



EMPLOYEE HANDBOOK

K2 ELECTRIC INC 1873 W Traverse Pkwy, Ste E-623 • Lehi, UT 84043



K2 Employee Handbook

Physical Address: 9498 S 670 W – Sandy, UT 84070

K2 Employee Handbook

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Introduction

K2 Electric complies with all federal and state employment laws, and this handbook generally reflects those laws. The Company also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment sent out to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Company reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact your Foreman.

At-Will Employment

Your employment with K2 Electric Inc is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Company at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Company document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the President of K2 Electric has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the President.

If a written contract between you and the Company is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.



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New Hire Reporting & Paycheck Information

New Hire Reporting

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with K2 Electric Inc. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Foreman.

If you are authorized to work in this country for a limited time, you will be required to submit proof of renewed employment eligibility prior to expiration of that time to remain employed by the Company.

Paycheck Deductions

K2 Electric is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, state income taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact Trina.

The Company will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to Trina. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

K2 Electric will not retaliate against employees who report erroneous deductions in accordance with this policy.

Pay Schedule

At K2 Electric, the standard pay period is weekly for all employees. Pay dates are Fridays. If a pay date falls on a holiday, employees will be paid on the preceding workday. Review your paycheck weekly for accuracy. If you find an issue, report it to Trina immediately. Missing hours reported after payroll has processed may result in late payments and could take up to the following payroll to be received.



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Safety & Cell Phone Policy

The following items are required to be worn by all K2 employees on site at all times:

Hard hat, boots, long pants, T-shirts with minimum 4-inch sleeves, high-visibility vest/jacket, safety glasses, gloves, and hearing protection. We will provide you with a high-visibility vest, T-shirts, and two pairs of safety glasses and gloves per year.

The following items are required to be worn by all K2 employees while cutting, grinding, or performing similar work: Safety shield, long sleeves, fall protection, safety harness, hearing protection, respirators. A mask for dust and silicas will be provided upon request to your Foreman.

Standard working at height OSHA regulations will be followed at all times, main items for K2 are:

Guard rails on scaffolds, safety chains on scissor lifts, safe working ladder practices and safety harness implementation at high-risk situations.

Standard OSHA hand/power tools regulations will be followed at all times, main items for K2 are:

Condition of tools. All hand power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition. When power operated tools are designed to accommodate guards, they shall be equipped with such guards when in use. All tools and cords should have proper grounding.

Standard OSHA and NEC electrical regulations and safe working practices shall be followed by all K2 employees. First aid kits are available on-site at the Gang box, Conex, and Foreman's vehicle. SDS Sheets are available on our website. ToolBox Talks will be held weekly with all on-site K2 employees and will be relevant to the best of our ability for the weekly work being completed. All K2 personnel conducting any electrical work will carry an active DOPL license stating the following: Master Electrician, Journeyman Electrician or Apprentice Electrician.

Personal Cell Phone/Mobile Device Use

While K2 Electric permits employees to bring personal cell phones into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health. During work hours, use of such devices should be minimal and limited to emergency use only.

If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Company property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA). Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You may be subject to disciplinary action up to and including termination for violation of this policy.



Live Work & Lockout/Tagout Procedures

K2 Electric's policy is that employees must not work on live electrical circuits except in rare circumstances outlined in the Live Work Policy below. All circuits must be tested before any work is performed. If a circuit is found to be live, the Lockout/Tagout procedure must be followed immediately.

Employees must:

- Test circuits using an approved voltage meter before beginning work
- Hot sticks are not permitted for verifying circuit voltage
- If voltage is detected, follow the Lockout/Tagout procedure or notify the on-site supervisor immediately

Employees are prohibited from working on live circuits unless the Live Work Policy requirements are met

Live Work Policy

Working on live circuits is strongly discouraged and should only occur when necessary. If live work must be performed, the following rules apply:

- Only a licensed Journeyman Electrician may perform the work
- An approved arc flash suit and required PPE must be worn (request from Foreman or Project Manager)
- A risk assessment must be completed prior to beginning work
- The completed risk assessment must be submitted to the Project Manager for approval before work begins

Lockout/Tagout Procedure

Step 1 – Preparation: Identify and understand all hazardous energy sources associated with the equipment or circuit and determine the proper method of controlling that energy.

