

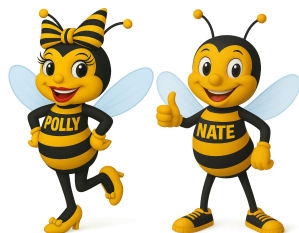


Home of the "No Stinger" Promise 

Honey's Air & Solar

heating • air conditioning • solar

THE HIVE'S PLAYBOOK



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Welcome to Honey’s Air & Solar

1.1 Introductory Statement

Welcome to Honey's Air & Solar ("the Company"). We're genuinely glad you're here. From the beginning, our company has been built on the belief that great work comes from great people working together with purpose, pride, and heart. As you join our team, we want you to feel supported, valued, and connected-not just as an employee, but as part of a community of individuals who care deeply about their work and the people around them.

At Honey's Air & Solar, we focus on delivering exceptional comfort and energy solutions to our clients, and we believe that starts with creating a positive environment for our employees. You bring unique strengths, experience, and ideas that strengthen our team, and your contributions matter. Our commitment is to provide you with the tools, training, and opportunities to grow and succeed, and to maintain a workplace rooted in integrity, respect, teamwork, and open communication.

We encourage you to share your thoughts, ask questions, and speak up with any ideas or concerns. Great companies grow through collaboration, and your voice is essential. We are here to support you.

This handbook is designed to help you understand how we work together-our expectations, our values, and the policies that guide our workplace. Please take the time to review it and use it as a resource throughout your employment. If anything is unclear or you need more information, your manager or human resources is always available to help.

Welcome to the team-we're excited to have you with us and look forward to our shared success.

1.2 “How We Got Here”

On the heels of the Second World War, Jack Lavine opened Lavine & Co., a heating company in Oakland, California, with a passion for serving his community. Just a few years later, in the small town of Bessemer, Robert (Bob) Broman opened Blue Flame Heating with the same passion driving him. He began helping his neighbors survive the bitter cold of Michigan’s Upper Peninsula.

While Bob continued as the owner-operator of Blue Flame Heating until his retirement in 2005, Jack partnered with a gentleman named Norm to help grow the business. Lavine & Co. grew, but slower than they wanted, so they brought in some “fresh blood”, Norm’s son Dale, to accelerate growth.

With Lavine & Co. growing into a leader in the Oakland heating market, Dale quickly realized he needed more help. In 1998, he brought on his niece, Jacque Santos. Jacque and Dale led Lavine’s for over a decade of prosperity, until 2009, when they opted for a better lifestyle in the Central Valley.

In 2009, Honeys Air, Inc. was born. Jacque and Dale opened Honey’s Air with the same goals as Bob Broman and Jack Lavine: to serve their community and neighbors. Armed with their desire to serve and the best co-workers in the Central Valley, Honey’s Air quickly grew into a market leader.

In 2014, Ray Broman bought Dale’s portion of Honey’s Air and took on the role of General Manager. Because our clients were clamoring for a local, reliable solar company, one of Ray’s first actions was to rename the company Honey’s Air & Solar. Using the tools Ray had acquired in his 15 years in the HVAC industry, and the absolute best co-workers, Ray and Jacque grew Honey’s Air & Solar into the premier home services provider in the Central Valley.

Today, Honey’s Air & Solar continues to grow as a team of dedicated professionals, including members of the founding families, all committed to carrying forward the values the company was built on and to upholding our “No Stinger Promise”, our unique offer to the market.

We continue to execute on our mission- To provide an unparalleled client experience while speaking about, selling, servicing, or installing the highest quality products our industries have to offer so that: TEAMMATES are proud, CLIENTS recommend us to family and friends, and VENDORS aggressively pursue our business, while producing long-term prosperity and sustainability.

1.3 Mission:

To provide an unparalleled client experience while speaking about, selling, servicing, or installing the highest quality products our industries have to offer so that: TEAMMATES are proud, CLIENTS recommend us to family and friends, and VENDORS aggressively pursue our business, while producing long-term prosperity and sustainability. All members of the hive live up to our Core Values and the No Stinger Promise.

Vision:

We are proud to be the go-to providers of comfort and energy solutions in our service area.

Core Values:

Integrity - We operate in an honest, trustworthy, and ethical manner. We use good judgment and hold ourselves accountable to always do the right thing, even when no one is watching. What is right is not always what is easy.

Respect - We honor the dignity of our team members, clients, company, competition, and community. We treat others as they wish to be treated. We are empathetic and listen to hear, understand, and believe the feedback shared. We are generous with one another, with our time, with our knowledge, and with our craft.

Loyalty - Our most important clients work shoulder to shoulder with us. We know that if we take care of each other like family, our external clients will always be well cared for. We are grateful that we have the opportunity to choose our Ohana and stand in full appreciation of them always.

Transparency – We are proactively open and honest. We provide complete visibility into the successes and sometimes failures of our business as we grow. Building trust builds a better company.

Tenacious – Play fair, play hard, play to win, with equal parts humility and ambition. We believe that it is better to act quickly and make mistakes than to act slowly and miss opportunities.

1.4 No Stinger Promise

Our business is a reflection of the people we serve. We set out to do things differently. We looked outside our industry for inspiration, to companies that offer not only exceptional customer service, but an excellent overall consumer experience. We found that building our business around our customers' needs is the best way to succeed. That is why we have adopted and embraced the "No Stinger" promise.

No Stinger Price – The Price You Agree to is The Price You Will Pay

You won't get stung by a "bait and switch". Once you agree to the price of a repair or installation, that's the price you will pay, no more. We won't get started on your job, then come back to you with change orders or additional findings. And of course, we will never perform any work at your home without getting your approval first.

No Stinger Satisfaction – Every System Comes With a 100% Satisfaction Guarantee

You won't get stung by a heating & cooling system or solar array that you are not happy with. You will be pleased with our work, or we will do whatever it takes to make it right. Take it for a 2-year test drive. If you are not completely satisfied, we will remove the system and refund your money. (Honey's must have the opportunity to satisfy you, and/or repair the system).

No Stinger Comfort – We Have Over 90 Team Members Ready to Serve You

You won't get stung by a system that doesn't work at night, on weekends, or on holidays because our team is ready to serve you.

No Stinger People – Our Team Members Adhere to a Strict Home Conduct Policy

You won't get stung by sketchy characters in your home because all of our team members are background-checked, drug-tested, and conduct themselves professionally. They are offered a full range of benefits to keep them and their families healthy and happy.

No Stinger Clean – We Will Leave Your Home as Clean as When We Arrived

We will clean and vacuum all areas we work in before we leave your home.

No Stinger Peace of Mind – Honey's Will Manage All of Your Paperwork

We will manage, obtain, and coordinate all necessary city permits, inspections, duct testing/sealing, Title 24 compliance, promotions, and rebates that you qualify for.

No Stinger Equipment – Only the Best Manufacturers in Our Industry

You won't get stung by second-rate equipment – if we can't stand behind it, we won't sell it. You won't get stung by a "lemon". If, within the first year of your purchase, you call Honey's for multiple repairs on your equipment, we will replace the unit at no charge to you. All Honey's systems have at least a 10 Year parts warranty.

No Stinger Craftsmanship – Our Team Members Do Things Correctly

You won't get stung by sub-par work; we are trained to do things correctly before we ever get to your home. We won't "practice" at your house.

The "No Stinger" Promise is more than a guarantee; it is a promise from our family to yours to take care of your home and family as if they were our own!

Quick Guides for Employees

2.1 Field Employee Quick Guide

Key Workplace Expectations for Field Employees

Customer Homes

- Be respectful of customers, their property, and their privacy.
 - Never smoke, vape, or use chewing tobacco on customer property.
 - Do not open cabinets, drawers, or refrigerators unless required for the job.
 - If a customer makes you uncomfortable, contact your manager immediately.
-

Safety

- Follow all safety procedures and PPE requirements.
 - Report injuries immediately.
 - Follow heat illness prevention rules when working outdoors.
-

Vehicles

- Only authorized employees may drive company vehicles.
 - Seat belts must always be worn.
 - Cell phone use while driving is prohibited unless using hands-free devices.
-

Company Property

- Company tools and equipment must be maintained and used only for company business.
 - Tools must be returned upon separation unless otherwise noted at issuance.
-

Professional Conduct

- Treat coworkers, customers, and vendors with respect.
 - Never argue with customers.
 - Immediately report any damage to customer property.
-

Timekeeping

- All times must be recorded accurately.
- Working “off the clock” is strictly prohibited.

2.2 Where To Report Concerns (Quick Guide)

Honey's Air & Solar is committed to a safe, respectful, and compliant workplace. If you have a concern, report it as soon as possible. Employees may report concerns without fear of retaliation.

Emergency/Immediate Danger

If someone is in immediate danger or a serious emergency is happening:

- Call 911 immediately.
 - Then notify your supervisor/management/human resources as soon as it is safe.
-

Harassment, Discrimination, Retaliation, Bullying, or Unprofessional Conduct

You may report to any of the following (you may bypass your Supervisor):

- Your Supervisor
- President or Vice President
- Human Resources
- Complaint Hotline (800) 884-1684

Written complaints are helpful but not required.

Workplace Violence, Threats, Weapons, or Safety Threats

Report immediately using any of the following:

- Report directly to your immediate Supervisor (or next level of management)
- Report to human resources/president/vice president
- Submit the Workplace Violence Reporting Form
- Anonymous report by written notice or email: mail@honeysair.net

Honey's Air & Solar will not retaliate against anyone for reporting concerns about workplace violence.

Safety Hazards, Near-Misses, Injuries, Illness, or Unsafe Work Practices

Report as soon as possible to:

- Your Supervisor
 - Human Resources
-

Pay, Timekeeping, Scheduling, or Working Conditions Concerns

Use the Open-door Policy:

- Start with your immediate supervisor
 - If you are not comfortable speaking with your supervisor, report to the president, vice president, or human resources
 - If the issue persists, human resources will investigate and provide a solution or explanation
-

Accommodation Requests (Disability or Religious)

To request a reasonable accommodation, contact:

- Human Resources
-

Questions, Suggestions, or General Concerns

Honey's Air & Solar welcomes employee questions, concerns, and suggestions for improvement. Employees may raise concerns under the *Open Communication Policy* at any time, or via the suggestion box outside the training room.

What to Include in a Report (When Possible)

To help the Company respond quickly, please include:

- Who was involved
 - What happened (facts)
 - Date/time/location
 - Names of witnesses
 - Any screenshots, texts, emails, photos, etc.
-

Anti-Retaliation Reminder

Honey's Air & Solar will not retaliate against employees for reporting concerns or participating in an investigation.

Equal Opportunity & Workplace Rights

3.1 Equal Employment Opportunity

Honey's Air & Solar is an equal opportunity employer. The company is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race;
- Religion (including religious dress and grooming practices);
- Color;
- Sex/gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sex stereotype, gender identity, gender expression, transgender status, non-binary status, and sexual orientation;
- National origin;
- Ancestry;
- Physical or mental disability;
- Medical condition;
- Genetic information (including genetic tests and family medical history)
- Marital status/registered domestic partner status;
- Age (40 and over);
- Reproductive health decision-making;
- Military or veteran status;
- Use of cannabis/marijuana off the job and away from the workplace; and
- Hair texture and protective hairstyles (including braids, locs, and twists)
- Any other basis protected by federal, state, or local law, ordinance, or regulation.

The company also prohibits discrimination, harassment, and retaliation based on the perception that an individual has any of these characteristics or is associated with a person who has or is perceived as having such characteristics.

In addition, the company prohibits retaliation against individuals who raise complaints or participate in investigations involving discrimination, harassment, or other prohibited conduct.

3.2 Equal Employment Compliance with Laws

Honey's Air & Solar complies with all applicable federal and state equal employment opportunity laws and regulations, including but not limited to the following:

Americans with Disabilities Act (ADA) and ADA Amendments Act (ADAAA)

The company will not discriminate against qualified individuals with disabilities and will provide reasonable accommodations to enable them to perform the essential functions of their jobs, unless doing so would create an undue hardship.

Medical Examinations and Inquiries

The company complies with applicable laws regarding medical examinations and disability-related inquiries:

- Before making a conditional offer of employment, the company will not require medical examinations or make disability-related inquiries.
- After a conditional offer of employment is made, the company may require medical examinations or make disability-related inquiries, provided that such requirements are applied consistently to all individuals in the same job category.
- During employment, the company will only require medical examinations or make disability-related inquiries when they are job-related and consistent with business necessity, or as otherwise permitted by law.

California Disability Accommodation Law (FEHA)

The company complies with the California Fair Employment and Housing Act (FEHA), which provides protections against discrimination, harassment, and retaliation, and may provide broader protections than federal law.

Under California law, the definition of disability is broader than under federal law and includes physical or mental conditions that limit a major life activity, even if the condition does not rise to the level of a disability under the ADA.

The company will comply with all applicable state law requirements regarding disability protections and reasonable accommodation, including engaging in a timely, good-faith interactive process.

Age Discrimination in Employment Act (ADEA)

The company complies with the Age Discrimination in Employment Act (ADEA), which prohibits discrimination against individuals who are age 40 or older.

The company does not impose mandatory retirement based on age, except where permitted by law.

Genetic Information Nondiscrimination Act (GINA)

The company complies with GINA and will not request, require, or use genetic information for employment decisions, except as permitted by law.

Managers and human resources personnel are prohibited from requesting, requiring, or purchasing genetic information about applicants or employees, except as specifically allowed by law.

3.3 Harassment, Discrimination, and Retaliation Prevention

Harassment Prevention

This policy applies to all persons involved in company operations, including supervisors, managers, coworkers, vendors, customers, independent contractors, interns, and any other third parties.

Prohibited conduct includes, but is not limited to:

- Verbal conduct such as slurs, jokes, or derogatory comments
- Visual displays such as offensive posters, images, or gestures
- Physical conduct, including assault, blocking movement, or unwanted touching
- Sexual advances, requests for favors, or conditioning employment on such conduct
- Retaliation for reporting prohibited conduct
- Inappropriate conduct via electronic communications or social media

Harassment does not need to be motivated by sexual desire to violate this policy.

Sexual Harassment Prevention Training

In accordance with California law, the company provides sexual harassment prevention training:

- At least every two (2) years
- To all supervisory (two (2) hours) and non-supervisory employees (one (1) hour)
- Within six (6) months of hire or promotion

Training includes, but is not limited to:

- Harassment, discrimination, and retaliation prevention
- The Company's complaint and reporting procedures
- Bystander intervention strategies
- Prevention of abusive conduct (bullying)
- Practical examples of prohibited conduct

The company maintains records of such training, including employee participation and completion, in accordance with applicable legal requirements.

Non-Discrimination

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited.

Employees will not be retaliated against for inquiring about or discussing wages.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

The company will engage in a timely, good-faith interactive process with employees requesting accommodation.

Medical information obtained in connection with accommodation requests will be kept confidential and maintained in separate medical files, with access limited to those with a legitimate business need.

The company will not retaliate against employees for requesting a reasonable accommodation.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to your supervisor, or to the president, the vice president, human resources, a designated ombudsperson, as soon as possible after the incident. You can bring your complaint to any of these individuals. Also available is a Complaint hotline at (800) 884-1684. If you need assistance with your complaint or prefer to file one in person, contact human resources. Please provide all known details of the incident or incidents, names of individuals involved, and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

The company encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct immediately so that complaints can be resolved quickly and fairly.

You should also be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited

harassment, discrimination, and retaliation in employment. If you think you've been harassed, discriminated against, or retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at calcivilrights.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to the company's human resources department so the company can attempt to resolve them.

When the company receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation in accordance with all legal requirements. The company will reach reasonable conclusions based on the evidence collected.

The company will maintain confidentiality to the extent possible, but we cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require disclosing information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;
- Documented and tracked for reasonable progress;
- Given appropriate options for remedial action and resolution, and
- Closed in a timely manner.

If the company determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The company will also take appropriate action to deter future misconduct.

Any employee determined by the company to have engaged in harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

HR Managers, other human resource employees, and any adult employees with direct contact and supervision of minor employees in the workplace are mandated reporters who are trained in child abuse and neglect identification.

External Complaint Rights

Employees have the right to file complaints with government agencies, including:

- California Civil Rights Department (CRD)- calcivilrights.ca.gov
- U.S. Equal Employment Opportunity Commission (EEOC)- www.eeoc.gov

In California, employees generally have up to three (3) years to file a complaint with the CRD and 300 days to file with the EEOC, although deadlines may vary.

Employees may file complaints with these agencies at any time.

3.4 Anti-Retaliation

Honey's Air & Solar strictly prohibits retaliation against any employee who engages in protected activity.

Protected activity includes, but is not limited to:

- Reporting discrimination, harassment, or workplace misconduct
- Filing a complaint internally or with a government agency (e.g., EEOC, CRD, OSHA)
- Participating in an investigation
- Reporting workplace safety concerns or injuries
- Requesting or taking protected leave (e.g., FMLA, CFRA, sick leave)
- Discussing wages, hours, or working conditions
- Reporting suspected violations of law (whistleblowing)
- Refusing to participate in unlawful activity

Retaliation includes any adverse action, such as:

- Termination, demotion, or discipline
- Reduction in hours or pay
- Threats, intimidation, or harassment
- Negative evaluations or job assignments
- Any conduct that would discourage a reasonable employee from engaging in protected activity

Employees who believe they have experienced retaliation should report it immediately to:

- A supervisor or manager
- Human Resources
- Any available reporting channel

All complaints will be promptly investigated. Employees who engage in retaliation will be subject to disciplinary action, up to and including termination.

3.5 Diversity, Equity, and Inclusion

The Company is committed to fostering a diverse workforce and maintaining a workplace that is equitable, inclusive, and safe for all employees. From recruiting practices to pay and benefits, promotions, and all other aspects of employment with us, an environment of equity is of the utmost importance.

We recognize that you, our employees, comprise a wide range of backgrounds and characteristics. Whether it's race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation, or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you a valuable asset to the Company.

The Company is committed to ensuring access, opportunity, and advancement for all individuals. We are always looking for ways to cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to create opportunities for growth and development.

It is our intention that all our employees, regardless of background or characteristics, are always treated with respect and dignity. Likewise, we expect that, as our employees, you treat your coworkers, supervisors, and other team members with the same dignity and respect at all times.

Disrespect, inappropriate behavior, or conduct toward others will not be tolerated and may result in disciplinary action, up to and including termination.

If you feel you have been mistreated, harassed, discriminated against, or retaliated against in violation of the Company's *Harassment, Discrimination and Retaliation Prevention policy*, please contact your supervisor or human resources.

3.6 Workplace Violence

Honey's Air & Solar is committed to maintaining a safe and secure work environment for all employees. The company has zero tolerance for workplace violence.

Acts of threats of workplace violence by employees, managers, customers, vendors, contractors, visitors, or any other third parties are strictly prohibited at any company worksite, customer locations, company vehicle, or company-sponsored event.

Without exception, acts or threats of violence are not permitted. All such acts and threats, including those made in apparent jest, will be taken seriously and may result in disciplinary action, up to and including termination of employment, and may involve law enforcement where appropriate.

Prohibited Conduct

For purposes of this policy, and consistent with California law, workplace violence means any act of violence or threat of violence that occurs in a place of employment.

This includes, but is not limited to, the following:

- The threat of use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, *regardless* of whether an injury occurs.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether an injury occurs.

Threat of violence means any verbal or written statement, including texts, electronic messages, social media messages, online posts, or any behavioral or physical conduct that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or place someone in fear of physical harm, and that serves no legitimate purpose.

Conduct that may constitute workplace violence includes, but not limited to:

- Making threatening remarks (written or verbal).
- Aggressive or hostile acts toward others that serve no legitimate purpose, such as shouting, using profanity, throwing objects at another person, fighting or intentionally damaging a coworker's property.
- Bullying, intimidating, or harassing another person, such as making obscene phone calls, or using threatening body language or gestures, such as standing close to someone or shaking your fist at them.
- Behavior that causes another person emotional distress or creates a reasonable fear of injury, such as stalking.
- Assault or physical aggression.

Workplace violence may arise from a variety of sources, including criminal activity, customers or clients, current or former employees, or individuals who have a personal relationship with an employee.

Weapons in the Workplace

Employees are prohibited from possessing any non-work-related weapons on company premises, at company jobsites, in company vehicles, or at company-sponsored events.

Prohibited weapons include, but are not limited to:

- Firearms
- Knives
- Explosives
- Any other item with the potential to inflict harm that has no legitimate work-related purpose

Employees Responsibilities

Maintaining a safe workplace is a shared responsibility. All employees are expected to:

- Treat coworkers, customers, and members of the public with respect and professionalism.
- Refrain from engaging in any behavior that could be perceived as threatening, intimidating, or violent.
- Report workplace violence hazards, threats, or incidents in accordance with the reporting procedures below.
- Cooperate fully in any investigations related to workplace violence concerns.
- Follow all workplace safety policies and procedures.

Supervisors and managers who receive reports of workplace violence or observe threatening behavior must promptly report the matter to human resources or executive leadership so that appropriate action can be taken.

Customer and Jobsite Safety

Because many Honeys' Air & Solar employees perform work at customer homes, businesses, and other off-site locations, employees may occasionally encounter members of the public while performing their job duties.

Employees should immediately report any threatening, aggressive, or unsafe behavior from customers, residents, or members of the public encountered while performing work duties.

If an employee believes their safety is at risk at a jobsite, the employee should:

- Leave the area if it is safe to do so.
- Contact their manager or human resources for further instructions.
- Contact emergency services if there is an immediate threat to safety.

The company will take appropriate steps to protect employees, which may include reassignment, discontinuing service at a location, contacting law enforcement, or implementing other safety measures.

Reporting Workplace Violence Concerns and Incidents

Preventing workplace violence requires the participation of all employees. Employees are encouraged and expected to report workplace violence hazards, threats, or incidents as soon as possible.

If you believe there is an immediate threat or emergency, contact 911 or local emergency services immediately before making an internal report.

Employees should report any workplace violence hazard, risk, incident, or concern through any of the following channels:

- Report the information directly to your immediate manager; if not available, report it to the next level of management.
- Report the information to human resources or to the president or vice president.
- Fill out the *Workplace Violence Reporting Form*.
- Call the main office line at (209) 523-2345.
- Submit a written notice or email communication. Reports may be sent to mail@honeysair.net and may be submitted anonymously.

When reporting a workplace violence concern or incident, employees should provide as many details as possible so the company can respond appropriately. Employees may also report workplace safety concerns, including workplace violence, directly to Cal/OSHA or other government agencies.

Investigation and Response

The company will promptly evaluate and correct workplace violence hazards, thoroughly investigate all reports of workplace violence, and take appropriate corrective action. Corrective action may include disciplinary action up to and including termination of employment and, when appropriate, contacting law enforcement or seeking a restraining order.

The company strictly prohibits retaliation against any employee who makes a report in good faith, participates in an investigation, or raises concerns regarding workplace violence.

Employee Support

Honey's Air & Solar provides an Employee Assistance Program (EAP) as a confidential resource to support employees experiencing personal or work-related concerns, including stress, conflict, or issues related to workplace violence.

Employees are encouraged to utilize the EAP for support, guidance, and counseling services. Participation is voluntary and confidential, in accordance with applicable laws.

Employees may contact human resources for additional information about available EAP services.

Workplace Violence Prevention Plan

This policy is part of the company's overall commitment to maintaining a safe work environment. Additional procedures and safety measures are outlined in the company's *Workplace Violence Prevention Plan (WVPP)*. The WVPP is part of the company's *Injury and Illness Prevention Program (IIPP)*.

Training

The company provides workplace violence prevention training:

- At hire or assignment
- Annually thereafter
- When new hazards are identified

Violent Incident Log

The company maintains a violent incident log as required by law. This log is maintained in a manner that protects employee privacy and confidentiality.

Access to WVPP and Reporting Forms

Employees may request access to:

- The WVPP
- Their own workplace violence incident report
- The violent incident log (as permitted by law)

Workplace violence reporting forms referenced above are available through human resources. Any information provided will be appropriately limited or redacted to protect individuals' privacy and the integrity of workplace investigations, in accordance with applicable law. Employees are not entitled to access confidential investigation materials or personnel records.

Non-Retaliation

The company prohibits retaliation in accordance with its Anti-Retaliation policy.

Employment Policies

4.1 At-Will Employment Status

Employment with Honey's Air & Solar is at-will. This means that the employment relationship may be ended at any time, with or without cause, and with or without notice, by either the employee or the Company. Nothing in this handbook creates a contract of employment or limits the Company's right to terminate employment at will.

No employee, supervisor, manager, or representative of the company has authority to enter into any agreement that alters the at-will relationship or guarantees employment for any specific period of time. Only the president of Honey's Air & Solar has the authority to make such an agreement, and only if it is in writing and signed by the president.

Nothing in this statement is intended to interfere with employees' rights to communicate or work with others regarding wages, schedules, or other terms or conditions of employment. This at-will policy may not be modified by any oral statements, promises, or implied agreements.

