well to help circulate fresh air into the warehouse. This is for the safety and health for those working on the generator/light tower/truck where carbon monoxide may be present as a result of running any engine.

In connection with this Manual, you have been issued the Kelly Generator & Equipment, Inc. Safety Program Employee Handbook. You should adhere to each one of the policies set forth in that document to ensure maximum safety on the job.

- Security – Our office is equipped with a security system. The doors are locked between the hours of 4:30pm – 7am. If entry into the building is needed outside of those hours, it should be for business purpose only.

- Security Gate – The security gate around the yard should remain closed during the day.

SUBSTANCE ABUSE

As part of a general policy of promoting a healthy and congenial working environment, it is Kelly Generator & Equipment, Inc. 's policy to discourage alcohol abuse and to maintain a drug-free workplace. As part of this policy, no employee shall manufacture, distribute, dispense, possess, use, or be under the influence of an illegal drug or substance on Kelly Generator & Equipment, Inc. 's premises or in any other location in connection with Kelly Generator & Equipment, Inc. 's businesses, except in connection with the reasonable use of alcoholic beverages at or in conjunction with Kelly Generator & Equipment, Inc. sponsored activities. The use of alcoholic beverages during work hours on Kelly Generator & Equipment, Inc. 's premises is also prohibited.

Prior to employment, each potential employee must undergo a drug test. The company may also require employees to take random drug tests during their employment with the company. A positive result on any such drug test is grounds for immediate termination.

DANGERS OF ALCOHOL AND DRUG ABUSE

Clearly, there are significant dangers that accompany alcohol and drug abuse. Individuals who abuse alcohol and/or drugs subject themselves to the following serious risks:

- Alcohol abuse and drug use decrease an employee's productivity and leads to inferior work product and excessive absenteeism.
- Employees using alcohol and / or drugs risk arrest, conviction, and imprisonment.
- Alcohol abuse and/or drug use, on or off duty, impair judgment and motor functioning and may lead to accidents and/or injury.

Specific DOT requirements are needed for CLD drivers as it relates to Drug and Alcohol requirements including a Kelly Generator & Equipment, Inc. Pre-Employment Drug Screening Consent Form that will require your signature. Please refer to the Employee Briefing Booklet provided prior to employment.

TELEPHONE USAGE

- Office telephone should be used for company business only.
- Employee's personal cell phones should be kept on silent or vibrate mode during business hours. Employees should limit the use of personal cell phones during business hours to urgent matters only.

Employees who violate this section shall be subject to disciplinary action up to and including termination at the sole discretion of Kelly Generator & Equipment, Inc.

TERMINATION OF EMPLOYMENT

Since employment with Kelly Generator & Equipment, Inc. is based on mutual consent, both you and Kelly Generator & Equipment, Inc. have the right to terminate employment at will, with or without cause, at any time. You will receive your final pay, and any amount you may be due for accrued but unused PTO, in accordance with applicable state law.

At the time of your termination, you will be debriefed. All property including, but not limited to, keys key cards, cell phones, computers and files, hard copy and electronic, must be returned. Any outstanding debts to the company must be paid prior to the release of the final paycheck.

If, after your termination you need to return to Kelly Generator & Equipment, Inc., please check in with the receptionist to be escorted to the appropriate area. An exit interview may be conducted for company informational purposes.

If you terminate employment voluntarily, we encourage you to provide, as a professional courtesy, two weeks written notice of resignation.

TRAINING

Employees that receive training and decide to terminate employment with Kelly Generator & Equipment, Inc. shall be responsible for reimbursement of all expenses from one (1) calendar year from the time of the last training received. If necessary, Kelly Generator & Equipment, Inc. will deduct training expenses from employee's final paycheck.