Step 2 – Shutdown: Shut down the circuit breaker or equipment that will be serviced, maintained, or installed

Step 3 – Isolation: Disconnect the equipment or circuit from its energy source, typically by switching off power at the breaker or disconnect.

Step 4 – Lockout/Tagout: Attach lockout and/or tagout devices to each energy-isolating device. Lockout devices must secure the equipment in the safe/off position and only be removable by the employee who applied it. Tagout devices must include the name of the employee performing the lockout and relevant information. Each job site must have at least one Lockout/Tagout kit available.

Step 5 – Stored Energy Check: Inspect for any stored or residual energy that could create a hazard. Stored energy must be released, restrained, or otherwise rendered safe.

Step 6 – Isolation Verification: An authorized employee must verify that the circuit or equipment has been fully isolated and de-energized using an electrical meter. Hot sticks are not permitted for verification.



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Tool Policy

Tools required by all K2 Employees:

- | | | |
|---|---|---|
| ☐ Tool bag | ☐ Hammer | ☐ Keyhole saw |
| ☐ Linesman pliers | ☐ Crescent wrench | ☐ Plug tester |
| ☐ Dike pliers | ☐ Channel locks | ☐ Hot stick |
| ☐ Needle nose pliers | ☐ Stubby screwdriver set | ☐ Flashlight |
| ☐ Wire strippers | ☐ Allen wrench set | ☐ Voltage meter |
| ☐ Phillip & flathead screwdriver | ☐ Sawzall or hacksaw | ☐ Socket set |
| ☐ 12" magnetic level | ☐ ½" + ¾" EMT benders | ☐ Insulated screw drivers |
| ☐ Utility knife | ☐ Conduit reaming tool | ☐ Regular cordless drill set |
| ☐ Tape measure | ☐ Nut driver set | ☐ Impact cordless drill set |

Provided by K2 to Foreman (as needed):

- | | | |
|--|---|--|
| ☐ Ladders | ☐ Generator | ☐ Compactors |
| ☐ Stud punches | ☐ Safety harnesses | ☐ Chains / Padlocks |
| ☐ Hammer drills | ☐ Crimpers | ☐ Tuggers |
| ☐ Knockout set | ☐ Gang boxes | ☐ Hoists |
| ☐ Band saw | ☐ Benders over 1" | ☐ Jack stands |

Damage Policy

Damage to K2 Electric tools or equipment must be reported immediately to the job Foreman. All Foremen will be responsible for the tools assigned to their jobs. When supplied on site gang boxes and containers are for storage of K2 tools and material only. Employees who store tools in the gang boxes and containers do so at their own risk. K2 is not responsible for lost or stolen tools. K2 tools are not allowed to be used for personal use. It is required that all K2 employees wear their tool belts throughout the day unless performing tasks that do not require immediate access to your tools such as loading or unloading material, pulling wire, or drilling holes, underground installation etc. It is suggested that there be no borrowing or lending of tools. This will help prevent lost, stolen, or misplaced tools. Each employee is responsible for the tools they are using.



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Attendance & Pay Policy

K2 Electric is required by applicable federal, state, and local laws to keep accurate records of hours worked by hourly employees. To ensure that everyone has complete and accurate time records and that you are paid for all hours worked, hourly employees are required to record all working time using the free Workforce App. Employees must use GPS tracking in the app while working (this may be turned off after your shift).

You must accurately record your time to ensure you are paid for all hours worked, and must follow established Company procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift
- Immediately after finishing work
- Immediately before and after any other time away from work

Timekeeping Expectations

Employees are expected to report to clock in on-time as scheduled by their Foreman, ready to work their full shift with a 30-minute lunch period. A 30-minute lunch period is required and will be deducted the end of your shift.