4.2 Right to Revise

This employee handbook contains the employment policies and practices of Honey's Air & Solar in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Honey's Air & Solar reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook at any time, except for the policy of at-will employment.

Any written changes to this handbook will be distributed to all employees so they are aware of new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook contains the entire agreement between you and Honey's Air & Solar as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this statement is intended to interfere with your right to communicate or work with others toward altering the terms and conditions of your employment, such as communications regarding wages, scheduling, or other terms or conditions of employment.

4.3 Introductory Period

The first 45 days of employment at Honey's Air & Solar are considered an introductory period. During this time, employees will learn job responsibilities, receive training and support, and become familiar with the company's expectations, policies, and procedures. Supervisors will monitor performance and provide feedback as needed.

Completion of the introductory period does not change an employee's at-will employment status or guarantee employment for any specific period of time. Employment may be terminated at any time, with or without cause, and with or without notice, by either the employee or the company.

4.4 Employment Eligibility Verification (Form I-9)

In accordance with federal law, Honey's Air & Solar verifies the identity and employment eligibility of all employees hired to work in the United States.

All employees must complete Section 1 of Form I-9 on or before their first day of employment. Employees must provide original, unexpired documentation verifying identity and authorization to work in the United States within three (3) business days of their first day of work, as required by law.

The company will examine the documentation presented and complete Section 2 of Form I-9 within three (3) business days of the employee's first day of employment. Employees may present any valid and acceptable document(s) from the lists of acceptable documents published by the U.S. Department of Homeland Security. The company does not specify which documents an employee must provide, and will accept any valid combination of documents that meet legal requirements.

If an employee's work authorization has an expiration date, the company will complete reverification as required by law. Employees are responsible for notifying human resources of any changes to their work authorization status.

The company retains Form I-9 records for each employee for the period required by law—either three (3) years after the date of hire or one (1) year after employment ends, whichever is later.

Honey's Air & Solar complies with all applicable laws prohibiting discrimination based on national origin, citizenship status, or any other protected characteristic in the employment eligibility verification process. The company will not request more or different documents than required by law, refuse to accept valid documents, or treat employees differently based on protected characteristics.

E-Verify

Honey's Air & Solar participates in the federal E-Verify program to confirm the employment eligibility of newly hired employees, as permitted by law. E-Verify is completed after the Form I-9 process has been properly completed.

The company does not use E-Verify to pre-screen applicants or to re-verify existing employees, except as permitted by law. Employees will not be subject to adverse action based on a tentative nonconfirmation (TNC) without being provided notice and an opportunity to resolve the issue in accordance with E-Verify procedures.

4.5 Pre-Employment Background Checks

Honey's Air & Solar may conduct background checks as part of the hiring process to help ensure a safe workplace, protect company property, verify applicant qualifications, and maintain the trust of our customers.

Background checks will be conducted only in accordance with applicable federal, state, and local laws, including the California Investigative Consumer Reporting Agencies Act (ICRAA), and the California Fair Chance Act.

If the company intends to deny employment based on criminal history, the applicant will be provided with a written preliminary decision (pre-adverse action notice) and given at least five (5) business days to respond before a final decision is made.

If the applicant notifies the company within the five (5) business day period that they are disputing the accuracy of the criminal history information and are taking steps to obtain supporting evidence, the applicant will be provided an additional reasonable period of time to respond, as required by law.

A final adverse action decision will not be made until the response period has expired and any timely submitted information has been considered.

Nothing in this policy alters the at-will employment relationship between the company and its employees.

Conditional Offer Requirement

Consistent with California law, Honey's Air & Solar does not request, obtain, or consider criminal history information until after a conditional offer of employment has been made.

Background checks conducted after a conditional offer are used solely to determine whether an applicant is qualified for the position and whether any information obtained is relevant to the duties of the position.

Authorization and Disclosure

Before obtaining a background check from a third-party consumer reporting agency, the company will:

- Provide the applicant with a clear and separate written disclosure that a background check may be conducted.
- Obtain the applicant's written authorization permitting the Company to obtain the report.
- Inform the applicant of their right to request and receive a copy of the report.

These disclosures and authorizations will be provided in compliance with applicable federal and California laws.

Scope of Background Checks

Depending on the position, a background check may include verification of information relevant to employment, including but not limited to:

- Employment history
- Education and professional qualifications
- Professional licenses or certifications
- Driving record (for positions that require driving)
- Criminal conviction history, where permitted by law

Background checks will be limited to information that is job-related and consistent with business necessity.

The company will not seek or consider information that is prohibited by law, including:

- Arrests that did not result in a conviction
- Participation in diversion programs
- Sealed, dismissed, or expunged records
- Any other information prohibited under California law

Driving Record Checks

For positions that require operating a company vehicle or driving on company business, Honey's Air & Solar may review an applicant's motor vehicle record to determine whether the applicant meets the company's driver eligibility requirements.

Individualized Assessment of Criminal History

If criminal history information is obtained after a conditional job offer, Honey's Air & Solar will conduct an individualized assessment before making any employment decision based on that information.

This assessment may consider:

- The nature and seriousness of the offense
- The amount of time that has passed since the offense or completion of the sentence
- The nature of the job duties and the relevance of the offense to the position

The company will only consider criminal conviction information that is job-related and consistent with business necessity.

Applicants will not be automatically disqualified from employment solely because of a criminal conviction.

Opportunity to Respond

If the company is considering withdrawing a conditional offer of employment based on information obtained through a background check, the applicant will be provided with:

- A pre-adverse action notice
- A copy of the background check report
- A summary of their rights under applicable law

The applicant will be given an opportunity to respond in accordance with the timeframes outlined above and may provide additional information, including:

- Evidence that the background report is inaccurate
- Evidence of rehabilitation or good conduct
- Employment or character references
- Information about the circumstances surrounding the offense

The company will consider any information provided before making a final decision.

If a final decision is made to withdraw the conditional offer based on the report, the company will provide a final adverse action notice as required by law.

Informal Background Searches

Managers and employees involved in hiring decisions are not permitted to conduct independent background checks, internet searches, or social media searches for the purpose of obtaining criminal history information about an applicant.

All background checks must be conducted in accordance with approved company procedures to ensure compliance with applicable laws.

Confidentiality of Background Check Information

Information obtained through background checks will be treated as confidential and maintained in secure files separate from regular personnel records.

Access to background check information will be limited to individuals with a legitimate business need to review it.

Equal Employment Opportunity

Honey's Air & Solar conducts background checks in a manner consistent with its commitment to equal employment opportunity. Background checks will not be used to discriminate against applicants on the basis of any protected characteristic under applicable law.

4.6 Salary History and Pay Transparency

Honey's Air & Solar complies with applicable California law regarding salary history, pay transparency, and fair pay practices.

The company does not seek, request, or rely on an applicant's salary history, including compensation or benefits, in determining whether to offer employment or in setting compensation.

Applicants may voluntarily, without prompting, disclose salary history information. However, the company does not rely on prior salary to determine compensation.

Pay Transparency

Honey's Air & Solar is committed to transparency in compensation practices.

The company will include the pay scale for a position in job postings, in accordance with applicable law.

Applicants and employees may request the pay scale for a position. The company will provide the pay scale for a position upon reasonable request.

Current employees may request and will be provided with the pay scale for their current position.

Wage Discussions and Equal Pay

The company will not prohibit employees from discussing or disclosing their wages, or the wages of other employees, as permitted by law.

The company does not rely on prior salary to justify any compensation disparity and complies with all applicable equal pay laws. *(See Equal Pay Policy for additional information.)*

Non-Retaliation

The company will not retaliate against or otherwise discriminate against an applicant or employee for:

- Refusing to provide salary history
- Requesting pay scale information
- Discussing wages
- Exercising any rights under this policy or applicable law

4.7 Equal Pay Policy

Honey's Air & Solar is committed to fair and equitable compensation practices and complies with all applicable federal and state equal pay laws, including the California Equal Pay Act.

The company prohibits paying employees of different sexes, races, or ethnicities differently for substantially similar work, when viewed as a composite of skill, effort, and responsibility, and performed under similar working conditions.

Pay differences may be based only on legitimate, non-discriminatory factors such as:

- A seniority system
- A merit system
- A system that measures earnings by quantity or quality of production
- A bona fide factor other than sex, race, or ethnicity, such as education, training, or experience, that is job-related and consistent with business necessity

The company does not rely on prior salary to determine or justify compensation.

Employees are encouraged to raise questions or concerns regarding compensation without fear of retaliation.

Employees have the right to discuss or disclose their wages or the wages of others, as permitted by law, and will not be retaliated against for doing so.

Any employee who believes they have been subjected to unequal pay or discrimination is encouraged to report their concerns to human resources.

4.8 Medical Information Privacy

Honey's Air & Solar is committed to protecting the confidentiality of employee medical information in accordance with applicable federal and state laws.

Medical information, including information related to health conditions, medical certifications, accommodation requests, leaves of absence, and workers' compensation claims, will be treated as confidential.

Such information will be maintained in separate medical files and will not be included in an employee's general personnel file.

Access to medical information will be limited to those who have a legitimate business need to know, such as human resources, management involved in accommodation or leave administration, first aid and safety personnel (where appropriate), or as otherwise required by law.

Medical information may be disclosed only as necessary to administer benefits, comply with legal obligations, respond to emergencies, or as otherwise permitted or required by law.

Employees with questions regarding the confidentiality of their medical information or this policy should contact human resources.

4.9 Service Credit

Honey's Air & Solar will grant service credit to employees who were previously employed by the company, provided the break in service does not exceed 13 weeks. Generally, the break in service time will be deducted from the employee's original service date.

Human resources will review and determine eligibility for reinstatement of benefits, as well as any applicable length-of-service considerations, for rehired employees. Certain benefits, including paid sick leave under the California Healthy Workplaces, Healthy Families Act, as

well as leave entitlements under the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), are subject to specific statutory reinstatement rules that the Company will administer in accordance with applicable law.

- Under California’s Healthy Workplaces, Healthy Families Act, if an employee is rehired by the Company within one year from the date of separation, previously accrued and unpaid sick days must be reinstated.
- All time worked for the Company is credited to the individual for leave related to the federal Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). The 12 months of service to the Company are cumulative, regardless of any break in service.

4.10 Employee Classification

Full-Time Employees

Regular full-time employees are those who are scheduled to work 40 hours per week.

Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law. See *Benefits Overview*.

Part-Time Employees

Part-time employees are those who are scheduled to work fewer than 40 hours per week. See *Benefits Overview* for eligible benefits.

Temporary Employees

Temporary employees are hired for short-term assignments, typically lasting three months or fewer, though assignments may be extended at the company’s discretion. Extension of a temporary assignment does not create eligibility for company benefits or imply a change in employment status. Temporary employees are eligible only for benefits required by law, such as mandatory paid sick leave.

Inactive Status

Employees who are on any leave of absence, work-related or non-work-related, that exceeds any protected federal, state, or local leave of absence will be placed on inactive status.

Unless a health benefits extension is covered by state or federal law, benefits will terminate in accordance with our insurance carrier’s policy. Employees on inactive status may be

eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) to elect to continue their health care coverage at the employee's expense.

Contact human resources for more information.

4.11 Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Please keep in mind that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to the operation of your department or Honey's Air & Solar. Your cooperation and assistance in performing such additional work are expected.

Honey's Air & Solar reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign, or transfer job positions, or assign additional job responsibilities.

4.12 Universal Job Description

The following job description does not include everything, but applies to all Honey's Air & Solar employees:

- Always be straightforward and totally candid with ideas, opinions, and concerns.
- Locate products and services that will improve the lives of our clients.
- Continually look for ways to make it easier and faster for clients to do business with us.
- Eliminate bureaucracy; Keep systems and procedures fast and simple.
- Aggressively seek out lower costs and better terms from suppliers. Look for lower-cost alternatives and use them less.
- Reduce waste; Reuse, recycle, and rethink when practical. Discover new ways to do more with less.
- Promote our products and services relentlessly. Create new marketing techniques. Be involved in the selling and marketing processes.
- Always conduct yourself in line with the company culture, as reflected in our Mission, Vision, and Core Values.

See your manager or human resources for your specific *Role Description*.

4.13 Job Sharing

Job-sharing is defined as two part-time employees assigned to share the duties and responsibilities of a full-time job position. Honey's Air & Solar will support job sharing where reasonable and practical, provided the company's operational and business needs are not negatively affected. For job sharing to work, the two individuals must work as a team to fulfill the duties of a full-time position, communicate effectively, and ensure continuity of work.

The department manager is responsible for identifying if a job-sharing arrangement is workable within their department. The department manager must assess the impact and outcomes on production, quality, and absenteeism, and determine whether job sharing is in the best interests of the company and its employees. The president and vice president must also assess the overall feasibility of the job-sharing arrangement. Any job-sharing arrangement must receive final approval from the president and vice president. The decision to allow a job-sharing arrangement is within the company's discretion, and some jobs may be unsuitable for job sharing.

The exact details of the job-share arrangement will be determined by and implemented by the department manager, the president and vice president, and human resources to ensure operational needs are met.

Job sharers must have a strong commitment to the job and to making the job-sharing arrangement work. Job sharers must ensure that a workable communication system is in place so that supervisors, co-workers, customers, and/or clients can communicate with both job sharers through the person on duty at the time.

Job sharing will affect your eligibility for certain benefits. Please contact human resources for specific details. Human resources has the general responsibility of overseeing the day-to-day implementation of this job-sharing policy in accordance with payroll and legal requirements.

If a job-sharing position is approved, your position is part of a full-time position divided under a job-sharing arrangement. Should your job-share co-worker resign or transfer, your department manager, the president, and the vice president will assess the company's needs and determine a course of action. The following are potential options:

- Convert the remaining job-sharing co-worker to a full-time 40-hour-per-week position.
- Advertise the position as a part-time job share. If the position cannot be filled, it will revert to a full-time position, with the requirement that the remaining co-worker assume the full-time responsibilities of the position, including the 40-hour work week.
- Adjust the work schedule of the remaining job co-worker to meet the company's needs.
- Allow the remaining job share co-worker to continue working the part-time schedule.

Job-sharing arrangements will be continually evaluated and can be discontinued at any time. An approved job-share agreement does not alter the at-will nature of the employee's employment with the company. Employment at-will means that the employment relationship may be terminated, with or without cause, and with or without advance notice, at any time by either the employee or the company.

Work Schedules & Timekeeping

5.1 Work Schedules

Honey's Air & Solar provides services to customers during extended operating hours. The office is open from 7:30 a.m. to 6:00 p.m. Monday through Friday. However, employee work schedules may vary depending on job duties, department needs, customer demand, and seasonal workload.

Employees may be scheduled to work outside office hours, including evenings, weekends, or on-call shifts, as required by their position.

Supervisors are responsible for assigning individual work schedules. Employees are expected to report to their assigned work location at the start of their scheduled shift and be ready to begin work at that time.

Employees should not begin work before their scheduled start time or continue working beyond their scheduled end time without prior supervisor approval, except in emergency situations or when necessary to complete a task that cannot safely be stopped.

All hours worked must be accurately recorded. Employees will be paid for all hours worked; however, working unauthorized overtime or outside scheduled hours may result in disciplinary action.

Repeated tardiness, leaving work early without authorization, or failure to follow assigned work schedules may result in disciplinary action.

Schedule Changes and Exchanges

Employees should work the schedule assigned by their manager. Exchanging scheduled shifts with another employee is discouraged.

If an employee needs to exchange an on-call schedule or assigned shift, the employee must:

- Complete a *Request for Change* Form
- Notify their manager in advance
- Obtain manager approval before the change occurs

Schedule exchanges may be approved only when they do not interfere with business operations, customer service, staffing needs, or result in unnecessary overtime. Schedule changes will not be approved solely for an employee's convenience.

Workweek

For payroll and overtime calculation purposes, the Company's workweek begins at 12:01 a.m. on Sunday and ends at midnight on Saturday.

5.2 Timekeeping Requirements

Honey's Air & Solar requires all nonexempt employees to accurately record all time worked using the company's timekeeping system (such as Service Titan or other approved timekeeping software). Accurate time records are necessary to ensure employees are properly paid for all hours worked.

Employees are responsible for ensuring their time is recorded accurately and completely.

Recording Work Time

For each work shift, employees must record their work time by:

- Clocking in at the start of the workday
- Clocking out at the beginning of each meal period
- Clocking in at the end of each meal period
- Clocking out at the end of the workday

Employees must also record time whenever they leave the workplace for non-work-related reasons during their scheduled work hours.

If an employee experiences any difficulty clocking in or out, the employee must notify their manager or the payroll administrator immediately so the time record can be corrected.

Employees will be required to review and certify that their time records are accurate.

Off-the-Clock Work

Employees are not permitted to work off the clock. This includes, for example, checking emails or messages before or after your shift, performing work in the morning before clocking in, running work errands after your shift ends, or performing any work-related task off the clock, even if small or seemingly trivial. Working off the clock violates company policy. All time spent performing work duties must be recorded in the timekeeping system.

Employees should not begin work before their scheduled start time or continue working after their scheduled end time without prior supervisor approval, except in emergency situations.

Employees will be paid for all hours worked, even if the work was not authorized in advance. However, working unauthorized hours may result in disciplinary action.

Time Record Corrections

If an employee believes their time record contains an error, they should promptly notify their manager or the payroll administrator so the error can be corrected.

Any adjustments to a time record must be reviewed and approved by the payroll administrator in the Accounting Department.

Employees may not alter, falsify, or manipulate time records.

Post-Payroll PTO Adjustments

Once payroll has been processed, employees may not retroactively change previously submitted or approved requests to use paid sick leave or vacation for that pay period.

Any requested changes to paid sick leave or vacation must be submitted and approved prior to payroll processing. Requests for adjustments after payroll has been processed will be applied, if approved, to a future pay period.

Nothing in this policy limits the company's obligation to correct any errors in wages, hours worked, or leave balances in accordance with applicable law.

Timekeeping Integrity

Punching another employee's time record, allowing another employee to record your time, falsifying time records, or intentionally failing to accurately record time worked is strictly prohibited and may result in disciplinary action, up to and including termination.

Questions About Timekeeping

Employees who have questions about timekeeping procedures or payroll should contact the payroll administrator or their manager.

Employees should also refer to Honey's Air & Solar's *Meal and Rest Break Policy* for additional information regarding required breaks.

5.3 Meal and Rest Periods

Honey's Air & Solar provides meal and rest periods to nonexempt employees in accordance with California law. The company is committed to ensuring employees are provided the opportunity to take compliant meal and rest periods required during the workday.

Employees are expected to take all meal and rest periods that are provided to them.

Rest Breaks

Nonexempt employees are authorized and permitted to take paid rest breaks of at least ten (10) uninterrupted minutes for every four (4) hours worked or major fraction thereof (defined as more than two hours).

Rest breaks are counted as hours worked and employees do not clock out for rest breaks.

Generally:

- Employees who work 3.5 to 6 hours are entitled to one (1) paid 10-minute rest break
- Employees who work more than 6 hours up to 10 hours are entitled to two (2) paid 10-minute rest breaks
- Employees who work more than 10 hours up to 14 hours are entitled to three (3) paid 10-minute rest breaks

Additional rest breaks will be provided for longer shifts in accordance with California law.

Whenever practical, rest breaks should be taken near the middle of each work period.

Employees are relieved of all duties during rest breaks and may leave the premises.

Meal Periods

Nonexempt employees who work more than five (5) hours in a workday will be provided an uninterrupted, duty-free, unpaid meal period of at least 30 minutes, not exceeding 60 minutes.

Employees must clock out at the start of the meal period and clock back in when the meal period ends.

Meal periods must begin no later than the end of the employee's fifth hour of work.

Employees are free from all duties and are not required to remain on the company's premises during meal periods and are free to leave the worksite.

Meal Period Waiver

If an employee's total work period for the day is no more than six (6) hours, the employee may voluntarily waive the meal period with the mutual consent of the employee and their manager.

Meal period waivers must be discussed with the manager in advance.

On-Duty Meal Periods

In limited circumstances where the nature of the work prevents an employee from being relieved of all duty and an off-duty meal period is not feasible, an on-duty meal period may be permitted.

An on-duty meal period will be allowed only when:

- The nature of the work prevents the employee from being relieved of all duty; and
- The employee and the Company enter into a written agreement consenting to an on-duty meal period.

Any such agreement must state that the employee may revoke the agreement at any time, in writing, except where the nature of the work prevents relief from all duty.

On-duty meal periods are the exception and not the standard practice.

Employees who believe they are unable to take an off-duty meal period should notify their manager or human resources.

Second Meal Period

Employees who work more than ten (10) hours in a workday are entitled to a second unpaid meal period of at least 30 minutes, not exceeding 60 minutes.

This second meal period must begin no later than the end of the tenth hour of work.

A second meal period may be waived by mutual consent of the employee and the company only if:

- The employee worked no more than 12 hours total, and
- The employee took the first meal period.

Scheduling of Breaks

Managers or dispatchers will schedule meal and rest periods in a manner that supports business operations while ensuring employees have the opportunity to take their breaks.

Employees working in the field should coordinate meal and rest breaks with their dispatcher or manager, when necessary, to avoid disruption to customer service.

Recording Meal Periods

Employees must accurately record the start and end of each meal period using the company's timekeeping system.

Employees are not permitted to perform work during unpaid meal periods.

All work time must be accurately recorded.

Missed, Late, or Interrupted Meal or Rest Periods

If an employee is not provided the opportunity to take a meal or rest period in accordance with this policy, or if a break is interrupted by work duties, the employee must notify their manager or human resources immediately so the situation can be reviewed and corrected.

In accordance with California law, if a required meal period is not provided, the company will pay the employee one (1) additional hour of pay at the employee's regular rate of compensation for each workday that a meal period is not provided. If a required rest period is not provided, the company will pay one (1) additional hour of pay at the employee's regular rate of compensation for each workday that a rest period is not provided, as applicable.

Field Employee Breaks

Employees who perform work at customer locations or other off-site job locations should coordinate meal and rest periods with their dispatcher or manager to ensure breaks are taken in compliance with company policy and applicable law.

Whenever practical, technicians should take meal and rest breaks between service calls or at an appropriate time during the workday.

Travel time between job sites may count as time worked depending on the circumstances and should be accurately recorded in the company's timekeeping system.

If a technician believes work scheduling, customer demands, or travel requirements prevented them from taking a required meal or rest period, the employee must notify their

manager or human resources as soon as possible so the situation can be reviewed and corrected.

Questions About Breaks

Employees who have questions about meal or rest period requirements should contact their manager, human resources, or the payroll administrator.

Employees should also refer to the *Company's Timekeeping Policy* for additional information regarding recording work time.

5.4 Punctuality and Attendance

Employees at Honey's Air & Solar are expected to report to work on time and as scheduled each workday. Due to the nature of our business, regular attendance and punctuality are essential to maintaining efficient operations and providing quality service to our customers.

Arriving late, leaving early, or being absent without proper notice may disrupt operations and negatively impact coworkers and customers. Such occurrences should be avoided except in cases of emergency or approved leave.

If you need to miss work, arrive late, or leave early, you must notify your manager as far in advance as possible, and no later than 30 minutes before your scheduled start time, unless circumstances prevent timely notice. You must provide the reason for the absence and the expected duration. The company will not require disclosure of medical details beyond what is permitted by law.

Honey's Air & Solar will comply with all applicable federal, state, and local laws governing employee absences. Employees are responsible for providing sufficient information to allow the company to determine whether an absence may qualify for protected leave. Employees must also keep the company informed of any changes to their leave status.

For absences of five (5) or more consecutive workdays due to illness or injury, the company may require a healthcare provider's certification confirming the need for absence and fitness to return to work.

If an employee fails to report to work for three (3) consecutive scheduled workdays without notifying the company, the company may consider the employee to have voluntarily resigned. Except where the absence may be protected by law or where the company has reason to believe the absence is due to circumstances beyond the employee's control.

Employees requesting exceptions to this policy must contact human resources. Requests will be reviewed on a case-by-case basis.

Calculation of Absence Points

Unless an absence is pre-approved or protected by law, employees will accrue absence points as follows:

- Absent with proper notice: 1 point
- Absent without proper notice (no call/no show): 2 points
- Tardy (late arrival): ½ point
- Leaving early without approval: ½ point

Employees must notify their Supervisor via phone, text, or email at least 30 minutes prior to their scheduled shift, unless there is an emergency.

Consecutive absences for the same reason will generally be treated as one occurrence, unless otherwise determined by management.

Disciplinary Action for Absence Points

The company uses a progressive discipline system:

- 1 point → Verbal warning
- 2 points → Written warning
- 3 points → Loss of company vehicle privileges and possible 1-day suspension
- 4 points → Loss of company vehicle privileges and possible suspension of up to 3 days
- 5 points → Subject to termination

Additionally:

- 3 consecutive no call/no show days → May be considered voluntary resignation

Disciplinary action will be applied consistently; however, the company reserves the discretion to act based on business needs and individual circumstances.