All overtime must be approved prior to working over 40 hours Monday-Sunday each week.

Falsifying time entries is strictly prohibited and includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you may be subject to discipline up to and including termination

Unexcused Absences will be collated and recorded any time the employee is not present on the job, and has not notified their Foreman and requested time off in the Workforce App before the start of their scheduled shift. Excessive Unexcused Absences are determined by your Foreman and may result in disciplinary action. Every employee is expected to work full-time each week with minimal exception for unscheduled, unexcused time off.

Lateness & Early Departures

If employees cannot report to work on-time, as scheduled, they must notify their Foreman no later than their regular starting time. Employees who need to leave work before the end of their scheduled shift must notify their Foreman as soon as they know.

Disciplinary Actions

You are expected to be on the job, ready to work, as scheduled. Inability to honestly report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.



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Time Off Policy

All time off outside of your normal working scheduled must be requested through your Foreman and submitted in the app as soon as you know you need it. Failure to complete both steps will result in an Unexcused Absence.

Unpaid Time Off

Employees may take time off using Unpaid Time Off. Overuse of Unpaid Time Off is not encouraged and may result in disciplinary action up to and including termination.

Paid Time Off

Paid Time Off (PTO) combines sick days, vacation days, and personal days for employees to use as they want or need. Employees can use their PTO any time once approved, however all PTO expires on the last day of each year and does not roll over. If you are unable to use your PTO before the end of the year, please reach out to your admin team or Foreman. Employees must request PTO using the Workforce App. The admin team will get back to you with approval/disapproval of request. Employees may not exceed 40 hours a week when using PTO.

Receiving PTO

If you do not have an electrical apprentice license and are not actively enrolled in school, you are not entitled to any PTO. If you are an electrical apprentice, your vacation time is based off your previously completed schooling after meeting the 12-month employment mark. You will be awarded with 8 hours of PTO per year of schooling completed, including your journeyman license completion, for a total of up to 40 hours. Foremen receive an additional 40 hours of PTO, for a total of 80 hours, assuming you have received the aforementioned 40 hours from schooling completion. If your PTO is not reflected correctly, please reach out to Trina.

The instructions are here →
If you have any questions or issues
with time off, please reach out to
your admin team or Foreman





Drug & Criminal Activity Policy

Prohibited Conduct

K2 Electric is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Company to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

K2 Electric expressly prohibits employees from engaging in the following activities when they are on duty or conducting Company business or on Company premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia
- The illegal use or abuse of prescription drugs

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. K2 Electric does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Foreman if you believe the medication may impair your job performance, safety, or the safety of others, or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, K2 Electric may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Criminal Activity / Arrests

K2 Electric will report all criminal activity in accordance with applicable law. If criminal activity or arrests occur on the clock and/or at the job site, it may result in disciplinary action up to and including termination.



Accommodation Requests

Disability Accommodations

K2 Electric Inc complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Company will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Foreman. You may be asked to include relevant information such as:

- The reason you need an accommodation
- A description of the proposed accommodation
- How the accommodation will help you perform the essential functions of your job

After receiving your request, the Company will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Company in connection with a request for accommodation will be treated as confidential.

The Company encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

Where state or local law provides greater protections to employees than federal law, the Company will apply the law that provides the greatest benefit to employees.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Company will not discriminate or retaliate against employees for requesting an accommodation.



Accommodation Requests

Pregnancy, Childbirth, & Related Medical Conditions

K2 Electric Inc provides reasonable accommodations to employees experiencing limitations related to pregnancy, childbirth, or related medical conditions. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protections.