Excused Absences

Certain absences may be excused and not result in absence points, including but not limited to:

- Jury duty
- Military duty
- Bereavement leave (up to 7 days, where applicable)
- Car accidents or emergencies

- Legally protected leave (including California sick leave)

All absences are subject to review by the employee's manager in consultation with human resources, where appropriate.

The company may require documentation supporting the absence, such as a healthcare provider's note or other verification.

Employees must notify the company of the need for an excused absence as soon as reasonably possible.

Commission-Based Employee Attendance Requirements

Employees who are compensated on a commission-only basis are still expected to maintain consistent attendance and availability to perform their job duties.

The following attendance requirements apply:

- Time-off requests may not exceed 18 days per calendar year
- All time-off requests must be submitted through the sales manager and approved in advance
- If an employee misses two (2) out of three (3) scheduled appointments in a single day, it will be counted as one (1) full day absence under this attendance policy

Failure to meet attendance expectations may result in corrective action, up to and including termination.

5.5 On-Call / Standby Policy

Due to the nature of Honey's Air & Solar's business, employees may be required to work on-call or standby shifts outside of their regularly scheduled work hours.

The company utilizes a rotating on-call schedule, and employees will be notified in advance of their assigned on-call periods.

Uncontrolled Standby Time

On-call or standby time is generally considered "uncontrolled" standby time, meaning employees are not required to remain on company premises and are free to engage in personal activities.

While on uncontrolled standby, employees must:

- Remain reasonably available to respond to calls or communications
- Keep their work phone, tablet, or other required device accessible and operational
- Maintain the ability to respond within a reasonable timeframe as determined by their department

If an employee is contacted to perform work, the dispatcher will coordinate a reasonable response and arrival time, taking into consideration the employee's personal activities.

Employees will be paid for:

- Time spent traveling to and from the job site (as applicable under company policy)
- Time spent performing work duties

All such time will be paid at the employee's applicable rate of pay, including overtime when required by law.

Controlled Standby Time

In certain situations, employees may be placed on "controlled" standby, meaning their ability to engage in personal activities is significantly restricted.

If an employee is placed on controlled standby:

- The employee will be notified in advance
- The employee will be paid for all standby time, even if not called in to work

Compensation will be provided in accordance with applicable wage and hour laws.

Availability and Communication

Employees assigned to on-call or standby duty are expected to:

- Remain reachable and responsive during their assigned period
- Monitor and respond to calls, messages, or dispatch notifications
- Communicate promptly with dispatch regarding availability and estimated response time

Failure to remain available or respond appropriately during an assigned on-call shift may result in disciplinary action.

Inability to Work On-Call

Employees who are unable to fulfill an assigned on-call or standby shift due to illness, injury, or personal commitments must notify their department manager as soon as possible so alternate coverage can be arranged.

Additional Guidelines

Employees should refer to their *Role Description* and applicable department *On-Call Standard Operating Procedures (SOPs)* for position-specific expectations.

Compensation & Payroll

6.1 Payment of Wages

Honey's Air & Solar compensates employees in accordance with applicable federal and California wage and hour laws.

Paydays

Employees are paid on a regular basis for all wages earned during the applicable pay period.

The company's workweek runs from Sunday through Saturday, and employees are generally paid on the following Friday.

If a scheduled payday falls on a weekend or company-recognized holiday, employees will be paid on the preceding or next business day, as determined by the company.

Payroll Accuracy

Employees are responsible for reviewing their pay statements for accuracy.

If an employee believes there is an error in their wages, they should notify the payroll administrator or their manager so the issue can be promptly investigated and corrected.

Final Pay

Final wages will be paid in accordance with California law:

- If an employee resigns with at least 72 hours' notice, all final wages are due on the employee's last day of work
- If an employee resigns without providing at least 72 hours' notice, final wages will be paid within 72 hours of separation
- If an employee is terminated or laid off, final wages are due immediately at the time of separation

Final wages will include all earned and unpaid wages, including accrued but unused vacation, in accordance with company policy and California law. California Paid Sick Leave is not paid out upon separation.

Commissions, Bonuses, and Incentives

The timing and calculation of commissions, bonuses, and incentive compensation vary by position.

Employees should refer to their *Role Description* or applicable compensation plan for details regarding eligibility, calculation, and payment timing.

Direct Deposit

Honey's Air & Solar offers direct deposit for employee pay.

To enroll in direct deposit, employees must complete the required authorization form and provide appropriate banking documentation to human resources or the payroll administrator.

Requests to start or change direct deposit should be submitted at least 10 days prior to the end of a pay period to ensure timely processing.

Employees should review their pay statements to confirm that deposits are accurate.

To discontinue direct deposit, employees must submit a written request. Changes will be processed as soon as administratively practicable.

Compliance with Wage Laws

Honey's Air & Solar complies with all applicable wage and hour laws. Employees will be paid for all wages earned and all hours worked in accordance with applicable law.

6.2 Overtime for Nonexempt Employees

Nonexempt employees may be required to work overtime as necessary to meet business needs. Honey's Air & Solar will attempt to distribute overtime work as fairly as practical and, when possible, accommodate individual schedules.

All overtime work should be authorized in advance by the employee's supervisor. However, all overtime hours worked will be paid in accordance with applicable law, regardless of whether advance approval was obtained. Working unauthorized overtime may result in disciplinary action.

Honey's Air & Solar provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked more than (8) eight hours in one workday or (40) forty hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight (24) twenty-four hours later. Workweeks begin each Sunday at 12:01 a.m.;

- Compensation for hours more than (40) forty for the workweek, or more than (8) eight and not more than (12) twelve for the workday, and for the first (8) eight hours on the seventh consecutive day
- of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours more than (12) twelve in one workday and more than (8) eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

6.3 Reporting-Time Pay

Honey's Air & Solar complies with all applicable California regulations regarding reporting-time pay for nonexempt employees.

If a nonexempt employee reports to work as scheduled but is not put to work or is provided with less than half of their scheduled shift, the employee will be paid in accordance with California law as follows:

- At least half of the scheduled shift
- No less than two (2) hours of pay
- No more than four (4) hours of pay

If an employee is required to report to work a second time in the same workday and is provided less than two (2) hours of work on the second reporting, the employee will be paid for at least two (2) hours.

The company will attempt to provide advance notice if an employee is not needed to report to work. If sufficient notice is provided before the start of a shift, reporting-time pay may not apply.

Reporting-time pay is not required when work is interrupted due to circumstances beyond the company's control, including natural disasters or failures of public utilities.

Employees should refer to the company's *On-Call/Standby Policy* and *Travel Time Policy* for related guidelines. If employees have questions regarding this policy, contact human resources, their manager, or the payroll administrator.

6.4 Travel Time and Commuting

Due to the nature of Honey's Air & Solar's business, employees may be required to travel to various job sites and may not have a fixed or regular work location.

Start of Day Travel

Employees will be paid for travel time from home to their first assigned job site of the day only when they are authorized to be clocked in for that travel time.

Travel from home to the company office, warehouse, or other designated reporting location at the start of the day, and travel from that location back home at the end of the day, is generally considered normal commuting time and is not compensable.

End of Day Travel

Time spent traveling from the last job site of the day is generally considered normal commuting time and is not compensable.

However, when travel from the last job site exceeds a reasonable normal commute, the company will compensate the employee for the additional travel time.

For purposes of this policy:

- A reasonable, normal commute is generally considered to be up to 30 minutes of travel time
- If travel time from the last job site exceeds 30 minutes, the time beyond 30 minutes will be treated as compensable work time

This guideline is intended to reflect a reasonable estimate of normal commuting time and will be applied in accordance with applicable California law. If an employee's typical commute is materially shorter, adjustments may be made as appropriate.

Travel Between Job Sites

All time spent traveling between job sites during the workday is considered hours worked and will be paid.

Return of Company Vehicles

If an employee is required to return a company vehicle to a designated location (such as the company warehouse or office) after completing their last job assignment, all time spent

traveling from the last job site to the designated location will be considered hours worked and will be paid.

Travel from the designated location to the employee's home after returning the vehicle is considered normal commuting time and is not compensable, unless otherwise required by law.

Special Assignments

When employees are required to report to a location other than their usual starting point, or to travel for special assignments, travel time will be compensated in accordance with applicable California law.

Use of Company Vehicles

Employees must comply with all company policies regarding the use of company vehicles. Employees are expected to travel directly to their assigned job site unless otherwise instructed. Unauthorized use, deviation from assigned routes, or personal use of company vehicles may result in disciplinary action.

Compliance with Law

This policy will be interpreted and applied in accordance with applicable California wage and hour laws. Nothing in this policy is intended to deny employees compensation for time that is legally compensable.

6.5 Compensation for Meetings and Trainings

Honey's Air & Solar will compensate nonexempt employees for all time spent attending mandatory meetings, training programs, and work-related events, in accordance with applicable law.

Time spent in meetings, lectures, or training is considered hours worked and will be paid when:

- Attendance is required by the company
- The training is directly related to the employee's job
- The employee is notified by their manager of the requirement to attend

Employees will be compensated at their regular hourly rate for all such time, including time during which no productive work is performed. Any time spent performing productive work during meetings or training will also be compensated at the employee's regular hourly rate.

All applicable overtime rules apply, including payment of overtime for hours worked in excess of eight (8) in a workday or forty (40) in a workweek.

Training time may be unpaid only if all of the following conditions are met:

- Attendance is voluntary
- The training occurs outside of normal working hours
- The training is not directly related to the employee's job
- No productive work is performed

Employees must accurately record all time spent attending meetings and training, including remote or virtual sessions.

Employees will be paid for all hours worked, even if not scheduled in advance; however, failure to obtain prior approval or accurately record time may result in disciplinary action.

6.6 Expense Reimbursement

Honey's Air & Solar will reimburse employees for all necessary and reasonable business expenses incurred in the course and scope of their job duties, in accordance with California law.

Reimbursable expenses may include, but are not limited to:

- Business-related travel expenses, including meals and lodging
- Mileage for use of a personal vehicle (at the applicable rate, unless otherwise specified)
- Business-related cell phone or communication expenses
- Required uniform purchase
- Required safety gear, including slip-resistant or safety footwear for eligible field employees

Employees who are required to wear slip-resistant or safety footwear as part of their job duties may be reimbursed up to \$150 per calendar year. Due to increased wear and job conditions, solar technicians/installers may be reimbursed up to \$150 every 6 months. Reimbursement requires submission of a valid receipt and must comply with company guidelines. Footwear must be appropriate for the employee's role and meet applicable safety requirements.

Employees must submit expense reimbursement requests, along with appropriate documentation (such as receipts), as soon as practicable after the expense is incurred. To ensure timely processing, employees are encouraged to submit expenses within 7 days, when possible.

Certain expenses may require advance approval from a manager.

Approved expenses will be reimbursed within a reasonable period of time, typically within 30 days of submission.

Use of company-issued credit cards is governed by the *Company's Credit Card Policy*. Employees must follow that policy when using a company credit card.

Personal travel may be combined with business travel only if there is no additional cost to the company and the arrangement is approved in advance by the president or vice president.

Employees who have questions about expense reimbursement or who believe they have not been fully reimbursed for a necessary business expense should contact the accounting department.

Honey's Air & Solar complies with California Labor Code Section 2802. Employees will be reimbursed for all necessary business expenses incurred in the course of their work.

6.7 Wage Advances

Honey's Air & Solar does not permit advances on wages, including against future earnings or unaccrued vacation or paid time off.

6.8 Salary Basis & Deductions for Exempt Employees

Employees classified as exempt are paid on a salary basis, meaning they regularly receive a predetermined amount of compensation each pay period.

Subject to the exceptions below, exempt employees will receive their full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees will not be paid for any workweek in which they perform no work, subject to applicable company benefit programs and policies.

No deductions from salary will be made for time when work is not available, provided the employee is ready, willing, and able to work.

Deductions from salary are permitted only in the following circumstances:

- Absences of one or more full days for personal reasons other than sickness or disability

- Absences of one or more full days due to sickness or disability, if the deduction is made in accordance with a bona fide leave policy and the employee has exhausted available leave.
- Full-week absences in which no work is performed (including for jury duty or military leave)
- The first or last week of employment, when the employee does not work the full week

The company may require or allow employees to use accrued vacation, sick leave, or other paid time off for partial-day absences, in accordance with company policy.

Improper Deductions

Honey's Air & Solar complies with all applicable salary basis requirements and prohibits improper deductions from the salaries of exempt employees.

If you believe that an improper deduction has been made, you should immediately report the concern to your human resources or the payroll administrator.

Reports will be promptly investigated. If an improper deduction is found, the employee will be promptly reimbursed.

Time Off & Leave

7.1 State Sick Leave

California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

Employees cannot be discriminated against or retaliated against for requesting or using paid sick time. Employees are permitted to use paid sick leave for all purposes protected by California law, and the company will not interfere with or restrict lawful use of sick leave.

If you have any questions about paid sick leave, please contact human resources or the payroll administrator.

Eligible Employees

All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

Employees may begin using paid sick leave after completing 90 days of employment.

Amount of Paid Sick Leave

Honey's Air & Solar uses a front-loaded paid sick leave method.

- Eligible employees are provided with five (5) days or forty (40) hours of paid sick leave at the beginning of each calendar year.
- Employees hired after the start of the calendar year receive the full allotment on their first day of employment.
- Employees may use paid sick leave after completing the 90-day waiting period.

Unused paid sick leave does not carry over from one year to the next.

Paid Sick Leave Year

The company uses a calendar year measurement period (January 1 through December 31).

- Employees will receive a new allotment of five (5) days or forty (40) hours of paid sick leave on January 1st of each year.
- Employees may access the full amount at the beginning of each year, subject to the 90-day waiting period for new hires.

Front-Load Method

Honey's Air & Solar utilizes a front-loaded paid sick leave method that is intended to fully comply with the Healthy Workplaces, Healthy Families Act, as amended by Senate Bill 616.

The company provided employees with at least the minimum amount of paid sick leave required by law at the beginning of each designated year and administers this benefit in a manner that satisfies applicable requirements regarding annual use, total available sick leave, and carryover alternatives permitted under California law.

Employees will receive written notice of their available paid sick leave balance on each pay date, either on their itemized wage statement or in a separate written statement, in accordance with California law.

Nothing in this policy is intended to provide less than the minimum rights required by applicable law.

Payment of Unused Paid Sick Leave

Unused paid sick leave is not paid out upon separation from employment, as permitted by California law.

Sick Leave Conservation Bonus

As an additional company-provided benefit, Honey's Air & Solar offers a Sick Leave Conservation Bonus to eligible employees.

Employees who remain actively employed through December 31st and have unused paid sick leave may be eligible to receive a bonus equal to the value of unused sick leave, calculated at the employee's current base hourly rate.

To qualify, employees must:

- Be actively employed as of December 31st
- Have unused paid sick leave remaining
- Have worked a minimum of 1,000 hours during the applicable calendar year

This bonus is paid during the second payroll week of the following year.

This bonus is discretionary and is not intended to discourage employees from using paid sick leave. Employees are encouraged to use paid sick leave for all lawful purposes.

This benefit does not apply to employees who separate employment before the new calendar year.

Payment of this bonus:

- Does not convert paid sick leave into wages
- Does not reduce future sick leave entitlement
- Does not affect the right to use sick leave

The company reserves the right to modify or discontinue this bonus at any time, consistent with applicable law.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care, or treatment of an existing health condition for an employee or covered family member
- Preventive care
- Absences related to domestic violence, sexual assault, stalking, or other qualifying acts of violence, including obtaining medical care, counseling, legal assistance, or safety planning
- Jury duty or court appearances as required by law
- Any other use permitted under California law

For purposes of paid sick leave, a covered "family member" includes:

- A "child" defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent," defined as a biological, foster, or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.
- A "designated person". A designated person is any individual you identify at the time you request paid sick leave. You are limited to one designated person per calendar-year period for purposes of paid sick leave.

Use and Request for Paid Sick Leave

- If the need for paid sick leave is foreseeable, employees must provide advance oral or written notice to the payroll administrator.
- If the need is unforeseeable, notice must be provided as soon as practicable.

The company will not deny the use of paid sick leave solely because an employee does not follow internal notice procedures, provided reasonable notice is given as required by law.

Paid sick leave may run concurrently with other applicable leaves where permitted by law.

Paid sick leave may be used in increments of two (2) hours.

7.2 Vacation

All regular hourly and salaried employees are eligible to accrue vacation time in accordance with the schedule below. Employees do not accrue vacation time during the first six months of employment.

Vacation Accrual Introductory Period

All hourly and salary employees accrue paid vacations in accordance with the following policy:

Length of Service	Accrual of Vacation Per Hour Worked	Potential 12 Month Accrual working 2080 hours per year
After 6 months of employment through 18 months of employment	.0192307 hours	40 hours (5 working days)
After 18 months of employment through 59 full months of employment	.0384615 hours	80 hours (10 working days)
After 60 months of employment and thereafter	.0576923 hours	120 hours (15 working days)

After completing six months of continuous employment, employees begin accruing vacation at the following rates:

- Months 6 through 18:
Vacation accrues at a rate of 0.0192 hours for each hour worked.
- Months 19 through 48 (Years 1.5-4):
Vacation accrues at the rate of 0.0385 hours per hour worked.
- Beginning with the fifth year of employment:
Vacation accrues at the rate of 0.0577 hours per hour worked.

Approved leaves of absence do not break continuous employment for purposes of vacation accrual unless otherwise required by law.

Vacation Accrual Cap

Vacation time accrues up to a maximum of 160 hours (20 working days). Once this maximum is reached, vacation accrual will pause until accrued vacation time is used or voluntarily cashed out. Vacation time is never forfeited.

Employees may request to voluntarily cash out accrued vacation time, subject to company approval. A maximum of 40 hours may be cashed out within a single pay period.

Use and Scheduling of Vacation

Employees are encouraged to take a vacation annually. Vacation schedules must be coordinated with and approved by the department manager in advance. Vacation requests should be submitted at least two weeks prior to the requested dates.

Vacation schedules are subject to business needs and staffing requirements. Every effort will be made to accommodate employee preferences; however, company operational needs take priority.

Use of Vacation Before Unpaid Leave

When permitted by law, employees may be required to use accrued and unused vacation time before taking unpaid leave or unpaid absences. This requirement does not apply to leaves that are protected by federal or state law, unless otherwise permitted.

In situations involving partial-day absences for personal reasons, employees may be required to use accrued vacation time if they work less than one-half of their regularly scheduled shift. Requirements may vary depending on the type of leave taken and applicable federal or state law.

Employees should contact human resources to discuss how vacation time aligns with unpaid leave, protected leave, and benefit continuation.

Separation of Employment

Upon separation from employment for any reason, employees will be paid for all accrued and unused vacation time in accordance with California law.

7.3 Holidays

Honey's Air & Solar recognizes certain holidays to provide eligible employees with paid time off while maintaining operational coverage. Because the company operates with multiple schedules, holiday observance and compensation may vary by department and shift assignment. Employees will be notified in advance of the holiday schedule applicable to their department.

The company observes the following paid holidays each calendar year:

- January 1 (New Year's Day)
- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Thanksgiving Day
- Christmas Day

This policy applies to regular full-time employees unless otherwise stated.

To be eligible for holiday pay, an employee must be an active full-time employee, not be on an unpaid leave of absence, be regularly scheduled to work during the holiday week, and work their regular schedule workdays immediately before and after the holiday, unless the absence is approved in advance or protected by law.

Paid holidays that are not worked do not count as hours worked for overtime purposes. Holiday pay is calculated at the employee's base hourly rate multiplied by the number of hours the employee would be scheduled to work on that day. Holiday pay does not include overtime premiums, commissions, incentives, or bonuses. Part-time employees and commission-only positions are not eligible for holiday pay unless otherwise required by law.

For employees who work a consistent Monday through Friday schedule, if a holiday falls on a Saturday, it will generally be observed on the preceding Friday, and if it falls on a Sunday, it will generally be observed on the following Monday. Eligible employees will receive holiday pay for eight (8) hours or their regularly scheduled hours for that day. If required to work on the observed holiday, the employee will receive holiday pay in addition to their regular straight-time pay for hours worked. Overtime premiums apply only if total hours worked in the workweek/workday exceed applicable overtime thresholds.

For employees whose schedules vary, rotate, include weekends, or operate outside a standard Monday-Friday structure, holidays are observed on the actual calendar date. If the holiday falls on a scheduled workday, the employee will receive holiday pay for their normally scheduled hours. If required to work on the holiday, the employee will receive holiday pay in addition to regular straight-time pay for hours worked. If the holiday falls on a non-scheduled workday, no additional holiday pay will be provided unless otherwise designated by the company. The company may, at its discretion, designate an alternate day off or make other scheduling adjustments when operationally feasible. Holiday coverage assignments may be rotated or assigned based on operational needs.

Holiday schedules may vary by department based on business needs. The company reserves the right to modify holiday observance schedules to ensure adequate service coverage, and employees will be notified in advance of any schedule adjustments.

7.4 Bereavement Leave

The company recognizes employees may need time away from work upon the death of a qualifying family member, as defined below.

Employees are eligible for bereavement leave after thirty (30) days of employment with Honey's Air & Solar. If a qualifying loss occurs before an employee reaches thirty (30) days of employment, bereavement leave may be approved at the supervisor's discretion, based on the circumstances of the request and business needs.

Qualifying Family Members

For purposes of this policy, a "family member" includes:

- A spouse
- A child (biological, adopted, foster, stepchild, legal ward, or a person for whom the employee stands in loco parentis, regardless of age)
- A parent (including biological, adoptive, foster, stepparent, or legal guardian, or a person who stood in loco parentis to the employee)
- A sibling
- A grandparent
- A grandchild
- A domestic partner

Leave Amount and Timing

An eligible employee may take up to five (5) days of protected bereavement leave in accordance with California law.

Additional unpaid bereavement leave (up to two (2) additional days) may be approved at the company's discretion.

Leave may be taken consecutively or intermittently but must be used within three (3) months of the date of passing.

Bereavement leave is unpaid unless the employee chooses to use available vacation or sick leave, where permitted by law.

Use of Leave/Notice

Employees must submit a time off request to their manager as soon as practicable.

If advance notice is not possible, the employee may notify the manager by telephone or other reasonable means.

Upon returning to work, the employee must complete the time off request form to ensure the absence is properly documented and processed for payroll.

The company may request reasonable documentation of the need for bereavement leave, such as a death certificate, obituary, or written verification of services.

Bereavement leave under this policy applies only to qualifying family members as defined above. Requests for time off related to the death of a non-covered individual, such as a close friend, may be considered under personal leave policies or at management discretion.

Anti-Retaliation / Non-Interference

The company will not interfere with, restrain, or deny the exercise of any rights provided under this policy. The company will not discharge, discipline, or discriminate against any employee for requesting or taking bereavement leave, or for participating in any proceeding related to this policy.

7.5 Federal and State Leave of Absence

California Family Rights Act (CFRA) Leave

California's Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the company for a total of at least 12 months prior to the start of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply); and
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job.
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a “family member” includes your:
 - Spouse;
 - Parent;
 - Child of any age;
 - Registered domestic partner;
 - Grandparent;
 - Grandchild;
 - Sibling;
 - Parent-in-law;
 - “Designated person” (Someone else with a blood or family-like relationship with you. You may identify this individual at the time you request leave. You are limited to one designated person per 12-month period for purposes of CFRA leave.)
- The birth of your child, or placement of a child with you for adoption or foster care.
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the U.S. Armed Forces (see *Qualifying Exigencies Related to Active Duty* below).

Please note that incapacity due to pregnancy, prenatal medical care, or childbirth is not an eligible reason for CFRA leave. However, if you are eligible for leave under the FMLA, then such leave will run concurrently with FMLA (see *Pregnancy Disability Leave* and *FMLA Leave* policies for additional information).

If you are also eligible for leave under the FMLA, and depending on your reason for CFRA leave, FMLA may run concurrently with your CFRA leave (see the *FMLA Leave* policy for additional information regarding FMLA leave eligibility).

For additional information about eligibility for CFRA leave and how it may or may not interact with FMLA leave, contact human resources.

Qualifying Exigencies Related to Active Duty

- Eligible employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Calculating the 12-Month Period

For purposes of calculating the 12-month period during which 12 weeks of CFRA leave may be taken, the company uses a 12-month period measured forward from the date an employee first took family leave.

Pregnancy, Childbirth, or Related Conditions and Child Bonding

Leave because of a disability for pregnancy, childbirth, or a related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on PDL (see *Pregnancy Disability Leave* policy for more information).

If an employee is eligible for FMLA leave, PDL will run concurrently with FMLA leave (see the *FMLA Leave* policy for additional information).

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of child bonding.

Any leave taken for birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The company may also grant additional leave requests of less than two weeks at its discretion. Any leave taken must be concluded within one year of the child's birth or placement with the employee.

Leave Procedures

The following procedures shall apply to CFRA leave:

- Please contact human resources as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption, foster care, or planned medical treatment for your serious health condition, or that of a family member, you must notify the company at least 30 days before leave is to begin. You must consult with your supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to company operations. Any such scheduling is subject to the approval of your health care provider or that of your family member.
- If you cannot provide 30 days' notice, the company must be informed as soon as is practical.
- Human resources will provide written notice designating the leave as CFRA/FMLA (as applicable) and confirming the amount of leave counted toward the entitlement.
- If the CFRA request is made because of your own serious health condition, the company may require, at its expense, a second opinion from a health care provider that the company chooses.

The health care provider designated to give a second opinion will not be one who is regularly employed by the company.

- If the second opinion differs from the first opinion, the company may require you, at the company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The third health care provider's opinion shall be considered final and binding on you and the company.

Certification

Honey's Air & Solar requires you to provide certification. You will have 15 calendar days from the company's request for certification to provide it to the company, unless it is not practical to do so. The company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification (for example, if you need two weeks of family and medical leave, but following the two weeks, you need intermittent leave, a new medical certification will be requested and required). If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date when the serious health condition began;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

If your serious health condition is the reason for leave, you must provide a certification from the healthcare provider stating:

- Date when the serious health condition began;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of your position's essential functions because of the serious health condition.

If you are on leave because of your own serious health condition, the company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a “qualifying exigency” related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If you are taking CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the company may recover premiums paid to maintain health coverage if you fail to return to work following CFRA leave.

Employees on PDL will be allowed to continue to participate in group health coverage for up to a maximum of four months of PDL (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during PDL is a separate and distinct entitlement from the CFRA entitlement.

Payment requirements: If your leave of absence is four weeks or more, you must pay at least 50% of the employee portion of benefit premiums on a bi-weekly basis while you are on leave. The remaining 50% will be deducted from your paycheck when you return to work, with a minimum repayment amount of \$50 per week. If your leave of absence is less than four weeks, your portion of benefit premiums will be deducted from your paycheck upon returning to work, with a minimum repayment amount of \$50 per week, unless you request a higher repayment amount.

If the employee’s required premium payments are not received for more than 30 days, or the delinquency period exceeds the maximum 12 workweeks, the company may cancel benefits coverage due to non-payment. If coverage is cancelled for non-payment, the employee will be offered COBRA continuation coverage, if eligible, in accordance with applicable law.

Substitution of Paid Leave

Generally, CFRA leave is unpaid. The company may require you to use accrued paid leave while taking CFRA leave, or you may choose to do so. To use paid leave for CFRA leave, you must comply with the company’s normal paid leave policies. For more information on specific circumstances that require or permit the substitution of paid leave, contact the payroll administrator.

Reinstatement

Under most circumstances, you will be reinstated upon return from CFRA leave to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of CFRA leave will not result in the loss of any employment benefit that the employee earned before using CFRA leave.

If you are on FMLA-only leave, without CFRA running concurrently, there may be conditions in which you may be denied reinstatement if you are a "key" employee (refer to the *Reinstatement* section of the *FMLA Leave* policy for additional information).

If an employee does not return to work at the end of approved leave and has not requested an extension or other protected leave, the absence may be treated as a voluntary resignation/job abandonment.

Time Accrual

Please contact human resources or the payroll administrator with any questions regarding the accrual of other company-provided paid leave benefits (such as vacation or sick leave) during unpaid CFRA leave.

Carryover

Leave granted under any of the reasons provided by the CFRA and/or the FMLA will be counted as family/medical leave and considered as part of the 12-workweek entitlement in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take CFRA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 15 minutes.

See also the discussion of *Pregnancy, Childbirth, or Related Conditions and Child Bonding* above.

Family and Medical Leave Act (FMLA) Leave

The federal Family and Medical Leave Act (FMLA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the company for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- You are employed at a worksite where there are 50 or more employees within a 75-mile radius

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of FMLA leave, a “family member” includes your :
 - Spouse
 - Parent
 - Child under the age of 18, or child over the age of 18 and incapable of self-care due to mental or physical disability at the time FMLA leave is to begin.
- The birth of your child, or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty or your spouse, child, or parent in the Armed Forces of the United States, or to care for a covered servicemember. (See *Military Family Leave Entitlements* below.)
- Incapacity due to pregnancy, prenatal medical care, or childbirth.

Depending on your reason for leave, you may also be eligible for California Family Rights Act (CFRA) leave, in which case both your FMLA leave and CFRA leave will run concurrently. (See the *CFRA Leave* policy for additional information and *CFRA Leave Eligibility*.)

For additional information about eligibility for FMLA and how it may or may not interact with CFRA leave, contact human resources.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement for 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.
- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. A covered servicemember is either:

- A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are different from the FMLA definition of “serious health condition”.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken under FMLA, the company uses a 12-month period measured forward from the date an employee first took family leave.

Under most circumstances, leave under federal and state law will run at the same time, and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth, or Related Conditions and Baby Bonding

Time off because of pregnancy disability, childbirth, or related medical condition counts as FMLA leave, but not for CFRA leave. Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their pregnancy disability leave (PDL).

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

Under the FMLA leave taken for the birth, adoption, or foster care placement of a child must be taken as a continuous block of leave unless the company grants intermittent leave. If, however your baby bonding leave is under both FMLA and CFRA (running concurrently), such leave does not have to be taken in one continuous period of time: CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the company will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks’ duration on any two occasions. The company may also grant additional requests for

leave lasting less than two weeks at its discretion. Any leave taken under FMLA or CFRA must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to FMLA leave:

- Contact human resources as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the company at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the company. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.
- If you cannot provide 30 days' notice, the company must be informed as soon as is practical.
- Human resources will provide written notice designating the leave as CFRA/FMLA (as applicable) and confirming the amount of leave counted toward the entitlement.
- If the FMLA request is made because of your own serious health condition, the company may require, at its expense, a second opinion from a health care provider that the company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the company.
- If the second opinion differs from the first opinion, the company may require you, at the company's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the company.

Certification

Honey's Air & Solar requires you to provide certification. You will have 15 calendar days from the company's request for certification to provide it to the company, unless it is not practical to do so. The company may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks, you need intermittent leave, a new medical certification will be requested and required.) If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and

- Confirmation that the serious health condition warrants your participation.

Under the FMLA, when both parents are employed by the company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the company will not grant more than a total of 12 workweeks of FMLA leave for this reason. However, if baby bonding leave is under both FMLA and CFRA (running concurrently), each parent employed by the company is entitled to 12 workweeks of leave for this reason.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certification is obtained.

Leave Related to Military

A leave taken due to a “qualifying exigency” related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember’s health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If you are taking FMLA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the company may recover premiums paid to maintain health coverage if you fail to return to work following FMLA leave.

Employees on pregnancy disability will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment requirements: If your leave of absence is four weeks or more, you must pay at least 50% of the employee portion of benefit premiums on a bi-weekly basis while you are on leave. The remaining 50% will be deducted from your paycheck when you return to work, with a minimum repayment amount of \$50 per week. If your leave of absence is less than four weeks, your portion of benefit premiums will be deducted from your paycheck upon returning to work, with a minimum repayment amount of \$50 per week, unless you request a higher repayment amount.

If the employee's required premium payments are not received for more than 30 days, or the delinquency period exceeds the maximum 12 workweeks, the company may cancel benefits coverage due to non-payment. If coverage is cancelled for non-payment, the employee will be offered COBRA continuation coverage, if eligible, in accordance with applicable law.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. The company may require, or you may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the company's normal paid leave policies. For more information on the specific circumstances that require or permit the substitution of paid leave, contact the payroll administrator.

Reinstatement

Under most circumstances, upon return from FMLA leave, you will be reinstated to your original job or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on FMLA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned before using FMLA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees under the following conditions (however, this exception will not apply if the FMLA leave runs concurrently with CFRA leave):

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the company's operations;
- The employee is notified of the company's intent to refuse reinstatement at the time the company determines the refusal is necessary; and
- If leave has already begun, the company gives the employee a reasonable opportunity to return to work following the notice described previously.

If an employee does not return to work at the end of approved leave and has not requested an extension or other protected leave, the absence may be treated as a voluntary resignation/job abandonment.

Time Accrual

Please contact human resources or the payroll administrator with any questions regarding the accrual of other company-provided paid leave benefits (such as vacation or sick leave) during unpaid FMLA leave.

Carryover

Leave granted under any of the reasons provided by FMLA and/or CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take FMLA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 15 minutes.

See also the discussion of *Pregnancy, Childbirth, or Related Conditions and Baby Bonding* above.

7.6 Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy.

Honey's Air & Solar complies with the federal Pregnancy Discrimination Act (PDA) and applicable state laws. Employees affected by pregnancy, childbirth, or related medical conditions will be treated the same as other employees who are similar in their ability or inability to work.

The company will not discriminate against employees or applicants because of pregnancy, childbirth, or related medical conditions, and will not deny employment opportunities or benefits based on these conditions.

Employees affected by pregnancy or related conditions will be eligible for benefits, leave, and accommodations on the same terms as other employees with temporary disabilities or medical conditions. This includes equal access to modified duties, alternative assignments, leave, and other accommodations when such options are provided to other employees with similar work limitations.

Any employee planning to take Pregnancy Disability Leave (PDL) should contact human resources as early as possible. Please make an appointment with human resources to discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave include any period of time for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.
- Honey's Air & Solar will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions. To discuss the need for accommodation, please contact human resources. The company will engage in an interactive process with you to identify potential reasonable accommodations, if any, that will help you perform the job; or if medically necessary due to your pregnancy, will temporarily transfer you to a less strenuous or hazardous position (where available) or assign less strenuous or hazardous duties.
- If you need to take PDL, you must inform Honey's Air & Solar when the leave is expected to begin and how long it is expected to last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days' advance notice before the PDL or transfer is to begin. Consult with human resources regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the company. Any such scheduling is subject to the approval of your health care provider.
- For unforeseeable emergencies or events, you must notify the company, at least verbally, as soon as practical after you learn of the need for the leave.
- Failure to comply with these notice requirements may result in delay of PDL, reasonable accommodation, or transfer.

- Pregnancy leave usually begins when ordered by your health care provider. You must provide Honey's Air & Solar with a written certification from a health care provider for the need of PDL, reasonable accommodation, or transfer, except as noted below*. The certification must be returned within 15 calendar days of the company's request. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation, or transfer. Please see human resources for a medical certification form to give to your health care provider.
 - When requesting a reasonable accommodation under this policy, you do not need to provide a written certification if your requested accommodations are for any of the following:
 - Carry or keep water near and drink, as needed;
 - Take additional restroom breaks, as needed;
 - To sit as needed if your work requires standing, or to stand as needed if your work requires sitting; or
 - To take breaks to eat or drink, as needed.
- Leave returns will be allowed only when your health care provider sends a release.
- You are allowed to use accrued sick and/or vacation time during PDL.
- PDL does not need to be taken in one continuous period and may be taken intermittently, as needed. Leave may be taken in increments of 15 minutes.

If intermittent leave or leave on a reduced work schedule is medically advisable, you may, in some instances, be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. A transfer to an alternative position can involve modifying an existing job to better accommodate your need for intermittent leave or a reduced work schedule.

When your health care provider releases you to return to work from PDL, you will be reinstated to your same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a PDL has no greater right to reinstatement than if the employee had been continuously employed.

If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if you had continued in employment continuously for the duration of the leave. While on PDL, you are responsible for paying at least 50% of the employee portion of benefit premiums on a bi-weekly basis. The remaining 50% will be deducted from your paycheck when you return to work, with a minimum repayment amount of \$50 per week. Employees must coordinate premium payment arrangements with human resources before the start of leave, whenever possible. Failure to meet premium payment requirements may result in a lapse of coverage, consistent with applicable plan terms and

legal requirements. In some instances, the company can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date. Please contact human resources for more information.

The company will not retaliate against you for requesting PDL, reasonable accommodation, or transfer under this policy, and will not knowingly tolerate or permit retaliation by management, employees, or coworkers.

7.7 Pregnant Workers Fairness Act (PWFA) Accommodations

Honey's Air & Solar will provide reasonable accommodations to qualified applicants and employees with known limitations related to pregnancy, childbirth, or related medical conditions, in accordance with the Pregnant Workers Fairness Act (PWFA) and other applicable laws.

A "known limitation" may include a physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, whether or not the condition rises to the level of a disability under other laws.

Reasonable accommodations may include, when appropriate, but are not limited to:

- Additional, longer, or more flexible breaks
- Time to sit or stand
- Time off to recover from childbirth
- Modified work schedules
- Temporary reassignment to less strenuous or less hazardous duties
- Light duty or assistance with lifting
- Leave for medical appointments
- Temporary remote work, if available and appropriate
- Other accommodations that allow the employee to perform the essential functions of the position

Honey's Air & Solar will engage in a timely, good-faith interactive process with the applicant or employee to determine whether a reasonable accommodation can be provided.

The company will not:

- Require an employee to accept an accommodation that was not arrived at through the interactive process
- Deny employment opportunities because of the need for a reasonable accommodation
- Require an employee to take leave if another reasonable accommodation can be provided that allows the employee to continue working

- Retaliate against an applicant or employee for requesting, using, or supporting a request for accommodation under this policy

The company may deny a requested accommodation only if the accommodation would impose an undue hardship on business operations, as defined by applicable law.

Employees who need an accommodation under this policy should contact human resources as soon as possible. The company may request reasonable supporting documentation when permitted by law.

This policy is intended to work alongside other applicable leave and accommodation policies, including Pregnancy Disability Leave, FMLA, CFRA, and reasonable accommodation policies.

7.8 Reproductive Loss Leave

California employees are entitled to protected leave following a reproductive loss. For an employee to be eligible for this leave, the individual must have 1) been employed for at least 30 days prior to commencing leave, and 2) suffered a “reproductive loss event,” defined by the law as “the day or, for a multiple-day event, the final day” of any of the following:

- Failed Adoption: Defined as the “dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party.”
- Failed Surrogacy: Defined as the “dissolution or breach of a surrogacy agreement, or failed embryo transfer to the surrogate.”
- Unsuccessful Assisted Reproduction: Defined as an “unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure,” including embryo transfer and gamete and embryo donation.
- Miscarriage: Usually defined as a fetal loss before the 20th week of pregnancy.
- Stillbirth: Usually defined as a fetal loss after the 20th week of pregnancy.

Notably, the reproductive loss event applies to any person who would have been a parent as a result of the unsuccessful adoption, surrogacy, assisted reproduction, or pregnancy.

Leave under this statute is unpaid. Within three months of a reproductive loss, eligible employees may take up to five days of leave, either consecutively or non-consecutively. But if prior to or immediately following the reproductive loss event, the employee is/goes on leave under another state or federal leave entitlement, then the employee must instead complete their reproductive loss leave within three months after they complete their other protected leave. Eligible employees may be entitled to multiple leaves per year if they experience multiple reproductive loss events. There is a limitation: if an employee experiences more than four reproductive loss events within a 12-month period, the company is not required to provide more than 20 days of such leave in total.

The company will maintain the confidentiality of any employee's request for reproductive loss leave, any information provided by the employee regarding the reproductive loss, and any information provided by the employee regarding the reproductive loss leave.

7.9 Jury Duty and Witness Leave

Honey's Air & Solar encourages employees to serve on jury duty when called and to appear as a witness in any judicial proceeding in response to a subpoena or other court order.

Employees summoned for jury duty or appearing as a witness in a judicial proceeding may take time off for service. Time off for jury duty and appearing as a witness will be unpaid. However, exempt employees who work any portion of a workweek in which they also serve on jury duty or appear as a witness will receive their full salary for that workweek.

In place of unpaid leave, employees may choose to use available accrued time off, including paid sick leave provided under California's Healthy Workplace, Healthy Families Act.

You should notify your supervisor of the need for time off for jury duty or to serve as a witness as soon as a notice or summons, subpoena, or other order from the court is received. You may be requested to provide written verification from the court clerk or performance of jury service. If work time remains after any day of jury selection or jury duty, or appearing as a witness, you will be expected to return to work for the remainder of your work schedule.

Employees will not be discharged, disciplined, threatened, coerced, or otherwise discriminated against because of jury service or attendance in connection with such service. The company prohibits retaliation against any employee for taking time off for jury duty or witness service or for exercising rights under this policy.

Fee Paid by the Court

You may retain any mileage allowance or other fee paid by the court for jury services.

7.10 Military Leave (USERRA)

Honey's Air & Solar complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.

Non-Discrimination and Non-Retaliation

The company prohibits discrimination or retaliation against applicants or employees based on past, present, or future military service or obligations.

This includes, but is not limited to:

- Hiring decisions
- Promotion, compensation, or benefits
- Job assignments
- Termination or disciplinary actions

Employees will not be retaliated against for exercising rights under this policy or applicable law.

Leave for Military Service

Employees who serve in the uniformed services are entitled to take leave for military duty, including:

- Active duty
- Training
- Reserve or National Guard service
- Fitness-for-duty examinations

Employees should provide advance notice of military service when practicable, unless prevented by military necessity.

Reemployment Rights

Employees returning from military service are entitled to reinstatement in accordance with USERRA, provided they:

- Provide advance notice of service (when required)
- Have five (5) years or less of cumulative military service with the company (subject to legal exceptions)
- Return to work or apply for reemployment within required timeframes

Timeframes for Return to Work:

- Service of 1–30 days: report back to work on the next scheduled workday after safe travel and rest period
- Service of 31–180 days: apply for reemployment within 14 days

- Service of 181+ days: apply for reemployment within 90 days

Employees who are hospitalized or recovering from service-related injuries may have extended return deadlines as provided by law.

Position Upon Return (“Escalator Principle”)

Employees will be reinstated to the position they would have attained had they remained continuously employed, or to a comparable position, with the same seniority, status, and pay, as required by law.

Health Benefits Continuation

Employees may elect to continue group health coverage during military leave for up to 24 months, as required by USERRA.

- For leave of 30 days or less, coverage will continue at the same cost as active employees
- For longer leaves, employees may be required to pay up to 102% of the premium

Retirement and Pension Benefits

Military leave will not be treated as a break in service for purposes of retirement or pension benefits.

Employees are entitled to:

- Service credit for the period of military leave
- The opportunity to make up missed contributions to retirement plans
- Employer contributions as required by law

Use of Paid Leave

Employees may choose, but are not required, to use accrued vacation or other paid time off during military leave, to the extent permitted by company policy.

Documentation

The company may request documentation to establish eligibility for reemployment following military service, as permitted by law.

Questions

Employees with questions regarding military leave or reemployment rights should contact human resources.

7.11 Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse or registered domestic partner in the U.S. Armed Forces, National Guard, or Reserves who has been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to human resources within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying that the spouse will be on leave from deployment.

7.12 Organ and Bone Marrow Donor Leave

Employees who are donors for an organ or bone marrow may take time off as follows:

- You must be employed for at least a ninety (90)-day period immediately before the beginning of leave.
- You may take up to thirty (30) business days of paid leave, and up to an additional 30 business days of unpaid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave.
- You may take up to five (5) business days of paid leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, Honey's Air & Solar will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the federal Family and Medical Leave Act or the state California Family Rights Act.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Honey's Air & Solar requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave, and/or vacation.

Honey's Air & Solar requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave, and/or vacation.

Once a donor has exhausted the required paid sick and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

7.13 Victim's Leave and Accommodation

The company grants unpaid time off to eligible employees who are victims of a qualifying act of violence, as defined in this policy, and reasonable accommodations to eligible employees who are victims of, or who have family members who are victims of, a qualifying act of violence.

Victim's Leave

An employee who is a victim of a qualifying act of violence may take time off to obtain- or attempt to obtain- relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the victim or their child.

For the purposes of this policy, a "qualifying act of violence" is any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime.

- Domestic violence
- Sexual assault
- Stalking
- An act, conduct, or pattern that includes any of the following:
 - In which an individual causes bodily injury or death to another individual.
 - In which an individual exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual.
 - In which an individual uses or makes a reasonably perceived or actual threat to use force against another individual to cause physical injury or death.

While leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described in this policy.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. To request leave under this policy, please contact human resources.

Reasonable Accommodation

For an employee who is a victim of- or who has a family member who is a victim of- a qualifying act of violence, the company will provide a reasonable accommodation for their safety while at work, so long as the accommodation doesn't cause undue hardship.

For the purposes of this policy, "family member" includes:

- Your biological, adoptive, or foster child; stepchild or legal ward; a child of a registered domestic partner; or a person to whom you stand in loco parentis.
- Your biological, adoptive, or foster parent, stepparent, or legal guardian; or that of your spouse or registered domestic partner (parent-in-law); or that of a person who stood in loco parentis when you, your spouse, or registered domestic partner were a minor child.
- Your legal spouse or registered domestic partner.
- Your biological, foster, or adoptive sibling; a stepsibling; or a half-sibling.
- Your grandparent.
- Your grandchild.
- Any individual related by blood or whose association with the employee is the equivalent of a family relationship.

If you need a reasonable accommodation for your safety at work, contact human resources to discuss the need for an accommodation. If you are requesting reasonable accommodation, you will need to submit a written statement signed by you, or by the individual acting on your behalf, certifying that the accommodations are for the purpose of your safety at work.

For reasonable accommodation requests, the company will also require certification demonstrating that you are the victim of a qualifying act of violence.

The company will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result. The company may request recertification every six months. Please notify the company if an approved accommodation is no longer needed.

Honey's Air & Solar will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

7.14 Victim's Leave for Treatment

Honey's Air & Solar grants unpaid time off to eligible employees who are victims of, or who have a family member who is a victim of, a qualifying act of violence for certain reasons directly related to the qualifying act of violence, as specified in this policy.

For purposes of this policy, a “qualifying act of violence” is any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime:

- Domestic violence.
- Sexual assault.
- Stalking.
- An act, conduct, or pattern of conduct that includes any of the following:
 - In which an individual causes bodily injury or death to another individual.
 - In which an individual exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual.
 - In which an individual uses or makes a reasonably perceived or actual threat to use force against another individual to cause physical injury or death.

For purposes of taking leave when a family member is a victim of a qualifying act of violence, “family member” includes the following:

- Your biological, adoptive, or foster child; stepchild or legal ward; a child of a registered domestic partner; or a person to whom you stand in loco parentis.
- Your biological, adoptive, or foster parent, stepparent, or legal guardian; or that of your spouse or registered domestic partner (parent-in-law); or that of a person who stood in loco parentis when you, your spouse, or registered domestic partner were a minor child.
- Your legal spouse or registered domestic partner.
- Your biological, foster, or adoptive sibling; a stepsibling; or a half-sibling.
- Your grandparent.
- Your grandchild.
- Any individual related by blood or whose association with the employee is the equivalent of a family relationship.

While leave is generally unpaid, employees can use their paid sick time under California’s Healthy Workplaces, Healthy Families Act for the purposes described below.

You must request leave under this policy to do any of the following:

- Obtain or attempt to obtain any relief for the family member. Relief includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the family member of the victim of a qualifying act of violence.
- Seek, obtain, or assist a family member to seek or obtain medical attention for or to recover from injuries caused by a qualifying act of violence.
- Seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.
- Seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
- Participate in safety planning or take other actions to increase safety from future qualifying acts of violence.

- Relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
- Provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
- Seek, obtain, or assist a family member to seek or obtain a civil or criminal legal proceeding related to the qualifying act of violence.
- Prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
- Seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

The leave duration under this policy is limited in certain circumstances as follows:

- When the employee isn't a victim but is taking leave for a family member who is a victim of a qualifying act of violence, specifically for the purpose of relocating or engaging in the process of securing a new residence due to the qualifying act of violence, then leave under this policy is limited to five days.
- When the employee isn't a victim but is taking leave for a family member who is a victim of a qualifying act of violence for one of the other reasons listed above, then the total leave taken under this policy is limited to 10 days.
- Leave taken under this policy for any other permissible reason is limited to a total duration of 12 weeks.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. To request leave under this policy, please contact human resources.

The company will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Leave taken under this policy will run concurrently with leave taken pursuant to the California Family Rights Act and/or the federal Family and Medical Leave Act, to the extent the employee is eligible for leave under either of those laws.

7.15 School and Childcare Activities Leave

Employees are encouraged to participate in the school or childcare activities of their child(ren).

This policy applies to employees who are parents, stepparents, foster parents, grandparents, or a person who stands *in loco parentis* to a child who is enrolled in a licensed childcare facility or in kindergarten through grade 12.

For purposes of this policy, a “school activity” includes any school-sponsored, supervised, or approved activity, such as field trips, fundraisers, school programs, or other school-related events.

Absences under this policy are subject to the following conditions:

- Time off under this policy may not exceed a total of 40 hours per calendar year, and no more than eight (8) hours in any calendar month;
- Time off may be used to:
 - Find, enroll, or reenroll a child in a school or with a licensed childcare provider; or
 - Participate in activities of the child’s school or licensed childcare provider;
- Employees may also use time off to address a childcare provider or school emergency, which means that the child cannot remain in school or with a childcare provider due to one of the following:
 - The school or childcare provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits attendance or requires pickup;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or childcare provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake, or flood;
- Employees must provide reasonable advance notice to their supervisor for planned absences. In the event of an emergency, employees must provide notice as soon as practicable;
- Employees who provide reasonable notice will not be disciplined or terminated for taking time off under this policy;
- The Company may request documentation from the school or licensed childcare provider verifying participation in the activity or the occurrence of an emergency;
- If more than one parent or guardian of a child is employed by Honey’s Air & Solar, the first employee to request leave will be granted the time off. The second employee may be granted leave only with supervisory approval;
- Employees must use available vacation or other paid time off to receive compensation for this time off. If no paid time off is available, the leave will be unpaid.