Examples of reasonable accommodations include:

- Additional break time for restroom use, meals, hydration, and rest
- Seating options allowing for sitting or standing as needed
- Schedule changes, part-time work, and paid and unpaid leave
- Flexible work hours to accommodate medical appointments and physical needs
- Telework (remote work)
- Closer parking spots to the workplace entrance
- Light duty work
- Making existing facilities accessible or modifying the work environment
- Job restructuring
- Temporarily suspending one or more essential functions of the job
- Acquiring or modifying equipment, uniforms, or device
- Adjusting or modifying examinations or policies

If you require an accommodation, notify your Foreman. In instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- The reason an accommodation is needed;
- A description of the proposed accommodation; and
- Information on how the accommodation will effectively address your limitations

Medical documentation will not be required in the following situations:

- When the limitation and need for an accommodation is obvious
- If the Company is already aware of the limitation due to previous disclosure
- If the requested accommodation is to do any of the following, as needed:
 - Carry or keep water nearby and drink;
 - Take additional restroom breaks;
 - Sit, stand, or alternate between sitting and standing; or
 - Take breaks to eat and drink
- For any lactation accommodations
- When a similar accommodation has been provided to other employees without requiring documentation

The Company will engage in an interactive process with you to identify suitable accommodations. While we strive to accommodate all requests, certain accommodations may not be provided if they would result in undue



Accommodation Requests

hardship to the Company. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

If leave is provided as a reasonable accommodation, it may run concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other applicable leave as permitted by law.

The Company strictly prohibits retaliation against employees who request or utilize an accommodation under this policy.

Religious Accommodations

K2 Electric Inc recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Company complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. The Company will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations would resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship.

Requesting a Religious Accommodation

If you need an accommodation because of your religious beliefs or practices, make the request with your Foreman or upper-management. You may be asked to include relevant information such as:

- A description of the proposed accommodation
- The reason you need the accommodation
- How the accommodation will help resolve the conflict between your religious beliefs or practices (or lack thereof) and your work requirements

After receiving your request, the Company will engage in an interactive dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs or practices and work requirements. The Company encourages you to suggest specific reasonable accommodations. However, the Company is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Company.

The Company will not discriminate or retaliate against employees who, in good faith, request a religious accommodation under this policy.



EEO & Non-Harassment Policy

Equal Opportunity Statement

K2 Electric is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, vaccination status (including whether an individual has an immunity passport), or any other status protected by federal, state, or local laws. We are dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

K2 Electric will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. We will take appropriate corrective action, if and where warranted. K2 Electric prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy. We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Foreman or any other designated member of management.

Policy Against Workplace Harassment

K2 Electric has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment means harassment on the basis of sex, sexual orientation, or gender and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment



EEO & Non-Harassment Policy

decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or another person's body;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's membership in a protected class. While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group or person



Reporting

Reporting Discrimination & Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify your Foreman or any member of management. K2 Electric prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination. We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, K2 Electric may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Reporting Incidents

K2 Electric strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Foreman and, if necessary, to Trina or upper-level management. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Company, management, its employees, vendors, customers, or any other persons or entities related to the Company, bring your concerns to the attention of your Foreman at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Foreman. If you have already brought this matter to the attention of your Foreman before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Trina or upper-level management. You may also anonymously report the issue online at www.k2-electric.com/feedback



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Employee Benefits

Health, Dental, & Vision Insurance

We offer medical, dental, and vision coverage through EMI for employees and their families. This is available the first day of the month after 60 days. Our health insurance plans are covered 50% at the lowest cost plan for a single employee. Journeymen receive 100% employer coverage at the lowest cost plan for a single employee.

All costs after that are the employee's responsibility and will be deducted from your paycheck. All benefits are managed through Employee Navigator. Should you decline the insurance, you must decline online, and benefits cannot be changed until next year's open enrollment period on May 1st unless you have a qualifying event.

Short Term Disability & Life Insurance

On top of healthcare benefits, we offer Voluntary Short-Term Disability, as well as Life Insurance. These low-cost plans allow you to remain financially-able to pay bills should you suffer an accident, on or off the job.