School Appearances Involving Suspension

If you are the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, you should alert your supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

7.16 Criminal Judicial Proceedings and Victims' Rights Leave

If you are the victim or a family member of a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving the rights of the victim.

For purposes of this policy, "family member" includes:

- Your biological, adoptive, or foster child; stepchild or legal ward; a child of a registered domestic partner; or a person to whom you stand in loco parentis.
- Your biological, adoptive, or foster parent, stepparent, or legal guardian; or that of your spouse or registered domestic partner (parent-in-law); or that of a person who stood in loco parentis when you, your spouse, or registered domestic partner were a minor child.
- Your legal spouse or registered domestic partner.
- Your biological, foster, or adoptive sibling; a stepsibling; or a half-sibling.
- Your grandparent.
- Your grandchild.
- Any individual related by blood or whose association with the employee is the equivalent of a family relationship.

The absence from work must be in order to attend judicial proceedings or proceedings involving the rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave, and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absences from work to attend judicial proceedings or proceedings involving victim rights are unpaid. In lieu of unpaid leave, employees may choose to use accrued paid time off. For leave taken on or after January 1, 2026, this includes paid sick leave provided under California's Healthy Workplace, Healthy Families Act.

For more information regarding this leave (including whether you are covered, when, and what type of documentation is required, and which type of paid time off can be used), please contact human resources.

7.17 Volunteer Civil Service Leave

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency

rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

7.18 Civil Air Patrol Leave

No employee with more than ninety (90) days of service shall be disciplined for taking time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please notify your supervisor in advance and provide as much advance notice as possible.

Up to ten (10) days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation, and the extension of leave is approved by the company.

7.19 Time Off for Voting

If you do not have sufficient time outside of working hours to vote in an official statewide election, you may take off enough working time to vote, including up to two hours off without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. When possible, an employee requesting time off to vote shall give their Supervisor at least two working days' notice.

7.20 Personal Leave

A personal leave of absence is an unpaid leave that may be requested when an employee does not qualify for other protected leave (such as FMLA, CFRA, Pregnancy Disability Leave, or other legally required leave). Personal leave is granted at the company's discretion, based on business needs and the circumstances of the request. Employees should consult human resources for additional information, eligibility questions, and leave requirements.

A personal leave of absence may be approved by the president or vice president. Requests should generally be limited to unusual circumstances requiring an absence of more than two (2) weeks and no longer than twelve (12) weeks. Approved absences of two (2) weeks or less are typically treated as excused unpaid time off rather than a formal leave of absence.

Employees approved for personal leave must use any remaining accrued vacation before taking unpaid leave, unless otherwise required by law or prohibited by policy.

If personal leave is approved, employees may continue participating in health and welfare benefit plans in which they were enrolled prior to the start of leave, subject to plan rules and timely premium payment. Employees are responsible for paying their portion of benefit premiums while on leave.

Payment requirements: If your leave of absence is four weeks or more, you must pay at least 50% of the employee portion of benefit premiums on a bi-weekly basis while you are on leave. The remaining 50% will be deducted from your paycheck when you return to work, with a minimum repayment amount of \$50 per week. If your leave of absence is less than four weeks, your portion of benefit premiums will be deducted from your paycheck upon returning to work, with a minimum repayment amount of \$50 per week, unless you request a higher repayment amount.

If benefit premium payments are not received on time, benefit coverage may be cancelled. If payment is not received within thirty (30) days of the start of leave, benefits will be cancelled, subject to applicable plan rules.

If a personal leave request is approved, the company will provide the employee with a written leave confirmation outlining the approved leave dates, benefit payment responsibilities, and return-to-work expectations.

Any request to extend a personal leave of absence must be submitted to human resources as soon as possible and must be approved in writing before the employee's scheduled return date. Extension requests are reviewed based on business needs and are not guaranteed.

Employees returning from a personal leave of absence will be reinstated to their position or a comparable position only if available. Because personal leave is not legally protected, reinstatement is not guaranteed.

7.21 Extended Medical Leave

On occasion, an employee may need a medical leave of absence that extends beyond the limits under any state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy.

In these situations, an extended medical leave of absence may be granted for medical disabilities (excluding pregnancy, childbirth, and related medical conditions) supported by a doctor's written disability certificate. Extended disability leaves will also be considered on

a case-by-case basis, consistent with the company's obligations under federal and state disability laws.

Employees should request any leave in writing and as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. Human resources will provide you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. When returning from a medical disability leave, you must present a doctor's certificate declaring fitness to return to work.

Upon return from medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Honey's Air & Solar makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. Honey's Air & Solar will comply with any reinstatement obligations under state or federal law.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

An employee who needs a reasonable accommodation should contact human resources to discuss the need.

7.22 Leave Donation Program

Honey's Air & Solar has a leave donation program to assist employees experiencing a crisis that requires more time off than their available sick or other paid time. The program allows eligible employees to voluntarily donate time from their available sick/vacation leave to their co-workers in accordance with the policy.

This policy is strictly voluntary. The policy does not guarantee any employee the right to extended leave beyond what is provided for by the company's stated policy and its legal obligations. Final approval of receipt of any sick/vacation leave donation and of the ability to donate accrued leave rests with the president or the vice president.

Donations made under this policy shall be deemed to be equivalent to one-hour increments and are not based on the job classification or salary of the donating employee or the recipient employee.

Eligibility to Donate

In order for you to donate sick leave to another employee, you must:

- Be employed by Honey's Air & Solar for one year
- Donate sick leave in units of 2 hours
- Donate no more than 50 percent of your current balance
- Not be currently on an approved leave of absence

Employees who donate leave are not permitted to exhaust their own sick leave balance because they may experience their own need for time off.

Guidelines for Receipt of Leave Donation

Employees who wish to receive donated sick time from co-workers must have a crisis event, as determined by the president, vice president, or human resources.

Donated time may be used only for time off related to the approved crisis event. Recipient employees must use their available paid leave before using any donated time. Employees who receive donated sick time may receive no more than 480 hours (12 weeks) within a rolling 12 month-period. The leave donation program does not guarantee the recipient employee the right to extended leave beyond the company's stated policy and its legal obligations. The decision on whether to grant personal leave, declare a crisis event, or allow the employee to receive donated sick time is within Honey's Air & Solar's discretion.

Any donated sick time in excess of the recipient's use for the approved crisis event will be returned to the donor. There is no "cash" value to the recipient of the donated sick time.

Procedure

If you want to donate sick time to a co-worker, you must make a written request to the president, vice president, or human resources, who will confirm eligibility. The request must be approved by the president or the vice president.

Donor identities will remain confidential.

Donations under the program are voluntary, and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program. Misrepresenting or falsifying the need for donated leave under this program is grounds for disciplinary action, up to and including termination.

Benefits

8.1 Benefits Overview

Honey's Air & Solar is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on length of continuous employment at Honey's Air & Solar. Benefit eligibility requirements may also be imposed by the plans themselves. To qualify for medical insurance, employees must work at least thirty (30) hours a week, or at least one-hundred and thirty (130) hours a month. To be eligible for all supplemental insurance, life insurance, and retirement plan, an employee must work at least twenty (20) hours a week.

Upon becoming eligible for certain employee benefit plans, you will receive *Summary Plan Descriptions*, which describe the benefits in greater detail. For information on employee benefits or to answer any questions, contact human resources.

The company reserves the right to modify, amend, or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

The company offers the following employee benefits:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan
- Group Life Insurance
- Voluntary Life Insurance
- Additional Supplemental Insurance
- Legal Shield
- Costco Membership

8.2 Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD).

Eligible employees may receive wage replacement benefits ranging from approximately 60% to 70% of their regular wages, up to a maximum weekly benefit amount established annually by the EDD.

PFL provides partial pay for up to eight (8) weeks when you need to take leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with your newborn, foster child or newly adopted child; or
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

To receive PFL benefits, employees must apply directly through the EDD, either online at edd.ca.gov or by submitting a paper application, and provide any required supporting documentation.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

PFL benefits may run concurrently with other applicable leave laws, including the California Family Rights Act (CFRA), the Family and Medical Leave Act (FMLA), and Pregnancy Disability Leave (PDL), where applicable. Employees may be entitled to job-protected leave under those laws while receiving PFL benefits.

8.3 State Disability Insurance (SDI)

Employees may be eligible for State Disability Insurance (SDI) benefits, which provide partial wage replacement for non-work-related illness, injury, pregnancy, or related medical conditions that prevent an employee from working.

SDI benefits are administered through the California Employment Development Department (EDD) and are funded through employee payroll deductions. Benefits are not paid by Honey's Air & Solar.

Benefit Duration and Amount

Eligible employees may receive wage-replacement benefits ranging from approximately 60% to 70% of their regular wages, up to the maximum weekly benefit amount established annually by the EDD.

SDI benefits may be available for up to fifty-two (52) weeks, subject to EDD eligibility requirements, medical certification, and applicable program rules.

Qualifying Reasons

Employees may be eligible for SDI benefits if they are unable to work due to:

- Non-work-related illness or injury

- Pregnancy, childbirth, or related medical conditions
- Medical treatment or recovery from a health condition

How to Apply

To receive SDI benefits, employees must:

1. Submit a claim directly to the EDD
2. Provide certification from a healthcare provider
3. Follow all EDD filing requirements and deadlines

Employees can apply online at edd.ca.gov or by submitting a paper application.

Interaction with Other Leaves

SDI provides wage replacement only and does not provide job protection.

Depending on the reason for leave, SDI may run concurrently with:

- Family and Medical Leave Act (FMLA) leave
- Pregnancy Disability Leave (PDL)
- Other applicable leave laws

Employees may be entitled to job-protected leave under these laws while receiving SDI benefits.

Additional Information

Employees with questions regarding SDI benefits should contact human resources or the EDD directly.

8.4 Continuation of Health Coverage (COBRA)

In accordance with federal law, employees and their eligible dependents may have the right to continue group health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) when coverage would otherwise be lost due to certain qualifying events.

Qualifying Events

COBRA continuation coverage may be available when a qualifying event occurs, including:

- Termination of employment (for reasons other than gross misconduct)
- Reduction in hours of employment

- Divorce or legal separation
- Death of the employee
- A dependent child losing eligibility under the plan

Duration of Coverage

COBRA continuation coverage is generally available for:

- Up to 18 months for termination of employment or reduction in hours
- Up to 36 months for certain qualifying events affecting dependents (such as divorce, death, or loss of dependent status)

Extensions may be available in limited circumstances, such as disability, as provided by law.

Cost of Coverage

Employees electing COBRA coverage are responsible for the full cost of coverage, which may be up to 102% of the total premium (including the portion previously paid by the company), unless otherwise required by law.

Notice and Election Rights

When a qualifying event occurs, the company or its benefits administrator will provide eligible individuals with a COBRA election notice describing their rights to continue coverage.

Employees and covered dependents are responsible for notifying the company or plan administrator of certain qualifying events (such as divorce or loss of dependent status) within the timeframes required by law.

Eligible individuals have a limited period of time (generally 60 days) to elect COBRA continuation coverage.

Additional Information

COBRA coverage is subject to all applicable plan terms and legal requirements. Employees should contact Human Resources or the plan administrator for additional details regarding eligibility, coverage options, and enrollment procedures.

8.5 ERISA Rights and Plan Information

Certain employee benefit plans offered by Honey's Air & Solar are governed by the Employee Retirement Income Security Act of 1974 (ERISA). Detailed information about these plans,

including eligibility, coverage, and benefits, is provided in the applicable Summary Plan Descriptions (SPDs), which are available to eligible employees.

The official plan documents and applicable Summary Plan Descriptions govern the administration of each benefit plan. In the event of any conflict between this handbook and the plan documents, the plan documents will control. Employees may contact human resources to obtain copies of plan documents or to identify the appropriate plan administrator or insurance carrier responsible for processing claims.

Claims for benefits must be submitted in accordance with the procedures set forth in the applicable Summary Plan Description or insurance plan materials. These documents identify where and how to file a claim, including the appropriate claims administrator or insurance provider.

Each plan also includes specific deadlines and procedures for filing claims and appealing denied claims. Employees are responsible for reviewing the applicable Summary Plan Description for detailed information regarding claim filing requirements, timelines, and appeal rights.

As a participant in an ERISA-covered plan, you have certain rights under federal law, including the right to review plan documents, obtain copies of plan information, and receive explanations of benefit decisions. If a claim for benefits is denied, in whole or in part, you have the right to a written explanation and to appeal the decision in accordance with the plan's procedures. You may also have the right to bring a civil action under ERISA if you believe your rights have been violated.

8.5 Lactation Accommodation

Honey's Air & Solar recognizes lactating employees' rights to request lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location for such employees to express breast milk for their infant child, subject to any exemption allowed under applicable law.

In accordance with applicable law, including the Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP Act), employees are entitled to reasonable break time each time it is needed to express breast milk for up to one (1) year following the birth of a child for all employees (including exempt).

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

Lactation Space Requirements

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public), located close to your work area and:

- Be safe, clean, and free of toxic or hazardous materials;
- Have a surface to place a breast pump and other personal items;
- Have a place to sit; and
- Have access to electricity or alternative devices (including, but not limited to, extension cords or charging stations) needed to operate an electric or battery-powered breast pump.

Honey's Air & Solar will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, Honey's Air & Solar will provide another cooling device suitable for storing milk, such as an employer-provided cooler.

The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Field Employees and Jobsite Accommodations

For employees who work in the field or at off-site locations, Honey's Air & Solar will work with the employee to identify a compliant lactation space at or near the job site, which may include a private area within a service vehicle, a temporary designated space, or a nearby facility, provided it meets legal requirements for privacy and functionality.

Employees working in the field should notify their supervisor or human resources as soon as practicable to arrange appropriate break times and a suitable location. The company will engage in an interactive process to ensure reasonable accommodations are provided based on the job site and work conditions.

Request Process

Employees who desire lactation accommodations should contact human resources to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur.

If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

Non-Retaliation

Honey's Air & Solar will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation.

If you believe you have been denied reasonable break time or adequate space to express milk or have otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the labor commissioner.

8.6 Workers' Compensation

Honey's Air & Solar, in accordance with state law, provides insurance coverage for employees in case of work-related injury or illness. The company prohibits retaliation against any employee for reporting a work-related injury or illness, filing a workers' compensation claim, or exercising rights under workers' compensation laws. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your supervisor and human resources.
- Seek medical treatment and follow-up care if required;
- The company will provide an Employee's Claim for Workers' Compensation (DWC-1 form) to the employee promptly upon notice of injury or illness. Employees should complete and return the form to human resources as soon as possible;
- Provide human resources with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Employees may obtain a DWC-1 form and assistance with the workers' compensation process by contacting human resources. Failure to promptly report an injury may delay benefits.

The company is required by law to notify its workers' compensation insurance carrier of any suspected false or fraudulent claims.

Medical Treatment and Provider Network

The company provides medical treatment for work-related injuries through a designated Medical Provider Network (MPN), which may vary by location. The company's insurance carrier has selected these providers based on their experience and qualifications in treating occupational injuries.

Employees will receive information about the applicable MPN at the time of injury reporting.

The law requires Honey's Air & Solar to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

Temporary Disability and Wage Replacement

If your treating provider certifies that you are unable to work due to a work-related injury or illness, you may be eligible for temporary disability benefits through the workers' compensation insurance carrier.

Workers' compensation temporary disability benefits are generally less than your regular wages and are paid directly by the insurance carrier.

Time spent seeking initial medical treatment for a reported work-related injury will be paid at your regular rate of pay. Absences for follow-up treatment, therapy, or additional appointments are not paid as time worked unless otherwise required by law.

Employees may elect to use accrued sick leave or vacation to supplement unpaid time, subject to company policy and applicable law.

Coordination with FMLA/CFRA

If you are eligible for leave under the federal Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA), and your work-related injury or illness qualifies as a serious health condition, your leave may be designated as FMLA and/or CFRA leave. When applicable, these leaves will generally run concurrently with workers' compensation leave.

Continuation of Benefits During Workers' Compensation Leave

Employees on workers' compensation leave may continue participation in company health and welfare benefit plans, subject to plan rules and timely premium payments.

Payment requirements: If your leave of absence is four weeks or more, you must pay at least 50% of the employee portion of benefit premiums on a bi-weekly basis while you are on leave. The remaining 50% will be deducted from your paycheck upon your return to work, with a minimum repayment of \$50 per week. If your leave of absence is less than four weeks, your portion of benefit premiums will be deducted from your paycheck upon returning to work, with a minimum repayment amount of \$50 per week, unless you request a higher repayment amount.

If the employee's required premium payments are not received for more than 30 days, or the delinquency period exceeds the maximum twelve (12) workweeks, the company may cancel benefits coverage due to non-payment. If coverage is cancelled for non-payment, the employee will be offered COBRA continuation coverage, if eligible, in accordance with applicable law.

Employees should contact human resources for details regarding benefit continuation and payment arrangements.

Return to Work and Reinstatement

Employees must provide medical certification releasing them to return to work and identifying any work restrictions.

Upon receipt of medical certification releasing the employee to return to work, the company will, in most circumstances, reinstate the employee to the same position held at the time he or she began, or to an equivalent position if available.

An employee returning from workers' compensation leave has no greater right to reinstatement than if they had remained continuously employed rather than on leave.

If an employee is unable to perform the essential functions of their position due to a physical or mental condition, the company will engage in an interactive process and consider reasonable accommodation as required under the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

Return to work depends on the employee's qualifications and the availability of positions.

Light Duty/Modified Work

When an employee is released to return to work with medical restrictions following a work-related injury or illness, Honey's Air & Solar may offer temporary modified or light-duty work, when available and consistent with business needs.

Modified duty assignments are intended to support an employee's recovery and return to full-duty work. Such assignments may include adjustments to job duties, hours, or work location, consistent with the restrictions provided by the treating health care provider.

Modified or light-duty assignments:

- Are temporary in nature unless otherwise required by law
- Are based on operational needs and available work
- May not include all of the employee's regular job responsibilities
- May be adjusted or discontinued depending on medical updates or business conditions

Employees are expected to comply with medical restrictions and perform assigned modified duties as directed. Failure to comply with work restrictions or refusal of a valid modified duty assignment may affect workers' compensation benefits and employment status, as permitted by law.

If an employee remains unable to perform the essential functions of their position after exhausting temporary disability leave or modified duty options, the company will evaluate further obligations under applicable law, including the interactive process and reasonable accommodation requirements under the ADA and FEHA.

8.7 External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of Honey's Air & Solar or the individual employees. Attendance at such activities, whether required by the company or requested by individual employees, requires the written approval of the supervisor or the president. To obtain approval, any employee wishing to attend an activity must submit a written request (using the *Training Request* form) detailing all relevant information and the justification for attendance.

Attendance at any such event is subject to the following policies on reimbursement and compensation. For attendance at events required or authorized by the company, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include lodging, registration fees, materials, transportation,

and parking. Reimbursement policies regarding these expenses should be discussed with the supervisor or the president in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices (up to eight (8) hours a day at the base hourly rate).

This policy does not apply to an employee's voluntary attendance at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While Honey's Air & Solar generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Workplace Standards

9.1 Appearance, Uniform, and Safety Standards

Employees represent Honey's Air & Solar when working in the office, at job sites, in customer homes or businesses, and in the community. Employees are expected to maintain a professional appearance that reflects positively on the company and supports a safe working environment.

Professional Appearance

Employees must report to work properly groomed and dressed in clothing appropriate for the type of work performed. Clothing should be clean, neat, and in good condition. Employees should avoid clothing that creates a safety hazard or interferes with job performance.

Employees who report to work in attire that is inappropriate or unsafe may be asked to clock out and return in acceptable attire.

Employees should maintain appropriate personal hygiene and grooming so as not to create distractions or discomfort for coworkers or customers. Out of consideration for others, employees should avoid excessive fragrances or strongly scented products in the workplace.

Uniform Requirements

Employees working in service, installation, sales, warehouse, or other designated roles are required to wear company-issued uniforms during working hours as outlined in their *Role Description*.

Uniforms must be kept clean and in good condition. Employees should report excessive wear or damage to human resources and submit a *Uniform Requisition Request* for replacement items when necessary.

When performing work at customer locations, employees may be required to wear company-issued uniforms or identification so customers can easily identify them as representatives of Honey's Air & Solar.

Safety Clothing and Equipment

Certain positions require the use of personal protective equipment (PPE) or other safety clothing in accordance with company safety policies and applicable regulations. Employees must wear required safety equipment and follow all safety guidelines when performing job duties.

Appropriate footwear must be worn based on the work environment. For many field positions, footwear should provide protection and slip resistance suitable for the hazards of the job.

Professional Conduct in Customer Environments

Employees who interact with customers or work at customer locations are expected to maintain a professional appearance and conduct themselves in a manner that reflects positively on Honey's Air & Solar.

Employees should avoid clothing, accessories, or visible displays that contain offensive, discriminatory, sexually explicit, or inappropriate material.

Headphones or earbuds should not be worn while interacting with customers or performing duties that require communication or situational awareness.

Hats and Accessories

Hats may be worn if they display the company logo or contain no logo or messaging. Accessories should not interfere with safety requirements or professional appearance.

Accommodations

This policy will not be enforced in a manner that discriminates against any protected class under federal, state, or local law. Employees who require a reasonable accommodation related to religious beliefs, medical conditions, or other protected reasons should contact human resources to discuss their request.

Specific dress and appearance requirements for each role may be outlined in the employee's *Role Description*.

9.2 Client Relations

Honey's Air & Solar is a service-oriented company, and the way we interact with our clients reflects our commitment to quality, professionalism, and our core values. Employees are expected to be polite, courteous, prompt, and attentive in all interactions with clients.

Our core value of respect guides how we treat our clients and one another. We honor the dignity of our team members, clients, company, competition, and community. We strive to listen carefully, understand concerns, and respond thoughtfully. We are generous with our time, knowledge, and expertise in serving our clients.

Clients should always be treated with courtesy and given proper attention. Client questions, concerns, or requests should never be regarded as interruptions or annoyances. Employees are expected to respond promptly and professionally to client inquiries, whether in person, by phone, or in writing.

Employees should make every effort to assist clients in obtaining the help they need. If you are unable to resolve a client's concern, you should promptly involve your manager or another appropriate team member who can assist.

Telephone calls and other communications should be handled professionally. Calls should be directed to the appropriate person whenever possible, and callers should not be left waiting unnecessarily.

All written communication, documents, and correspondence with clients must be clear, accurate, and professional. Careful attention to detail in paperwork and communication demonstrates our commitment to quality service.

Employees should remain calm and professional when addressing client concerns. If a disagreement or difficult situation arises, employees should avoid arguing with the client and should seek assistance from their manager or the management team when necessary.

If an employee encounters a situation with a client that feels unsafe, inappropriate, or beyond their ability to manage, they should contact their manager immediately.

9.3 Guests and Visitors

Honey's Air & Solar is proud to be a family-owned and operated business, and we value the welcoming, family-like culture that makes our workplace unique. At the same time, we are committed to maintaining a professional, safe, and productive work environment for our employees, customers, and visitors.

Occasional visits from family members or friends may occur; however, such visits should be limited and should not interfere with normal business operations, employee productivity, customer service, or workplace safety. Employees are responsible for ensuring that their guests conduct themselves in a manner that reflects the professional standards of Honey's Air & Solar.

Children may occasionally accompany an employee to the workplace with prior approval from their manager or human resources. However, the workplace may not be used as a substitute for childcare. Any child present must remain under the direct supervision of a parent, guardian, or family member at all times and must not disrupt the work environment or pose a safety concern. Children who are ill should not be brought to the workplace.

Employees must be mindful that the company environment includes work areas, equipment, and other conditions that may not always be suitable or safe for visitors. For this

reason, management may limit or deny visitor access based on operational needs, safety considerations, or previous disruptions.

Under no circumstances may minors perform work for the company unless they have been formally hired in accordance with applicable laws and company policies.

Honey's Air & Solar reserves the right to approve, limit, or deny visitor requests at its discretion to ensure the safety, productivity, and professionalism of the workplace.

9.4 Housekeeping

All employees are expected to maintain clean, safe, and organized work areas at all times. Proper housekeeping helps promote a safe and professional workplace for employees, customers, and visitors.

Employees who use common areas, including kitchens, break areas, training rooms, conference rooms, and restrooms, are expected to keep these spaces clean and sanitary. If food or beverages are brought into these areas, employees must clean up after themselves, dispose of trash properly, and leave the area in a neat condition for others to use.

Food stored in company refrigerators should be clearly labeled and removed on a regular basis. Refrigerators will be cleaned out weekly, and any unlabeled or expired food may be discarded to prevent spoilage and maintain sanitary conditions. The company is not responsible for food or containers that are discarded during these routine cleanings.

Employees should also ensure that tools, equipment, and materials are stored appropriately at the end of the workday or when not in use. Maintaining an orderly workspace helps prevent accidents and supports an efficient work environment.

9.5 Workplace Celebrations

Honey's Air & Solar recognizes that employees may wish to celebrate special occasions such as birthdays, retirements, baby showers, and other milestones. The company supports workplace celebrations that are respectful, inclusive, and do not disrupt business operations.

Participation in workplace celebrations is voluntary, and employees should be mindful and respectful of coworkers who choose not to participate. Employees should not feel pressured to contribute money, food, or gifts in connection with any workplace celebration.

Workplace celebrations must follow these guidelines:

- Events should be limited in frequency and appropriate for the workplace
- Celebrations held during the workday should take place during meal periods or break times
- Events must not interfere with customer service or normal business operations
- Advance approval is required from a manager, human resources, or company leadership
- Company funds may only be used with prior approval from the president or vice president
- Events organized by employees must be conducted on a voluntary basis and during nonworking time

Employees are expected to ensure that celebrations are inclusive and respectful of diverse backgrounds, beliefs, and preferences. Decorations or displays must be appropriate for a professional work environment and may be subject to company approval.

9.6 Smoking and Chewing Tobacco

In keeping with Honey's Air & Solar, Inc.'s intent to provide a safe and healthy work environment smoking, vaping, and the use of tobacco or nicotine products, including cigarettes, cigars, pipes, electronic cigarettes, vape pens, hookahs, and smokeless tobacco (including chewing tobacco), are strictly prohibited in customer homes, businesses, or anywhere on customer property, including yards, driveways, and job sites.

Smoking and vaping are prohibited in all enclosed workplaces and enclosed areas, including company facilities and vehicles, in accordance with applicable law.

Smoking and vaping are permitted only in designated smoking areas on Honey's Air & Solar property.

The use of tobacco or nicotine products is prohibited in customer homes, businesses, and job sites at all times.

Employees are expected to follow this policy to maintain a professional appearance and to respect the health, safety, and comfort of customers and coworkers.

The company will not take adverse action against employees solely based on lawful off-duty use of tobacco products, in accordance with California Labor Code section 96(k); however, employees must comply with all workplace safety, performance, and conduct standards, and tobacco use may not interfere with job duties.

9.7 Parking

Employees may park their vehicles in designated areas if space permits. If space is unavailable, employees must park in designated public areas near Honey's Air & Solar property.

Employees may not park in areas specifically designated for customers, vendors, company vehicles, public electric vehicle charging stations, handicap/accessible parking spaces, or spaces reserved for managers unless they are properly authorized to use those spaces.

Public electric vehicle charging stations located on company property are designated for active charging only and are not intended for general parking. These stations are public, pay-to-use, and reserved for vehicles actively charging. Employees are not permitted to park in these spaces unless they are actively charging an electric vehicle and have paid for use of the charging station.

Parking in a handicap or accessible space is strictly prohibited unless the vehicle displays a valid handicap placard or license plate, as required by law.

Honey's Air & Solar is not responsible for any loss or damage to employee vehicles or their content while parked on company property.

Parking areas may be monitored by video or other surveillance systems to protect company property. These systems are not intended to provide personal security for employees or visitors.

9.8 Off-Duty Use of Facilities

Employees are prohibited from remaining on company premises or using company facilities when they are not scheduled to work or after their shift has ended, unless they have received prior authorization from management or are present for a legitimate business purpose. This does not apply to approved rest and meal periods during a scheduled workday.

Employees may not use company facilities, property, equipment, or work areas for personal purposes unless expressly authorized by company policy or the president or vice president. This policy helps maintain workplace safety, security, and operational efficiency.

Employees who need to access the workplace outside their scheduled work hours for legitimate business purposes-such as attending meetings or training, picking up or returning tools or equipment, or other work-related matters- should obtain approval from their manager or management in advance.

Nothing in this policy is intended to restrict or interfere with employees' rights under Section 7 of the National Labor Relations Act, including the right to discuss wages, hours, or other terms and conditions of employment or to engage in other protected concerted activity.

Use of Company Property & Technology

10.1 Employer Property

Furniture, desks, computers, mobile devices, software, vehicles, tools, uniforms, safety equipment, and all other equipment provided by Honey's Air & Solar are company property and must be used and maintained according to company rules and regulations. Employees are responsible for keeping company property clean and in good condition and must promptly report any loss, damage, or malfunction to their supervisor.

Company property may only be used for authorized business purposes unless otherwise approved by management. Prior authorization must be obtained before removing company property from company premises or using it outside of assigned job duties.

Honey's Air & Solar reserves the right to inspect company property at any time to ensure compliance with company policies and operational requirements. This includes company equipment, vehicles, computers, mobile devices, and electronic communications stored on company systems or devices. Inspections may occur without notice and may take place in the employee's absence. Employees should have limited expectations of privacy when using company property, equipment, vehicles, or electronic communication systems.

Company voicemail, email, text messaging, and other electronic communication systems are provided primarily for business purposes. Honey's Air & Solar reserves the right to monitor, access, and review communications and electronic data transmitted or stored on company systems in accordance with company policy. Use of company electronic systems is also governed by the company's *Electronic and Social Media* policy.

The company may assign, change, or manage passwords, access codes, or security credentials used for company systems, software platforms, mobile devices, or online portals required for business operations. These systems and the information contained within them remain the property of Honey's Air & Solar. The company may maintain records of system access credentials and override password protections when necessary to maintain business operations, ensure compliance with company policies, or meet legal obligations.

All electronic communications and data stored on company systems are subject to the company's policies regarding appropriate workplace conduct, including policies prohibiting discrimination, harassment, or inappropriate communications.

Employees must return all company property immediately upon request or upon separation of employment. Failure to return company property may result in disciplinary action and may require recovery of the property consistent with applicable law.

Employees should not leave valuable personal belongings in the workplace. Honey's Air & Solar is not responsible for lost, stolen, or damaged personal items. Upon separation from

employment, employees should remove all personal belongings upon leaving the company. Personal items left on the company premises after separation may be discarded if not claimed within a reasonable period.

Tools and Equipment Responsibility

Employees may be assigned tools, equipment, uniforms, mobile devices, or other materials necessary to perform their job duties. All tools and equipment issued by Honey's Air & Solar remain company property unless otherwise designated. Employees are responsible for maintaining all assigned tools and equipment in safe working condition and must take responsible care to prevent loss, theft, or damage. Any damaged, malfunctioning, or missing equipment must be reported to a manager immediately.

Employees may be held responsible for loss or damage to company-issued tools or equipment caused by negligence, misuse, or failure to follow company procedures, consistent with applicable law.

Employees must return all company-issued tools and equipment immediately upon request or upon separation of employment, unless otherwise noted at the time the tools were issued. Failure to return company property may result in disciplinary action, and the company may take appropriate steps to recover the equipment in accordance with applicable law.

Honey's Air & Solar may offer a tool purchase account for eligible employees to obtain the tools necessary for their work. This program is intended to assist employees in acquiring tools required for their job duties and is not considered a loan or advance of wages by the company.

Employees become eligible to use the tool purchase account after completing six (6) months of continuous employment. Employees who participate in the tool account program must sign a separate *Tool Purchase and Wage Deduction Authorization Agreement*. The maximum purchase amount permitted through the tool account is based on the employee's length of service as follows:

- 6 months-1 year of employment: Up to \$500 tool account limit with a minimum repayment of \$50 per week.
- 1 year-3 years of employment: Up to \$1,000 tool account limit with a minimum repayment of \$50 per week.
- 3 years or more of employment: Up to \$1,500 tool account limit with a minimum repayment of \$50 per week.

All tool purchases must be approved in advance by the employee's manager. The company reserves the right to approve, deny, or limit any purchase based on business needs and job requirements.

Purchases made through the tool purchase account will be repaid through payroll deductions until the balance is paid in full. Employees may elect to make payments in excess of the minimum amount to pay off the balance sooner (see the payroll administrator in the accounting department to make arrangements).

Use of the tool purchase account is subject to management approval and will be limited to tools or equipment necessary for job performance. The tool purchase account may not be used to purchase personal, non-essential, or recreational tools or equipment unrelated to the employee's job duties.

Honey's Air & Solar reserves the right to modify or discontinue the tool purchase account program at its discretion.

10.2 Personal Property

An employee's personal property, including but not limited to packages, purses, tool bags, messenger bags, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Honey's Air & Solar property, possession of dangerous weapons or firearms, or abuse of the company's *Drug and Alcohol Policy*.

10.3 Electronic and Social Media

Honey's Air & Solar provides electronic devices, communication systems, software, networks, and digital platforms to support business operations. These resources are intended to promote workplace productivity, protect customer and company information, maintain safety standards, and ensure compliance with applicable federal, state, and local laws.

The company reserves the right to interpret, modify, or apply this policy as necessary to comply with legal requirements or business needs.

Because Honey's Air & Solar operates in customers' homes and businesses and utilizes mobile and fleet technology systems, employees are expected to use all electronic resources responsibly and professionally.

For purposes of this policy:

“Computers” or “Company Devices” include all company-owned or company-issued electronic equipment, including but not limited to desktop computers, laptops, tablets, iPads, smartphones, cell phones, handheld devices, servers, external storage devices, printers, scanners, fax machines, network equipment, and any other hardware used to create, store, transmit, or access company information.

“Electronic Communications” include, but are not limited to, email, text messages, instant messaging platforms (such as Microsoft Teams, Slack, or similar programs), telephone communications, voicemail, video conferencing, cloud-based applications, dispatching systems, and internet-based platforms, including social media.

“Electronic Information” means any data, documents, files, images, multimedia, messages, metadata, or other content created, received, transmitted, or stored using company devices or company systems.

These definitions apply regardless of whether the device is used at a company location, job site, vehicle, or remote location.

Company Property and Ownership

Company-issued devices, including computers, laptops, smartphones, tablets, servers, printers, scanners, and software systems, are company property. All data created, received, transmitted, or stored on company systems or devices is also company property.

This includes, but is not limited to:

- Customer names, addresses, and contact information
- Vendor information
- Pricing and estimates
- Contracts and service records
- Job documentation
- Internal communications

Company information may not be copied, forwarded, downloaded, shared, or removed without authorization from the president or vice president.

Monitoring and Privacy

Honey’s Air & Solar reserves the right to access, review, monitor, inspect, copy, retain, and disclose electronic communications and data created, stored, or transmitted on company devices, networks, or systems, for legitimate business purposes, with or without notice.

Employees should have limited expectations of privacy when using company equipment, networks, vehicles, or communication systems. Password protection does not limit the company's right of access.

Monitoring may include:

- Email and messaging platforms
- Text messages on company-issued devices
- Internet activity and browser history
- Cloud-based storage systems
- Electronic files and system logs
- Telematics, GPS, and dash camera data from company vehicles

Acceptable and Prohibited Use

Company electronic systems are primarily for business use. Limited personal use may be permitted if it does not interfere with work performance, disrupt operations, consume excessive resources, or violate company policy.

Prohibited uses include:

- Harassing, discriminatory, threatening, or obscene communications
- Accessing or displaying sexually explicit content
- Illegal activity
- Copyright or software licensing violations
- Unauthorized disclosure of confidential or proprietary information
- Excessive personal social media use during working time
- Streaming, gaming, or other non-business activities that impact productivity

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

Customer Privacy and In-Home Conduct

Employees frequently work inside customer homes and businesses. Protecting customer privacy is a critical company obligation.

Employees may not photograph, record, livestream, or share images, video, or information from customer homes, job sites, or company facilities without prior written authorization from management and, when required, the customer.

Customer addresses, personal information, pricing, payment information, and service details must remain confidential and may not be shared on social media or through unauthorized communication channels.

Cybersecurity and Data Protection

Employees must exercise caution when using company systems and email. Suspicious emails, phishing, attempts, or potential cybersecurity threats must be reported immediately to management or human resources.

Employees may not:

- Share passwords
- Download company data to personal storage devices without authorization
- Access company systems through unsecured public Wi-Fi without appropriate safeguards
- Install unauthorized software or applications

If employees use personal devices to conduct company business, company-related communications may be subject to monitoring, retention, and legal disclosure requirements.

Social Media

The company uses social media platforms for legitimate business purposes, including marketing, branding, recruiting, customer engagement, and community outreach.

For purposes of this policy, “social media” includes, but is not limited to, platforms such as Facebook, Instagram, LinkedIn, YouTube, X (formerly Twitter), TikTok, and other similar online networking, content-sharing, or media platforms.

Only employees who are authorized in writing by the president or vice president may post, respond, or otherwise communicate on behalf of Honey’s Air & Solar using official company social media accounts.

Authorized users must:

- Identify themselves accurately
- Comply with all company policies
- Use social media solely for approved business purposes
- Protect confidential and customer information

Personal use of company social media accounts is prohibited.

Employees may use personal social media accounts during non-working time (such as meal and rest periods), provided such use does not violate company policies regarding harassment, discrimination, retaliation, or disclosure of confidential information. Employees may not represent themselves as speaking on behalf of the company unless expressly authorized.

Nothing in this policy is intended to interfere with employees' rights to discuss wages, hours, working conditions, or other terms and conditions of employment as protected by law.

Use of Employee-Owned Devices

Honey's Air & Solar recognizes that occasional personal use of employee-owned devices (including smartphones, tablets, and laptops) may occur during working time, depending on the employee's role. Such use is permitted provided it does not interfere with job performance, productivity, safety, customer service, or violate any company policy. All company policies, including those related to discrimination, harassment, retaliation, confidentiality, and workplace conduct, apply to the use of personal devices during working time.

In certain roles, employees may be required or authorized to use personal devices to conduct approved work-related duties. When personal devices are used for company business:

- Company-related communications, documents, and data remain the property of the company.
- Company-related communications conducted via personal devices (including calls, texts, email, messaging apps, or other platforms) may be subject to retention and legal disclosure requirements.
- Employees are expected to maintain reasonable security measures, including password protection and keeping software up to date.
- Confidential company and customer information must not be shared, downloaded, or stored in an unauthorized manner.

If an employee is required to use a personal device for approved work-related purposes, reimbursement will be arranged through payroll in accordance with company policy and applicable California law.

The company reserves the right to interpret and apply this policy on a case-by-case basis consistent with legal and operational requirements.

Protected Rights

This policy will be interpreted and applied in a manner consistent with applicable federal, state, and local laws.

10.4 Use of Artificial Intelligence (AI)

Honey's Air & Solar recognizes that artificial intelligence (AI) tools may be used to assist with work-related tasks. The company is committed to ensuring that AI is used responsibly, securely, and in compliance with applicable laws, including California privacy and employment laws.

Acceptable Use

Employees may use approved AI tools to support legitimate business purposes, provided such use:

- Complies with all company policies, including confidentiality, data security, and acceptable use policies
- Does not interfere with job performance or responsibilities
- Is reviewed for accuracy and appropriateness before use

The company reserves the right to restrict or prohibit the use of AI tools at its discretion.

Approval of AI Tools

Employees may only use AI tools that have been approved by Honey's Air & Solar.

Employees must obtain prior approval from management and/or the appropriate department (such as human resources) before:

- Using any new or unapproved AI tool for work-related purposes
- Entering company-related information into any AI system
- Integrating AI tools into workflows, systems, or processes

Use of unapproved AI tools for work-related purposes is prohibited. The company may maintain a list of approved AI tools for employee use.

Use for Internal Documents and Materials

Approved AI tools may be used to assist in drafting, editing, or improving internal company materials, such as:

- Standard operating procedures (SOPs)
- Training manuals
- Employee communications

When using AI for these purposes, employees must:

- Avoid entering sensitive, confidential, or proprietary information unless the AI tool has been specifically approved for such use
- Use generalized or non-identifying information where possible
- Review and verify all AI-generated content for accuracy, completeness, and appropriateness
- Ensure all final materials comply with company policies and applicable laws

Employees remain responsible for all work product, including content generated with the assistance of AI.

Confidentiality and Data Protection

Employees must not input, upload, or disclose any of the following into AI tools unless expressly authorized:

- Confidential or proprietary company information
- Customer or client information
- Employee personal information
- Financial, operational, or strategic business data

Use of AI tools must comply with all applicable privacy laws, including the California Consumer Privacy Act (CCPA/CPRA).

Accuracy and Human Oversight

AI-generated content may be inaccurate, incomplete, or biased.

Employees are responsible for:

- Reviewing and verifying all AI-generated outputs
- Exercising independent judgment
- Ensuring that all work meets company standards

AI tools may not be relied upon as the sole source of information for business decisions.

Employment Decisions

AI tools may not be used as the sole basis for employment-related decisions, including hiring, discipline, compensation, or termination.

All employment decisions must involve appropriate human review and comply with applicable anti-discrimination laws.

Compliance with Laws and Policies

Employees must use AI tools in compliance with all applicable federal, state, and local laws, as well as all company policies, including those related to:

- Confidentiality
- Data security
- Equal employment opportunity
- Workplace conduct

Violations

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

10.5 Company Credit Card

Honey's Air & Solar may issue company credit cards to designated employees for approved business-related expenses. All company credit cards remain company property and may be revoked at any time. Cardholders and their supervisors are responsible for ensuring compliance with this policy and for preventing misuse, fraud, or unauthorized transactions.

The company credit card may be used only for legitimate, approved business expenses and may never be used for personal purchases. Cash advances, personal transactions, unauthorized purchases, splitting transactions to avoid limits, allowing others to use the card, or exceeding assigned credit limits are strictly prohibited. The credit limit for each card will be determined by the President and Vice President based on operational need and budget considerations.

Cardholders are responsible for ensuring that purchases are reasonable, within budget, and properly approved when required. Itemized receipts must be retained and submitted for all transactions whenever practicable. Receipts should include the date, vendor name, itemized description, and total amount charged. Each expense submission must also include the business purpose and, when applicable, the associated job name or number. Expenses must be submitted within seven (7) calendar days of the transaction date. Failure to provide required documentation or a reasonable explanation may result in disciplinary action.

All credit card transactions are subject to review and audit. Cardholders should have no expectation of privacy regarding company credit card activity.

Lost or stolen cards must be reported immediately to the cardholder's supervisor or the accounting department. Any unauthorized or incorrect charges must be reported promptly upon discovery.

Upon reassignment, termination, or at the company's request, the credit card must be returned immediately. All outstanding receipts and expense reports must be submitted prior to separation.

Violation of this policy may result in revocation of credit card privileges, disciplinary action up to and including termination, and reimbursement to the company for any unauthorized or improper charges. The company reserves the right to recover funds in accordance with applicable law.

10.6 Personal Use of Company Cell Phone

Honey's Air & Solar may provide cell phones (including handheld devices and smartphones such as iPhones) to certain employees to assist them in performing their job duties. Company-issued cell phones remain the property of Honey's Air & Solar and must be used in accordance with company policies.

Data stored or transmitted through company cell phones, including web browsing activity, voicemail, mobile email, text messages, and other electronic communications, may be monitored by the company. Employees should have no expectation of privacy when using company-issued devices.

The company will assign passwords or other security protections to company-issued cell phones and devices to prevent unauthorized access. Passwords are established and managed by human resources or authorized company personnel. Employees are not permitted to change, remove, or modify the assigned password or security settings unless directed to do so by human resources or management.

Company-issued devices are managed through the company's Mobile Device Management (MDM) system, which allows the company to configure security settings, manage applications, monitor device status, and protect company data. Employees may not disable, alter, bypass, or remove MDM controls, security settings, or management software installed on company devices.

These security measures do not affect the company's ownership of the device or its ability to access, review, or monitor information stored on the device when necessary.

Company-issued cell phones must not be used in any manner that violates company policies, including policies on safety, confidentiality, electronic communications, social media, discrimination, or harassment. Company cell phones are intended primarily for business purposes. Personal use is generally prohibited except in limited circumstances, such as emergencies or when permitted by management. Use of company devices for personal business activities, outside employment, or commercial purposes unrelated to company operations is not permitted.

Employees must use cell phones responsibly and safely. The use of handheld devices while driving a vehicle is prohibited unless using hands-free functionality in compliance with applicable law and company vehicle safety policies.

Employees are responsible for protecting company-issued devices from loss, theft, or damage and must report any loss or malfunction immediately to their manager.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

10.7 Bulletin Boards

Honey's Air & Solar maintains a bulletin board located outside the company training room. Bulletin boards are used to provide employees with information on current job listings, upcoming company events, items for sale, fundraising, and important updates.

Employees may not post items on the company bulletin board unless the following conditions are met:

- Postings may be made by company employees only;
- The information to be posted must first be approved by human resources;
- Postings are limited to 8.5" x 11" in size;
- Bulletin boards will be updated monthly; and
- Posted items will be dated and removed after one month or upon the event date passing.

Employees may not post unauthorized materials; however, this policy is not intended to restrict or interfere with employees' rights under Section 7 of the National Labor Relations Act,

including the right to discuss wages, hours, or other terms and conditions of employment or to engage in other protected concerted activity.

10.8 Workplace Privacy – Audio and Video Recordings

Honey's Air & Solar is committed to protecting employee privacy and confidential, sensitive, and proprietary business information.

Employees may not use audio or video recording devices in areas where individuals have a reasonable expectation of privacy, including but not limited to restrooms, locker rooms, changing rooms, and lactation accommodation rooms.

Employees are also prohibited from recording conversations or communications without the knowledge and consent of all parties, in accordance with California law.

Employees may not make audio or video recordings in work areas designated as confidential, secure, or restricted, where such recordings could result in the disclosure of confidential, proprietary, or sensitive business information.

Company Video Surveillance

The company may use video surveillance in public work areas and in company-owned vehicles for legitimate business purposes, including safety, security, and operational oversight.

- Surveillance will not occur in areas where there is a reasonable expectation of privacy
- Video surveillance does not include audio recording
- Only authorized personnel may access or review recordings
- Employees may not tamper with, disable, or obstruct surveillance equipment

Vehicle cameras may record while the vehicle is in operation and for a limited period after the engine is turned off.

Protected Employee Rights

Nothing in this policy is intended to restrict or interfere with employees' rights under Section 7 of the National Labor Relations Act, including the right to discuss wages, hours, or other terms and conditions of employment or to engage in other protected concerted activity.

Vehicles & Driving

11.1 Driving a Company Vehicle

Operating a Honey's Air & Solar vehicle is a privilege and, for certain positions, a condition of employment. Employees must operate company vehicles safely and lawfully, in accordance with all company policies. Company vehicles always remain company property.

Employees must meet the requirements outlined in the company's *Driver Eligibility & Requirements Policy*.

Vehicle Use and Safety Standards

Only approved Honey's Air & Solar employees may operate company vehicles. Vehicles may be used only for authorized company business, including transportation to and from company offices or job sites. Personal errands and outside business use are strictly prohibited.

No passengers other than company employees may ride in company vehicles unless authorized by management.

Employees must obey all traffic laws, drive safely and courteously, and use hands-free technology when operating a mobile device. Texting or using a handheld device while driving is strictly prohibited.

Operating a vehicle under the influence of alcohol, marijuana, illegal drugs, or any impairing substance is strictly prohibited. Smoking and vaping are not permitted in company vehicles. Company vehicles may not be taken to establishments where alcohol is the primary product served, consumed, or sold.

Alcohol, marijuana, and non-prescription drugs are prohibited in company vehicles. The only exception is alcohol received as a client gift/tip. In such cases, the supervisor must be notified immediately, the alcohol must be transported only in the cargo area, and it must be removed from the vehicle at the end of the day.

Employees are responsible for maintaining company vehicles in a safe and clean condition. Each employee assigned a company vehicle must complete a monthly vehicle inspection to confirm the vehicle is in good working order. Inspections must include, at a minimum, checking tire condition and proper inflation; ensuring mirrors are properly adjusted and undamaged; confirming seatbelts are functioning properly; verifying ladder racks and mounted equipment are secure and in safe condition; ensuring there are no dashboard warning lights, error codes, or mechanical alerts; confirming exterior lights are operational; ensuring the windshield and windows are free from obstructions that impair visibility. Any safety concerns, mechanical issues, warning lights, or damage must be reported to a supervisor immediately. Vehicles with safety-related defects must not be operated until

cleared by management. In addition to the required monthly inspection, employees are expected to remain attentive to their vehicle's condition and promptly report any concerns that arise between inspections. Management reserves the right to inspect company vehicles at any time to ensure compliance with this policy.

Fleet Safety Scoring and Telematics Monitoring

Honey's Air & Solar utilizes fleet safety scoring systems, GPS tracking, dash cameras, and telematics technology in company vehicles to promote safe driving practices and operational accountability.

These systems may monitor and record driving-related data, including, but not limited to:

- Vehicle location and routes
- Speed
- Harsh breaking or acceleration
- Idling time
- Seatbelt usage
- Driving events and safety alerts

Telematics and safety data may be reviewed periodically and may be used for coaching, performance evaluation, insurance reporting, accident investigation, and disciplinary purposes.