Company-Matched Retirement Plan

K2 Electric supports your future and offers up to a 3% match on employee contributions to their retirement plan. If you'd like to sign up, please reach out to Trina for more information and a participant packet.

Time Off Policy

All time off needs to be requested through your Foreman and submitted in the app for approval, and we encourage you to request it as soon as possible. Approved time off is first come first served and can be denied if too much manpower is already scheduled to be off (see page 8).

Paid Holidays

Employees receive **six paid holidays** each year (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas) after working with K2 Electric for one year. These will automatically be added to your check once you qualify, and you do not need to request them off.

Bereavement Leave

In the unfortunate event of the loss of an immediate family member, employees may be provided one paid day of bereavement leave on a case-by-case basis. We recognize the importance of compassion and flexibility when employees need it most, please reach out your Foreman or admin team to make this request.

Tuition Reimbursement

K2 Electric reimburses 100% of tuition costs associated with their apprenticeship program (with the exception of books). There is more information on our website at <https://www.k2-electric.com/company-documents>



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Employee Benefits

Employee Portal

All K2 employees have access to our online Employee Portal. Go to k2-electric.com on your desktop or phone and click **Employees** in the top right corner. The password is **K2electric** and will grant you access to our benefits, policies, tuition reimbursement forms, training opportunities, events, our newsletter, updates, and more.

K2 Store

For each quarter the Company completes as a team, with ZERO safety incidents, all employees will receive a \$15 credit to purchase K2 Merchandise. For every consecutive year you are with us, you will receive a compounded \$15 on your anniversary for each year. This allows you to acquire more shirts, safety vest, hoodies, and more. All items must be picked up from our office and cannot be shipped. You may also cover additional costs or purchase items directly from our office as a payroll deduction.

Company Newsletter

All employees receive our regular Company newsletter, which highlights important updates, upcoming events, employee achievements, safety reminders, and helpful resources. Everyone is encouraged to submit their stories and anything else they want to share using our Submit Big Wins feature where you can share a story, hobby, life event, photos, and whatever else you'd love to see featured in our newsletter.

Discounted Gym Membership

To encourage a healthy lifestyle, employees are eligible for a discounted gym through VASA after 30 days. This benefit supports physical fitness, stress reduction, and overall wellness.

Use code **BDUTK2EL** to sign up online and use any VASA gym: <https://vasafitness.com/business-memberships/>

Paid Training Program

K2 Electric strives to instill the highest safety culture possible, and encourage all employees to complete training to encompass this. In the Employee Portal you'll find a box called Training Center. Here you can complete three courses and submit a reimbursement form for their cost. Once all three courses have been completed, you will be rewarded with a \$100 gift card to Home Depot.

Continuing Education for Journeymen

K2 Electric offers a free, 8-hour course of continuing education for journeyman annually, meeting the requirements for the 16-hours necessary every two years to renew your license.



State Benefits (Utah)

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible K2 Electric Inc employees and their beneficiaries to continue health insurance coverage under the Company health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Jury Duty Leave

K2 Electric Inc encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your Foreman as soon as possible to make scheduling arrangements.

Generally, time spent on jury duty is unpaid. In such case, exempt employees will not incur any deduction in pay for a partial week's absence due to jury duty. If applicable law requires the Company to compensate you for your time spent on jury duty, you will be paid accordingly. You may substitute any portion of your unpaid jury duty leave with appropriate paid leave. The Company reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Company will not retaliate against employees who request or take leave in accordance with this policy. If you have any questions regarding this policy, contact your Foreman.

Military Leave (USERRA)

K2 Electric Inc complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to Justin Knight. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Foreman of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact your Admin Team.

Family & Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), K2 Electric Inc provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.