Employees should have no expectation of privacy when operating a company vehicle, to the extent permitted by applicable law. Unsafe driving patterns, policy violations, or misuse identified through telematics data may result in retraining, corrective action, suspension of driving privileges, or termination.

Accidents and Reporting

Any accident involving a company vehicle must be reported immediately to a supervisor and human resources. A copy of the accident report and a *Vehicle/Incident Report* form must be submitted to human resources as soon as possible.

Traffic citations received while operating a company vehicle are the employee's responsibility.

If an accident involves serious property damage, a reportable injury, or reasonable suspicion of impairment, the employee may be required to submit to drug and/or alcohol testing in accordance with company policy and applicable law.

Policy Violations

Violation of this policy may result in disciplinary action, including loss of driving privileges, suspension, or termination of employment. Serious violations such as DUI, reckless driving, hit-and-run, or license suspension may result in immediate revocation of driving privileges and possible termination.

11.2 Driver Eligibility and Requirements

All applicants for positions requiring driving must successfully pass a Motor Vehicle Record (MVR) review prior to hire.

Entry-level technicians must have at least one (1) year of driving experience, possess a valid driver's license, and have no moving violations within the previous twelve (12) months.

All other positions requiring driving must have at least three (3) years of driving experience, possess a valid driver's license, and have no more than two (2) moving violations within the previous three (3) years.

Honey's Air & Solar conducts MVR reviews prior to hire and periodically thereafter, including annually or as required by the company's insurance carrier. Continued eligibility to drive is subject to maintaining an acceptable driving record and meeting insurance underwriting requirements.

Employees must immediately report any traffic citations, moving violations, accidents, license suspensions, restrictions, or other changes to their driving status.

Employees who do not meet company driving standards or who become ineligible for insurance coverage may not operate a company vehicle or drive a personal vehicle for company business. If driving is an essential function of the position, this may result in reassignment or termination of employment.

11.3 Prohibited Use of Devices While Driving

Honey's Air & Solar is committed to the safety of its employees and the public. Employees are prohibited from using handheld cell phones or other wireless communication devices while driving on company business or while operating a company vehicle.

This prohibition includes, but is not limited to:

- Making or receiving calls without a hands-free device

- Texting, emailing, or instant messaging
- Web browsing or using mobile applications
- Any use of a device that requires holding or manually operating the device beyond a single tap or swipe

Hands-Free Use

If job duties require the use of a phone while driving, employees must use a hands-free, voice-operated device.

Even when using hands-free technology, employees are expected to limit distractions and use good judgment. If safe operation of the vehicle may be affected, employees should pull over to a safe location before using the device.

Employees Under Age 18

Employees under the age of 18 are prohibited from using any wireless communication device while driving, including hands-free devices, except in emergency situations, in accordance with California law.

Compliance

Failure to follow this policy may result in disciplinary action, up to and including termination.

11.4 Personal Vehicle Use

Only employees who are authorized and approved by Honey's Air & Solar may operate a vehicle for company business, whether using a company vehicle or a personal vehicle.

Employees who are not approved to drive for the company are not permitted to use their personal vehicle for company business or travel to job sites.

In limited circumstances, when a company vehicle is not available, employees who are approved to drive company vehicles may be authorized to use their personal vehicle for business purposes, subject to prior approval from their manager.

Employees authorized to use a personal vehicle for company business must:

- Maintain a valid driver's license
- Provide proof of current automobile insurance to human resources
- Maintain insurance coverage at levels required by the Company
- Comply with all company driving, safety, and vehicle policies

Use of a personal vehicle for company business must be approved in advance.

Employees using personal vehicles for approved company business may be eligible for mileage reimbursement in accordance with the company's *Expense Reimbursement Policy*.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

Employee Conduct & Professional Standards

12.1 Consensual Relationships

Honey's Air & Solar is committed to maintaining a work environment free from harassment, discrimination, conflicts of interest, exploitation, and favoritism. Personal relationships in the workplace can lead to actual or perceived conflicts of interest, favoritism, or other disruptions.

Employees are expected to conduct themselves professionally at all times while at work, on company property, at customer locations, or when representing the company.

Relationships between a supervisor and an employee who reports directly or indirectly to that supervisor are strictly prohibited. If such a relationship develops, it must be reported immediately to human resources so that appropriate steps can be taken to eliminate the reporting relationship or other conflict of interest. The company reserves the right to transfer, reassign, or restructure reporting relationships when necessary to avoid conflicts of interest.

Employees who enter into a consensual romantic or personal relationship with another employee must disclose the relationship to human resources. The employees will be required to complete a *Consensual Relationship Agreement* acknowledging their responsibility to maintain professional conduct and to comply with all company policies.

Employees involved in a workplace relationship are expected to avoid conduct that could be perceived as unprofessional, disruptive, or offensive to others. Public displays of affection, romantic or sexually suggestive conduct, or communications that could make others uncomfortable are not appropriate in the workplace or while performing work-related duties.

Employees involved in a relationship must avoid situations that could create favoritism, conflicts of interest, or influence workplace decisions such as hiring, promotions, scheduling, discipline, compensation, or work assignments.

If a workplace relationship ends or begins to affect the work environment, the involved employees must notify human resources so that the company can take appropriate steps to maintain a professional and productive workplace.

Nothing in this policy is intended to interfere with employees' rights under applicable federal, state, or local laws.

Failure to comply with this policy, including to disclose a workplace relationship when required, may result in disciplinary action up to and including termination.

12.2 Non-Compete and Non-Solicitation Restrictions

Honey's Air & Solar complies with California law regarding post-employment restrictions and does not require or enforce non-compete agreements for employees working in California, nor does it require or enforce any post-employment non-solicitation or similar agreements that are prohibited under California law. Nothing in this handbook or in any company policy is intended to restrict an employee's ability to engage in lawful employment following separation from the company. The company complies with California Business and Professions Code section 16600 and applicable laws, including SB 699, and will provide any required notices regarding restrictive covenants as required by law.

12.3 Conflicts of Interest

Employees are expected to perform their job duties in a manner that protects the interests of Honey's Air & Solar and avoids situations that create an actual conflict of interest with the company's business operations.

A conflict of interest may arise when an employee's personal interests interfere with, or appear to interfere with, the employee's ability to exercise objective judgment or perform their job duties in the best interests of the company.

Examples of situations that may create a conflict of interest include, but are not limited to:

- Personal or romantic relationships that create a supervisory or reporting relationship between employees
- Financial interests in a competitor, supplier, vendor, or customer of Honey's Air & Solar
- Outside employment or business activities that compete with the company or interfere with job performance
- Accepting gifts, favors, or benefits that could improperly influence business decisions
- Using company information, property, or opportunities for personal gain
- Performing outside or "side" work for customers, vendors, or business contacts that the employee became aware of through their employment with Honey's Air & Solar without prior authorization from management

Employees who believe they may be involved in a situation that could create a conflict of interest must promptly disclose the situation to the president, vice president, or human resources.

After reviewing the circumstances, the company may take appropriate steps to address the conflict, which may include modifying job duties, reporting relationships, or other corrective action necessary to protect the company's legitimate business interests.

Failure to disclose a conflict of interest or failure to cooperate in resolving a conflict may result in disciplinary action up to and including termination.

This policy is intended to address job-related conflicts that may affect the company's business operations, employee morale, or workplace decision-making, and is not intended to regulate employees' lawful off-duty personal relationships or activities unless those relationships create a workplace conflict.

Nothing in this policy is intended, nor should it be interpreted, to in any way limit employees' rights to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

12.4 Confidential Information

Employees are responsible for safeguarding confidential and proprietary information obtained during the course of their employment with Honey's Air & Solar.

During the course of employment, employees may have access to confidential or proprietary information related to the company's business operations. This may include, but is not limited to, trade secrets, financial information, pricing, customer lists, supplier information, marketing plans, research and development, business strategies, installation methods, internal systems, and other non-public business information. This also includes customer contact information, service history, installation details, and pricing or proposal information developed or maintained by Honey's Air & Solar.

Employees must not disclose, use, or distribute confidential information unless it is necessary to perform their job duties or unless disclosure is required by law. Access to confidential information should be limited to those employees who have a legitimate business need to know, as determined by the company based on job responsibilities.

Employees are expected to take reasonable steps to protect confidential information, including information stored or transmitted through company devices, systems, software platforms, and electronic communications.

The obligation to protect confidential information continues during and after employment. Upon separation from employment, employees must return all company property and must not retain or distribute confidential company information in any form.

Confidential information does not include information about the terms and conditions of employment, such as wages, benefits, workplace safety, or other topics employees have the right to discuss under the law.

Nothing in this policy is intended to restrict or interfere with employees' rights under Section 7 of the National Labor Relations Act, including the right to discuss wages, hours, or other terms and conditions of employment or to engage in other protected concerted activity.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary, or confidential information to federal, state, and local government officials, or to an attorney, for the purpose of reporting or investigating a suspected violation of the law. Employees may also disclose such information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by that law.

In accordance with the federal Speak Out Act and applicable law, the Company does not enforce any pre-dispute nondisclosure or non-disparagement provisions that would restrict an employee's ability to disclose or discuss conduct that the employee reasonably believes constitutes unlawful harassment, discrimination, or retaliation, including sexual assault or sexual harassment, to the extent prohibited by law.

Employees may not copy, download, photograph, store, transfer, or retain confidential company information on personal devices, personal email accounts, cloud storage services, or other non-company systems unless expressly authorized for legitimate business purposes. This restriction applies only to confidential business information and is not intended to restrict employees from engaging in protected activity under applicable law.

Upon separation from employment or upon the company's request, employees must return and/or permanently delete any company confidential information stored on personal devices or accounts.

Violation of this policy may result in disciplinary action up to and including termination, and the company may pursue legal remedies where appropriate.

12.5 Social Media and Electronic Privacy

Honey's Air & Solar respects employees' rights to privacy in their personal social media and online accounts.

In accordance with California Labor Code section 980, the company will not require or request that an employee or applicant:

- Disclose a username or password for personal social media accounts
- Access personal social media accounts in the presence of the Company
- Divulge personal social media content or communications

The company will not retaliate against any employee or applicant for refusing to comply with such requests.

This policy does not prohibit the company from conducting lawful investigations or accessing information that is publicly available.

12.6 Conducting Personal Business

Employees are to conduct only the company's business while at work. You may not conduct personal business or business for another employer during your scheduled working hours. For purposes of this policy, personal business does not include engaging in communications in response to an emergency or:

- Communicating with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engaging in protected concerted activity that employees have the right to engage in under federal, state, or local law.

12.7 Outside Employment and Side Work

Honey's Air & Solar recognizes that employees may choose to engage in outside employment or other activities outside of their work with the company. While the company generally expects employees to treat their position with Honey's Air & Solar as their primary occupation, we respect employees' rights to engage in lawful off-duty conduct.

Employees are expected to devote their working time, attention, and efforts to their job responsibilities while on duty. This policy is intended to ensure that outside employment or activities do not interfere with company operations, create conflicts of interest, or impact employee performance.

General Guidelines

Employees may engage in outside employment, self-employment, or participate in educational, recreational, social, or other lawful activities during non-working hours, provided that such activities:

- Do not interfere with the employee's work schedule, availability, or job performance

- Do not create an actual conflict of interest with the company
- Do not involve the use or disclosure of the company's confidential, proprietary, or trade secret information
- Do not involve performing work for another employer or personal business during company working time

All employees are expected to meet the company's performance standards and scheduling requirements regardless of any outside employment or activities.

Conflicts of Interest

Employees must avoid situations that create an actual conflict of interest with the company.

A conflict of interest may arise when an employee's outside activities:

- Compete directly with the company's business
- Involve diverting company business opportunities, customers, or leads
- Involve providing services similar to those offered by the company in a manner that adversely affects the company's legitimate business interests
- Impair the employee's ability to perform their job duties objectively and effectively

Employees may not use company property, equipment, vehicles, materials, systems, or information in connection with any outside employment or activity without prior written authorization.

Employees also may not solicit or encourage company employees or customers to leave the company for the benefit of another business or venture.

Nothing in this policy is intended to prohibit employees from engaging in lawful off-duty conduct, including lawful employment or self-employment, that does not conflict with the company's legitimate business interests.

Disclosure of Outside Employment

Employees are required to disclose outside employment or business activities only if:

- The activity may create a potential conflict of interest
- The activity involves services similar to those offered by the company
- The activity may interfere with the employee's schedule, availability, or performance

The company will review disclosed activities and, if necessary, discuss any potential concerns with the employee.

If the company reasonably determines that an outside activity creates an actual conflict of interest, materially interferes with job performance, or violates this policy, the company may require the employee to resolve the conflict as a condition of continued employment.

Company Time and Resources

Employees are strictly prohibited from:

- Performing outside work or personal business during company working time
- Using company tools, vehicles, equipment, materials, or systems for outside work without authorization

The company's workers' compensation coverage applies only to work performed within the course and scope of employment with Honey's Air & Solar and does not apply to outside employment or personal business activities.

Compliance with Law

Employees are expected to comply with all applicable laws. Engagement in illegal activities that adversely affect an employee's job performance, the company's operations, or the company's reputation may result in disciplinary action, up to and including termination.

Friends & Family Side Job Program

Honey's Air & Solar allows employees to assist friends and family with certain projects through a structured company-approved process. This program is intended to benefit employees while ensuring that all work is performed in a manner consistent with company standards and business operations.

Participation in this program is voluntary. Employees are not required to perform side work through the company; however, all outside work must comply with this policy.

This program applies only to work performed at primary residences. Rental properties are excluded.

Requirements

Employees must comply with the following:

- Submit a Friends & Family Side Job Form (to be entered into the company CRM and properly tagged as a non-Honey's job).
- Obtain approval from their department manager and the president or vice president before beginning any work

- Obtain approval from the president or vice president regarding payment arrangements before work begins

Pricing Guidelines

Unless otherwise approved by the company:

- The company will charge the cost of equipment, plus tax, plus \$1,000
- No additional charges will apply for pad, whip, disconnect, or gas plumbing within arm's reach
- Additional components (including but not limited to controls, ductwork, IAQ, dampers, zoning, and line sets) will be charged separately
- The company reserves the right to adjust pricing at its discretion

Company vehicles may be used only in accordance with the company's vehicle policy.

Referral Option

Employees may refer neighbors or acquaintances for discounted services:

- Up to 26% off a Lennox system
- Up to 17% off other qualifying installations

Employees will receive a 2% commission for qualifying referrals, provided the lead is submitted through standard company procedures (e.g., similar to a tech-generated lead).

Expectations

Employees must remember that this program is intended for limited side work—not for operating an independent business—and must always act in the company's best interests.

Employee Residence Work Policy

Employees may request company services for work performed at their personal residence, subject to prior approval.

Employees may not perform side work for profit for other employees.

Requirements

- Employees must notify their department manager and/or the president or vice president before ordering equipment or beginning work
- All projects must be approved in advance

Pricing Structure

Unless otherwise approved:

- Labor: \$75 per hour per employee (including preparation and travel time)
- Equipment, supplies, and parts: cost plus tax plus 5%
- Financing fees: added to total project cost
- Maintenance plans:
 - \$95.40 annually (1 system), or
 - \$7.95 per month (1 system)

If advance pricing is required, a field supervisor will estimate labor hours, which will be used to determine the total project cost.

The company reserves the right to adjust pricing at its discretion.

Enforcement

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

This policy will be interpreted and applied in accordance with applicable California law, including laws protecting employees' rights to engage in lawful off-duty conduct. Nothing in this policy is intended to unlawfully restrict such rights.

12.8 Political Activity

Honey's Air & Solar recognizes and respects employees' rights to engage in lawful political activities and to hold personal political beliefs.

Off-Duty Political Activity

Employees may engage in political activity, including supporting candidates, causes, or ballot measures, on their own time and using their own resources.

The company will not discriminate, retaliate, or take adverse action against any employee based on lawful political activity conducted outside of working hours.

Use of Company Time and Resources

Employees may not use company time, facilities, property, or equipment—including computers, networks, email systems, or other electronic resources—to engage in political activities, unless expressly authorized.

The company does not reimburse employees for political contributions, and employees may not seek or facilitate reimbursement for such contributions.

Representation of the Company

Unless the company has made an official public statement, employees may not represent or imply that they are speaking on behalf of Honey's Air & Solar in connection with any political candidate, party, or issue.

Employees must not use the company's name, branding, or position to suggest company endorsement or opposition to any political matter without prior authorization.

Workplace Expectations

While respectful, occasional discussions may occur, employees are expected to maintain a professional work environment. Political activity must not interfere with job performance, disrupt operations, or violate the company's policies on harassment, discrimination, or workplace conduct.

This policy will be interpreted and applied in accordance with applicable California law protecting employees' rights to engage in lawful political activity.

12.9 Drug and Alcohol Abuse

Honey's Air & Solar is concerned about the use of alcohol, cannabis/marijuana, illegal drugs, or controlled substances as it affects the workplace. Use of these substances can detract from an employee's work performance, efficiency, safety, and health, and may seriously impair company operations. In addition, the use or possession of these substances on the job may pose a danger to employees and others and expose the company to risks of property loss, damage, or injury.

Prohibited Conduct

The following rules apply while on company property, at work, or while conducting company business. The following are strictly prohibited:

- Being impaired or under the influence of alcohol, cannabis/marijuana, illegal drugs, or controlled substances while on duty
- Using or possessing illegal drugs, alcohol, or cannabis while on duty (including misuse of prescription drugs or possession of drug paraphernalia)
- Distributing, selling, or purchasing illegal drugs or controlled substances while on duty

Violation of this policy may result in disciplinary action, up to and including termination. The company may also notify appropriate law enforcement authorities where warranted.

Cannabis / Marijuana

In accordance with California law, the company will not discriminate against employees for lawful off-duty use of cannabis away from the workplace.

However:

- Employees are prohibited from being impaired while working
- The company may take action based on observable signs of impairment that affect job performance or safety
- The company will not take action based solely on the presence of non-psychoactive cannabis metabolites in a drug test

The company may use legally compliant methods to assess impairment, consistent with applicable law.

Use of Company Property

Employees may not use company vehicles, equipment, tools, or systems while impaired or under the influence of any substance.

Searches

To enforce this policy, the company reserves the right to inspect company-owned property (such as desks, lockers, vehicles, and equipment) where there is a reasonable basis to do so.

Searches of personal property will only be conducted where permitted by law and in a manner that respects employee privacy rights.

Off-Duty Conduct

Employees will not be disciplined for lawful off-duty conduct, including lawful cannabis use, unless such conduct adversely affects job performance, workplace safety, or the company's legitimate business interests.

Criminal Conduct

Convictions related to the illegal sale or possession of controlled substances may result in disciplinary action where such conduct is job-related or adversely affects the company's operations, safety, or reputation.

Rehabilitation

The company encourages employees with substance abuse issues to seek assistance. Employees may request leave or accommodation for treatment where appropriate.

Seeking assistance will not, by itself, result in discipline. However, violations of this policy or failure to perform job duties satisfactorily may still result in disciplinary action.

12.10 Drug and Alcohol Testing

Honey's Air & Solar maintains a drug and alcohol testing program designed to promote workplace safety while respecting employee privacy and complying with applicable California law.

When Testing May Occur

Drug and/or alcohol testing may be conducted under the following circumstances:

Pre-Employment Testing

Applicants who receive a conditional offer of employment may be required to undergo drug and/or alcohol testing.

Employment is contingent upon successful passage of the test, consistent with applicable law.

Reasonable Suspicion Testing

Current employees may be required to submit to testing when there is reasonable suspicion that they are impaired while working.

Reasonable suspicion must be based on specific, objective, and articulable observations, which may include:

- Observable impairment (e.g., slurred speech, unsteady movement, abnormal behavior)

- Odor of alcohol or drugs
- Unsafe work practices or accidents
- Significant deterioration in job performance

Supervisors will document the observations supporting reasonable suspicion.

Post-Accident Testing

Testing may be required following a workplace accident or incident where:

- There is a reasonable basis to believe impairment may have contributed, and
- Testing is job-related and consistent with business necessity

Cannabis / Marijuana Testing

In compliance with California law:

- The company will not rely on drug tests that detect non-psychoactive cannabis metabolites (such as traditional urine tests) as the basis for employment decisions
- A positive test result for cannabis alone will not be used to discipline an employee unless there is evidence of current impairment while working

If cannabis testing is conducted, it will be limited to methods that are designed to detect active impairment, where permitted by law.

Testing Procedures and Employee Rights

To ensure fairness and accuracy:

- All testing will be conducted by a qualified laboratory
- Employees will have the opportunity to explain positive test results
- Employees may provide documentation of legally prescribed medications
- Employees may request a retest of the same sample at the company's expense

If a retest result is negative, the employee will be reinstated without penalty.

Employee Status Pending Results

If an employee is required to undergo testing based on reasonable suspicion:

- The employee may be temporarily removed from duty
- The employee may be placed on paid or unpaid leave, depending on the circumstances and applicable law

No final disciplinary action will be taken until test results are received and reviewed, unless there is independent evidence of policy violations.

Confidentiality

All drug and alcohol test results will be treated as confidential and maintained in accordance with applicable privacy laws.

Test results may be disclosed only as necessary to:

- Comply with legal requirements
- Participate in administrative or legal proceedings

- Facilitate employee treatment or rehabilitation, where appropriate

No Waiver Requirement

Employees will not be required to sign any waiver releasing the company, testing laboratory, or related parties from liability as a condition of testing.

Compliance with Law

This policy will be administered in accordance with applicable federal, state, and local laws, including California laws governing employee privacy and lawful off-duty conduct.

12.11 News Media Contacts Policy

Employees may be approached by members of the news media for interviews or comments regarding Honey's Air & Solar.

To ensure accurate and consistent communication on behalf of the company, only individuals designated by the president are authorized to speak to the media on behalf of Honey's Air & Solar regarding company policies, operations, or events.

Employees who receive media inquiries related to the company in an official capacity should refer those inquiries to a designated company representative.

Employee Rights

This policy is not intended to, and will not be interpreted to, prohibit or interfere with employees' rights to speak with the media in their personal capacity, including about their own experiences in the workplace.

Nothing in this policy is intended to limit employees' rights to:

- Communicate with others regarding the terms and conditions of their employment, including wages, job performance, workplace safety, workload, supervisors, staffing, or other working conditions;
- Engage in protected concerted activity under federal, state, or local law; or
- Participate in legally protected activities, including reporting concerns or cooperating with government agencies.

Confidentiality

Employees may not disclose the company's confidential, proprietary, or trade secret information when communicating with the media or any third party, except as permitted by law.

12.12 Prohibited Conduct

Honey's Air & Solar is committed to maintaining a safe, respectful, efficient, and productive work environment. Employees are expected to conduct themselves in a professional manner and to follow all company policies and procedures.

While it is not possible to list every type of misconduct, the following are examples of behavior that may result in disciplinary action, up to and including termination of employment.

Examples of Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Falsifying employment records, company records, or other work-related information
- Failing to perform job duties in a satisfactory, safe, or responsible manner
- Falsifying time records or recording time for another employee
- Theft, or damage to company, employee, or customer property
- Removing company property without authorization
- Unauthorized use or misuse of company equipment, time, materials, or facilities
- Fighting, threatening violence, or engaging in disruptive behavior in the workplace
- Horseplay or unsafe conduct on company time or premises
- Possessing firearms or other dangerous weapons on company premises, to the extent prohibited by law
- Insubordination, including refusal to follow lawful and reasonable instructions from management
- Using abusive, threatening, or inappropriate language in the workplace
- Violating company attendance, scheduling, or punctuality policies (excluding legally protected absences, including those protected under California law)
- Leaving work without authorization during scheduled working time

- Failing to follow assigned work schedules, including meal and rest periods
- Sleeping or failing to remain alert while on duty
- Excessive personal use of phones or other devices during working time, except in emergencies
- Working unauthorized overtime or refusing to work assigned overtime when required and not protected by law
- Violating company dress or appearance standards
- Violating safety, health, security, or other company policies
- Violating the company's *Drug and Alcohol Policy*
- Engaging in fraud, dishonesty, or breach of trust
- Violating the company's anti-harassment or equal employment opportunity policies
- Failing to promptly report a work-related injury or illness

Additional Conduct Standards

This list is not exhaustive. Other conduct that adversely affects workplace safety, employee well-being, or company operations may also result in disciplinary action.

Employee Rights

Nothing in this policy is intended to prohibit or interfere with employees' rights to:

- Communicate with others regarding the terms and conditions of their employment, including wages, job performance, workplace safety, workload, supervisors, staffing, or other working conditions;
- Engage in protected concerted activity under federal, state, or local law; or
- Participate in legally protected activities, including reporting concerns or cooperating with government agencies.

At-Will Employment

This policy does not alter the company's at-will employment relationship as described in the *At-Will Employment Policy*.

12.13 Whistleblower Protection and Reporting of Violations

Honey's Air & Solar is committed to complying with all applicable laws and encourages employees to report concerns about potential violations of law or company policy.

In accordance with California Labor Code section 1102.5, employees are protected from retaliation for disclosing information that they reasonably believe shows a violation of state or federal law, or a violation of local, state, or federal rules or regulations.

Employees may report concerns to:

- A supervisor or manager
- Human Resources
- Any member of management
- A government or law enforcement agency

Employees are also protected from retaliation for refusing to participate in any activity that would result in a violation of the law.

The company strictly prohibits retaliation against any employee who makes a good faith report or participates in an investigation related to a suspected violation.

Reports will be reviewed and investigated as appropriate. Employees are encouraged to report concerns promptly so they can be addressed.

12.14 Handling of Company and Customer Materials

Employees are responsible for properly handling materials, equipment, and parts removed from customer locations.

All removed equipment, parts, and materials must be handled in accordance with company procedures, including return, recycling, or disposal as directed by the company.

Employees must not remove, retain, sell, or otherwise use any materials from a job site for personal use or benefit.

When appropriate, employees should review replaced parts or equipment with the customer at the completion of the job.

Failure to properly handle or return materials may result in disciplinary action, up to and including termination.

Safety & Health

13.1 Health and Safety

Honey's Air & Solar is committed to maintaining a safe and healthy work environment for all employees. Safety is a shared responsibility, and all employees are expected to work in a manner that protects themselves and others.

Employee Responsibilities

Employees are expected to:

- Follow all safety rules, procedures, and training
- Use required personal protective equipment (PPE)
- Immediately report unsafe conditions, hazards, or near misses
- Promptly report all work-related injuries or illnesses to their manager and human resources

Working safely and remaining alert at all times are conditions of employment.

Injury and Illness Prevention Program (IIPP)

In compliance with California law, Honey's Air & Solar maintains a written Injury and Illness Prevention Program (IIPP).

The IIPP outlines the company's safety practices, including:

- Hazard identification and correction
- Safety training
- Communication of safety information
- Procedures for reporting injuries and unsafe conditions

The company also complies with all applicable OSHA recordkeeping and reporting requirements, including maintaining required injury and illness records and reporting serious injuries, illnesses, or fatalities within legally required timeframes. The IIPP is available to employees upon request and is accessible through human resources.

Non-Retaliation

Honey's Air & Solar prohibits retaliation against any employee who:

- Reports a workplace injury, illness, or unsafe condition
- Raises safety concerns
- Participates in a safety investigation

Employee Safety Rights (OSHA)

Employees have the right to a safe and healthful workplace. In accordance with applicable law, employees may:

- Report workplace hazards, injuries, or safety concerns without fear of retaliation
- Request that the company correct unsafe conditions
- Contact the Occupational Safety and Health Administration (OSHA) to file a complaint or request a workplace inspection
- Participate in OSHA inspections and speak with OSHA representatives
- Refuse to perform work that they reasonably believe poses an imminent danger of death or serious injury, where permitted by law

Honey's Air & Solar strictly prohibits retaliation against any employee for exercising safety rights or raising workplace safety concerns.

Proposition 65 Notice

In accordance with California Proposition 65, the company will provide clear and reasonable warnings to employees regarding exposure to chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm.

13.2 Workplace Safety Reporting

Honey's Air & Solar encourages all employees to remain alert to unsafe or unhealthy working conditions and to report concerns promptly.

Reporting Requirements

Employees should immediately report any of the following:

- Work-related injuries or illnesses
- Workplace hazards or unsafe conditions
- Unsafe work practices
- Near-miss incidents

Reports may be made to:

- The employee's supervisor
- Human resources
- Any member of management with whom the employee feels comfortable

Employees are not required to follow any specific chain of command when making a report.

Managers who receive reports must promptly forward them to human resources.

Investigations and Corrective Action

All reports will be reviewed and investigated in a timely manner. When appropriate, corrective action will be taken to address identified safety concerns.

Non-Retaliation

Honey's Air & Solar prohibits retaliation against any employee who reports a workplace injury, illness, hazard, or safety concern, participates in an investigation, or files a complaint with a governmental agency.

Any employee who believes they have experienced retaliation should report the concern to human resources immediately.

Confidentiality

Reports and investigations will be handled as confidentially as possible. While the company will make reasonable efforts to protect privacy, complete confidentiality cannot be guaranteed due to the need to conduct a thorough investigation.

13.3 Heat Illness Prevention

Honey's Air & Solar is committed to protecting employees from heat illness and complying with California's indoor and outdoor heat illness prevention standards.

Employees who work outdoors or in high-heat indoor environments may be exposed to elevated temperatures, particularly during warmer months. The company has established the following general procedures to reduce the risk of heat illness.

Access to Drinking Water

The company will provide access to fresh, pure, and suitably cool drinking water at all times.

- Employees are encouraged to drink water frequently
- Sufficient water will be provided to allow employees to consume at least one quart per hour

Access to Shade and Cool-Down Rest (Outdoor Work)

Shade will be available when temperatures exceed 80°F.

- Employees are encouraged to take preventative cool-down rests as needed
- Cool-down rest periods of at least five minutes will be provided
- Cool-down rests are paid time
- Employees will not be required to resume work until symptoms of heat illness have subsided

Cool-Down Areas (Indoor Work)

For indoor work environments where temperatures reach 82°F or higher:

- Cool-down areas will be provided and maintained at a temperature below 82°F where feasible
- Employees will be allowed to take preventative cool-down rest periods
- The company will implement appropriate measures to reduce heat exposure, which may include ventilation, fans, air conditioning, or schedule adjustments

High Heat Procedures

When temperatures are elevated, the company will implement additional safety measures, which may include:

- Increased observation for signs of heat illness
- Communication with employees working in high-heat conditions
- Reminders to drink water and take rest breaks
- Close monitoring of new or returning employees

Acclimatization

Employees who are newly assigned to work in high heat conditions, or who return after time away, will be monitored and gradually acclimated during their first 14 days.

Emergency Response

In the event of suspected heat illness:

- Employees must report symptoms immediately
- Supervisors will take immediate action to provide assistance
- Emergency medical services will be contacted when necessary
- The company will ensure that worksite location information is available to emergency responders

Employee Responsibilities

Employees are expected to:

- Drink water frequently
- Take cool-down rests when needed
- Report symptoms of heat illness immediately
- Follow all safety procedures and training

Training

Supervisors and employees receive training on:

- Heat illness prevention
- Recognition of symptoms
- Emergency response procedures

Additional Information

This policy provides general guidelines only and does not replace the company's written *Heat Illness Prevention Plan*.

Detailed procedures are contained in the company's *Injury and Illness Prevention Program* (IIPP), which is available upon request.

Employees are encouraged to contact their manager or human resources with any questions.

13.4 Inclement Weather and Emergency Conditions

Honey's Air & Solar recognizes that inclement weather and natural disasters may impact employees' ability to safely travel to or perform work. The safety of our employees is a top priority.

Safety First

Employees are expected to use good judgment when determining whether it is safe to travel or work under severe weather or emergency conditions. Employees should not place themselves at risk to report to work.

Examples of Covered Conditions

Inclement weather or emergency conditions may include, but are not limited to:

- Flooding
- Severe storms
- Wildfires or smoke conditions
- Extreme heat
- Power outages
- Road closures or unsafe travel conditions
- Other natural disasters or emergencies

Employee Responsibilities

If an employee is unable to report to work or is delayed due to weather or emergency conditions, the employee must notify their manager as soon as possible using available communication methods (e.g., phone, text, or other approved communication tools).

Company Operations

Depending on conditions, the company may:

- Modify work schedules
- Delay start times
- Reassign work locations
- Suspend or limit operations

Employees will be notified of any changes as soon as reasonably possible.

Pay and Leave

Compensation during weather or emergency-related absences will be handled in accordance with applicable law and company policies, including those related to timekeeping, paid sick leave, and other available leave options.

13.5 No Refrigerant Venting

Honey's Air & Solar complies with the Clean Air Act and all applicable EPA regulations regarding the handling of refrigerants.

Employees are strictly prohibited from knowingly venting refrigerant into the environment while installing, servicing, repairing, or disposing of equipment. All refrigerant must be properly recovered using approved equipment and procedures.

The company provides training and appropriate recovery and recycling equipment. Employees are responsible for following all required procedures and using equipment properly when handling refrigerants.

No manager, supervisor, or employee has the authority to authorize the intentional venting of refrigerant.

If an employee is unable to properly recover refrigerant or experiences issues with recovery equipment, the employee must stop work immediately and notify management.

Violations of this policy or applicable regulations may result in disciplinary action, up to and including termination, and may also subject the employee to personal consequences under applicable law.

13.6 Workplace Security

Honey's Air & Solar is committed to maintaining a safe and secure work environment. Employees play an important role in helping identify and report potential security concerns.

Employees are expected to remain alert and report any suspicious activity or security concerns immediately.

Examples of reportable concerns include:

- Unknown or unauthorized individuals in work areas, parking areas, job sites, or company facilities
- Suspicious behavior or activity
- Missing keys, tools, equipment, or materials
- Any situation that may pose a risk to employee safety or company property

Employees should report concerns to their manager, any member of management, or human resources.

Employees are also expected to take reasonable precautions to safeguard company and personal property, including securing work areas, vehicles, tools, and equipment when not in use.

Additional Information

The company's workplace security procedures are described in detail in the *Injury and Illness Prevention Program (IIPP)* and the *Workplace Violence Prevention Program (WVPP)*.

Management & Employee Communication

14.1 Open Communication and Reporting

Honey's Air & Solar encourages open communication and values employee feedback. Employees are encouraged to raise questions, concerns, or suggestions regarding their work, working conditions, or treatment in the workplace.

Employees are encouraged to speak with their immediate supervisor. If an employee is not comfortable doing so, or if the issue is not resolved, the employee may bring the concern to human resources or any member of management, including the president or vice president.

Employees are not required to follow any specific chain of command when raising concerns.

Honey's Air & Solar will review concerns in a fair and timely manner. While not all issues may be resolved to an employee's satisfaction, the company is committed to listening and responding appropriately.

The company strictly prohibits retaliation against any employee who raises a concern, asks a question, or participates in an investigation.

14.2 Performance Evaluations

Honey's Air & Solar conducts semi-annual performance evaluations twice per year to support employee development, accountability, and alignment with company goals. Evaluations are generally conducted by the employee's supervisor; however, additional input may be considered when appropriate.

Performance evaluations are designed to align individual performance with the company's core values, safety standards, customer service expectations, and operational objectives. Safety compliance and adherence to company policies are essential components of overall performance.

The purpose of performance evaluations is to:

- Provide feedback regarding job performance
- Recognize strengths and accomplishments
- Identify areas for improvement
- Establish goals and performance expectations
- Support professional development
- Set training goals

Evaluations may assess factors such as:

- Quality and accuracy of work
- Productivity and efficiency
- Job knowledge and technical skills
- Initiative and problem-solving
- Attendance and reliability
- Communication and teamwork
- Customer service and professionalism
- Compliance with safety procedures and company policies

Supervisors and employees are expected to discuss performance openly during the review process.

If performance deficiencies are identified, the company may implement a Performance Improvement Plan (PIP) or other corrective action. A PIP may outline specific performance concerns, expectations for improvement, timeframes for progress, and potential consequences if improvement does not occur.

While the company intends to conduct evaluations semi-annually, additional reviews may be conducted as needed based on performance concerns, promotions, position changes, or other business needs.

Performance evaluations are not employment contracts and do not guarantee salary increases, bonuses, or promotions. Compensation adjustments and advancement decisions are made at Honey's Air & Solar's sole discretion and are based on a variety of factors, including, but not limited to, performance, business conditions, and budget considerations.

Employees will be asked to sign the evaluation to acknowledge that it has been reviewed and discussed. An employee's signature does not necessarily indicate agreement with the evaluation's content.

14.3 Personnel and Payroll Records

Personnel Records

You have a right to inspect or receive a copy of the personnel records that Honey's Air & Solar maintains relating to your performance or to any grievance concerning you. Certain

documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made. Any request to inspect or copy personnel records must be made in writing to human resources. You can obtain a form for making such a written request from human resources.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Honey's Air & Solar may take reasonable steps to verify the identity of any designated representative.

The personnel records may be made available to you either at the place where you work or a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than thirty (30) calendar days from the date Honey's Air & Solar receives your written request to inspect or copy your personnel records (unless you/your representative and Honey's Air & Solar mutually agree in writing to a date beyond thirty (30) calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you may be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, Honey's Air & Solar will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Medical information is maintained separately from personnel records and is subject to additional confidentiality protections as described in the Medical Information Privacy policy.

Former Employee Access to Personnel Records

Former employees, or their authorized representatives, may request to inspect or receive a copy of their personnel records.

Such requests must be made within one (1) year following separation of employment, in accordance with California law. Requests should be submitted in writing to human resources.

The company will provide access to or copies of personnel records within the timeframes required by law and may take reasonable steps to verify the identity of the former employee or their authorized representative.

Payroll Records

Pursuant to Labor Code section 226, you have the right to inspect or receive a copy of your payroll records upon reasonable request.

You may, either orally or in writing, submit a request to inspect or receive a copy of your payroll records to the payroll administrator or human resources. You can obtain a form for making such a written request from human resources.

Honey's Air & Solar will provide access to or copies of your records within twenty-one (21) calendar days from the date of the request. If you request copies of your records, you will be charged for the actual cost of copying.

Other Records

Additionally, under Labor Code section 432, you have the right to a copy of any document you sign "relating to the obtaining or holding of employment". To the extent any such document exists outside your personnel file or, payroll records, or is not covered by personnel file and payroll records requests made according to the procedures described above, the company will still provide you with a copy of the document upon your request.

You may submit a request for any document you signed related to obtaining or holding employment to human resources.

14.4 Employee Privacy Notice

Honey's Air & Solar collects and maintains personal information about employees, applicants, and contractors for business and employment-related purposes, in accordance with applicable law, including the California Consumer Privacy Act (CCPA), as amended by the California Privacy Rights Act (CPRA).

Categories of Personal Information Collected

The company may collect categories of personal information including, but not limited to:

- Identifiers (such as name, address, phone number, email, Social Security number)
- Employment and education information
- Payroll and benefits information
- Background check information (where permitted by law)
- Device and system usage information
- Health and safety-related information (as required by law)

Purpose of Collection and Use

Personal information is collected and used for legitimate business purposes, including:

- Hiring, onboarding, and employment administration
- Payroll, benefits, and compensation
- Compliance with legal and regulatory obligations
- Workplace safety and security
- Business operations and internal management

Retention of Personal Information

The company retains personal information for as long as reasonably necessary to fulfill the purposes for which it was collected, including to meet legal, regulatory, and business requirements.

Employee Privacy Rights

Employees and applicants may have rights under applicable law, including the right to:

- Request access to personal information
- Request correction of inaccurate information
- Request deletion of personal information, subject to legal limitations

How to Submit Requests

Employees may submit privacy-related requests or questions by contacting human resources.

14.5 Data Security and Breach Notification

Honey's Air & Solar takes reasonable measures to protect personal information from unauthorized access, use, or disclosure.

In the event of a data breach involving personal information, the company will investigate the incident and take appropriate corrective action.

Where required by law, affected individuals will be notified in a timely manner consistent with California Civil Code section 1798.82.

If required, the company will also notify applicable government agencies, including the California Attorney General, when notification thresholds are met.

Employees should immediately report any suspected data security incident or unauthorized access to personal information to human resources.

14.6 Employee Information Updates

To ensure accurate records and effective communication, employees are responsible for keeping their personal information current with Honey's Air & Solar.

Employees must promptly notify the company of any changes to:

- Legal name
- Home address
- Telephone number
- Emergency contact information

Accurate information is important for payroll, benefits, tax reporting, and compliance with applicable laws, including required employee notifications.

Employees should submit updates to human resources as soon as possible after any change occurs.

Failure to maintain current information may result in delays in receiving important communications or documents.

14.7 Telecommuting

Working remotely, also referred to as "telecommuting, provides employees with an opportunity to work from an alternative work environment rather than the physical location of the company. Working remotely must be pre-approved by the president or vice president and cannot be initiated without a *Telecommuting Agreement*.

Honey's Air & Solar reserves the right, in its sole discretion, to designate positions appropriate for remote work and to approve employees to work remotely. Working remotely must be approved by the president or vice president. Working remotely does not change the conditions of employment or required compliance with all company policies and procedures. The company reserves the right to change or terminate the *Telecommuting Agreement* at any time, without cause or advance notice. Your ability to work under a telecommuting agreement rests in the sole discretion of the company. Working remotely is a privilege and may not be appropriate for all employees. If you wish to request remote work, contact human resources and ask for a *Telecommuting Request* form.

Work Schedule

Unless otherwise agreed in the *Telecommuting Agreement*, your hours and days of work will not change. Employees must apply themselves during work hours and remain available for remote team meetings or conferences as needed.

Nonexempt employees must not work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor.

Working remotely is not intended as a substitute for childcare or to care for another adult. If you need to make special arrangements or changes to your work schedule due to the need to care for a child or another adult, contact your manager.

Work Standards and Performance

As a telecommuting employee, you must:

- Remain accessible during your telecommute schedule;
- Regularly communicate with your supervisor to stay current on assigned/relevant tasks, projects, and any other work-related issues;
- Be available for and attend any video/teleconferences, scheduled on an as-needed basis;
- Be available to physically attend scheduled work meetings as requested or required by the company;
- If you are nonexempt (hourly), properly record all hours worked each day in compliance with the company policies and practices;
- If you are nonexempt (hourly), obtain supervisor approval in advance of working any overtime hours;
- Take rest and meal breaks in full compliance with all applicable policies of the company; and
- Request supervisor approval for time off and inform the payroll administrator if using vacation, sick, or other leave in the same manner as when working at a physical work location.

It is critical that telecommuting employees comply with all company rules, policies, practices, and instructions that would apply if they were working at the company's physical work location(s), including but not limited to policies governing telecommuting/remote work, use of technology, confidentiality, harassment and discrimination, and workplace safety.

Your *Telecommuting Agreement* will be evaluated on an ongoing basis to ensure that your work quality, efficiency, and productivity are not compromised by the telecommuting arrangements.

Equipment and Information Security

Your *Telecommuting Agreement* will specify the equipment provided to you for purposes of telecommuting.

As a telecommuting employee, you will be subject to the following requirements:

- Your equipment must not be used by anyone other than yourself, and only for business-related work.
- You are responsible for immediately reporting any problems with company equipment.
- You must protect company-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, disclosure, or theft. You must follow all policies, practices, and instructions regarding the safety and security of any confidential and/or proprietary information.
- You must report to your supervisor any incidents of loss, damage, or unauthorized access at your earliest reasonable opportunity.
- All equipment, records, and materials provided by the company will remain the company's property.
- At the termination of the *Telecommuting Agreement*, or upon the company's request, you agree to immediately return any and/or all company equipment.

Telecommuting Safety

Telecommuting employees are solely responsible for ensuring the safety of their alternative work environment. Telecommuting employees should ensure their workspace is safe and free from hazards and provide adequate protection and security of company property. Telecommuting employees who need assistance in maintaining a safe workspace should contact human resources.

Telecommuting employees are protected by the company's workers' compensation insurance. As such, telecommuting employees are required to report any injuries that occur while working immediately.

A telecommuting employee is liable for any injuries that occur to third parties at or around the telecommuting employee's alternative work environment.

Telecommuting employees must maintain a safe, secure, and ergonomic work environment; comply with all applicable workplace safety rules, policies, and instructions;

and report work-related injuries to the company immediately. Let human resources know if you require specific equipment. Telecommuting employees should also complete the company *Telecommuting Safety Checklist* to certify that the work area is safe in accordance with all workplace safety rules and policies.

Telecommuting Agreement and Plan

All telecommuting employees are required to sign a *Telecommuting Agreement* with their supervisor that outlines the telecommuting employee's workdays and work hours (as applicable); equipment the telecommuting employee will need; how the telecommuting employee will communicate with the company; use of support or secretarial staff; and other appropriate information.

Your *Telecommuting Agreement* will be evaluated on an ongoing basis to ensure that your work quality, efficiency, and productivity are not compromised by the telecommuting arrangements. The company may, at its sole discretion, change any of the conditions under which the employee is permitted to telecommute under the *Telecommuting Agreement* at any time, and may require the employee to report to the employee's physical workplace for any reason at any time.

Expense Reimbursement

The company will cover all necessary expenses related to telecommuting, as specified in the *Telecommuting Agreement*. Employees should submit any expense reimbursement requests in accordance with the company's policy and practice.

14.8 Dispute Resolution

Honey's Air & Solar may require employees to enter into a separate arbitration agreement as a condition of employment. Any such agreement will be provided to employees separately and will govern the resolution of covered disputes.

Nothing in this handbook is intended to modify or replace any arbitration agreement between the employee and the company.

Separation of Employment

15.1 Voluntary Resignation

Employees may voluntarily resign their employment with Honey's Air & Solar at any time.

Employees are encouraged to provide advance notice of resignation, preferably at least two weeks, to allow for a smooth transition; however, such notice is not required.

Notice and Job Abandonment

An employee who fails to report to work or fails to notify the company of an absence for three (3) consecutive scheduled workdays may be considered to have voluntarily resigned employment, unless the absence is protected by applicable law.

Return of Company Property

Employees must return all company-owned property immediately upon separation of employment, including but not limited to:

- Vehicles
- Keys and access devices
- Uniforms
- Identification badges
- Phones, tablets, and computers
- Tools and equipment
- Credit cards
- Documents and materials

Failure to return company property may result in appropriate action consistent with applicable law.

Final Pay

Final pay will be provided in accordance with California law.

15.2 Progressive Discipline

Honey's Air & Solar may use progressive discipline to address performance issues or violations of company policies. The purpose of progressive discipline is to provide employees with notice of concerns and an opportunity to improve.

Disciplinary action may include, but is not limited to:

- Verbal counseling
- Written warnings
- Suspension
- Other appropriate corrective action

The company is not required to follow any specific sequence of disciplinary steps and may determine the appropriate level of discipline based on the circumstances.

Nothing in this policy alters the at-will nature of employment.

15.3 Involuntary Termination

Honey's Air & Solar may terminate employment at any time, with or without cause or advance notice, consistent with the company's at-will employment policy and applicable law.

Involuntary termination may result from, but is not limited to:

- Violation of company policies
- Misconduct
- Unsatisfactory performance
- Business or operational needs

The company will determine the appropriate action based on the circumstances.

15.4 Reductions in Force

Honey's Air & Solar may, from time to time, need to restructure operations or reduce its workforce due to business, economic, or operational needs.

When feasible, the company will attempt to provide advance notice of a reduction in force. In situations where advance notice is required by law, the company will comply with all applicable notice requirements.

Workforce Reductions and WARN Act Compliance

The company complies with all applicable federal and state laws regarding mass layoffs, relocations, and terminations, including the federal Worker Adjustment and Retraining Notification (WARN) Act and the California WARN Act.

Under these laws, employees may be entitled to advance written notice of at least sixty (60) days in certain circumstances involving a mass layoff, relocation, or termination of operations.

Generally, these laws may apply in situations involving a mass layoff, relocation of operations, or termination of operations that result in the separation of a significant number of employees at a covered establishment, as defined by applicable law. The California WARN Act may apply in circumstances where federal WARN does not.

When required by law, the company will provide advance written notice to affected employees, government agencies, and other required parties in accordance with applicable legal requirements.

Employees affected by a reduction in force may, where appropriate, be informed of the nature of their separation and whether the layoff is expected to be temporary or indefinite.

Selection for Layoff

In determining which positions may be affected, the company will consider a variety of factors relevant to business needs, which may include:

- Operational requirements
- Skills and qualifications
- Job performance and productivity
- Experience and other relevant factors

The company reserves the right to determine the appropriate criteria and make final decisions based on the circumstances.

15.5 Employment References

All requests for employment references or information about current or former employees must be directed to human resources or an authorized member of management.

Employees are not authorized to provide employment references on behalf of Honey's Air & Solar unless specifically designated to do so.

As a general practice, the company will provide only limited information, such as dates of employment and last position held, unless otherwise required by law or authorized by the company.

Acknowledgment

16.1 Employee Handbook Acknowledgment

I acknowledge receipt of a copy of Honey's Air & Solar Employee Handbook. I understand that it is my responsibility to read and become familiar with the policies and procedures contained in the handbook.

I understand that the handbook is intended as a general guide and does not create a contract of employment.

I understand that my employment with Honey's Air & Solar is at-will. This means that the company or I may terminate the employment relationship at any time, with or without cause or advance notice, in a manner consistent with applicable law.

I understand that, except for the at-will employment relationship, the company may modify, revoke, suspend, or change any of its policies, procedures, or benefits at any time, with or without notice, subject to applicable law.

I understand that no manager, supervisor, or representative of the company has the authority to enter into any agreement for employment for any specific period of time or to make any agreement contrary to the at-will relationship, except the president of the company, and only if such agreement is in writing and signed by the president.

Employee's Signature _____

Employee's Printed Name _____

Date _____