State Benefits (Utah)

To qualify for FMLA leave, you must:

- Have worked for the Company for at least 12 months, although that time need not be consecutive;
- Have worked at least 1,250 hours in the last 12 months; and
- Be employed at a worksite that has 50 or more employees within 75 miles

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is a 12-month period measured forward from the first date an employee takes FMLA leave, for any of the following reasons:

- The birth of a child and to care for that child (leave must be completed within one year of the child's birth);
- The adoption or foster care placement of a child with you and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition that makes you unable to perform the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty)

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave, to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service. As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age
- **Parent** means a biological, adoptive, step, or foster parent, or any other individual who stood in loco parentis to you when you were a child
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as their caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status



State Benefits (Utah)

Notice

If the need for leave is foreseeable because of an expected birth, adoption, or a planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practical (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to a planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must first consult with the Company regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the Company.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including requests for absences under this policy. Failure to provide appropriate notice may result in the delay or denial of leave.

Certification

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant healthcare provider must supply appropriate medical certification. You may obtain medical certification forms from Trina. When you request leave, the Company will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the Company may require an examination by a second healthcare provider designated by us. If the second healthcare provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practical, may delay further leave until it is provided.

The Company also reserves the right to require certification from a covered military member's healthcare provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid; however, you may use available paid leave during FMLA leave as permitted by law.

FMLA leave runs concurrently with other leaves, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by applicable law. The substitution of paid leave for



State Benefits (Utah)

unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in you receiving more than 100% of your salary. If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to use accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

Leave Increments

Intermittent Leave

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the Company will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the Company may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a healthcare provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced schedule basis.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until certification is provided.



State Benefits (Utah)

Health Insurance

Maintaining Coverage During Leave

Your health insurance coverage will be maintained by the Company during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

Payment of Premiums

Alternatively, at our option, the Company may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Spouse Aggregation

If both you and your spouse work at the Company, you are collectively eligible for 12 weeks of leave for the birth or placement of a child or to care for a parent with a serious health condition. Similarly, spouses employed by the Company will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The Company is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.



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State Benefits (Utah)

Alternative Employment

You may not work or be gainfully employed for yourself or another employer while on a leave of absence unless express, written permission to perform such work has been granted by the Company. If you are on a leave of absence and are found to be in violation of this policy, you may be subject to disciplinary action up to and including termination.

Interaction with State & Local Laws

Where state or local laws intersect with the FMLA, the Company will comply with the law that is the most favorable to you.

Abuse of Leave

If you are found to have provided a false reason for a leave, you may be subject to disciplinary action, up to and including termination.

Designation of Leave

If the Company becomes aware of any qualifying reason for FMLA leave, the Company will designate it as such. You may not refuse FMLA designation under this policy.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Required Notice

The Company is required to provide you with a copy of the *Your Employee Rights Under the Family and Medical Leave Act* notice, which is attached as an addendum at the end of this handbook.



Promotions & Raises

Pay Raises

Depending on financial health and other Company factors, efforts will be made to give pay raises consistent with K2 Electric Inc profitability, job performance, and the consumer price index. The Company may also make individual pay raises based on merit or due to a change of job position.

Performance Reviews

K2 Electric Inc will make efforts to periodically review your work performance. The performance review is a tool used to evaluate employee performance over the review period by assessing:

- Your performance of assigned job duties and responsibilities
- Your current level of schooling and your progression towards graduation
- Your achievement or lack of achievement of specific targets and goals
- Other aspects of your performance (e.g., communication skills, professionalism, ability to collaborate, reliability, willingness to take initiative, etc.)
- The performance review process will take place semi-annually or as business needs dictate

The performance review process is intended to increase the quality and value of your work performance. The review process may be used:

- As a basis for employment decisions, such as promotions and demotions
- To improve the performance of underperforming employees
- To document employee growth at the Company
- A positive performance review does not guarantee a pay raise or continued employment

Promotions

To match you with the job for which you are best suited and to meet the business needs of K2 Electric, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job.

Transfers

K2 Electric Inc may transfer your employment from one position and/or location to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers longer than 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.



Registered Apprenticeship Sponsorship & RAPIDS Enrollment Policy

Purpose

The purpose of this policy is to establish a fair, consistent, and non-discriminatory process for selecting employees for sponsorship into the K2 Electric's Registered Apprenticeship Program and enrollment in RAPIDS (Registered Apprenticeship Partners Information Data System). The Company supports equal employment opportunities and complies with all applicable federal, state, and local laws, including apprenticeship equal opportunity requirements under 29 CFR Part 30. We reserve the right to determine the number of apprentices sponsored and enrolled based on operational needs, available training resources, and project requirements.

Eligibility Requirements

To be considered for enrollment in RAPIDS and sponsorship into the Registered Apprenticeship Program, employees must:

- Comply with all K2 Electric safety policies and procedures
- Hold and maintain any required apprentice license or registration
- Be actively employed by K2 Electric
- Be enrolled in or actively participating in an approved apprenticeship-related training program when applicable
- Maintain satisfactory job performance
- Maintain acceptable attendance and reliability

The Company may consider the following factors when determining sponsorship into the Registered Apprenticeship Program:

- Workforce demand and staffing requirements
- Davis-Bacon and prevailing wage project needs
- Apprentice-to-journeyman ratio requirements
- Availability of classroom instruction and training resources
- Long-term workforce planning
- Employee performance evaluations
- Attendance records
- Safety performance
- Demonstrated aptitude and commitment to the trade
- Availability of work requires apprentice utilization

Selection decisions will be made consistently and documented by management.



Registered Apprenticeship Sponsorship & RAPIDS Enrollment Policy

RAPIDS Enrollment Requirements

As a general business practice, the Company prioritizes RAPIDS enrollment for employees who are assigned to, or expected to work on Davis-Bacon, prevailing wage, and federal projects.

The Company may remove or discontinue sponsorship for employees who:

- Separate from employment
- Allow required licenses or registrations to expire
- Fail to maintain apprenticeship school enrollment or participation requirements
- Fail to meet performance, attendance, or safety expectations
- No longer meet project or workforce needs
- At any time at the discretion of K2 Electric

Equal Opportunity

The Company prohibits discrimination in apprenticeship selection, sponsorship, training, promotion, compensation, or employment practices based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status under applicable law.

All apprenticeship opportunities will be administered in accordance with the Company's Equal Employment Opportunity Policies.

Recordkeeping

The Company will maintain records supporting apprenticeship sponsorship decisions, including:

- Selection documentation
- Demographic tracking records
- Performance evaluations
- Attendance records
- Accommodation requests and resolutions
- Complaint investigations
- Annual program reviews

Records shall be retained in accordance with Company policy and applicable apprenticeship regulations.



Company Vehicle & Workplace Privacy

Company Vehicle Use

Company vehicles are to be used for K2 Electric Inc business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

If you drive a Company vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your Project Manager.

When a Company vehicle cannot be operated, is unsafe for use, or has been damaged, notify your Project Manager immediately.

As the driver of a Company vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for keeping the vehicle clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol, a chemical substance, or other substances that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing hands-free technology.

Multiple driving moving violations that appear on the annual state department of motor vehicle check may result in suspension of rights to drive a Company vehicle or drive a personal vehicle on Company business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

Workplace Privacy & Right to Inspect

K2 Electric Inc property, including but not limited to computers, tablets, desks, work areas, vehicles, or machinery, remains under the control of the Company and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Company premises including that kept in lockers and desks.



Non-Solicitation/Non-Distribution Policy

K2 Electric Inc prioritizes a harmonious work environment that minimizes disruption to business operations and respects the focus of employees, visitors, and others. Our non-solicitation/non-distribution policy aims to ensure a balanced approach to interactions within the workplace.

Solicitation

For the purposes of this policy, **solicitation** includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other employees is prohibited. **Working hours** refers to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized nonworking times, such as breaks, provided that the recipients of the solicitation are also on nonworking time.

Distribution

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Company's equal employment opportunity (EEO) and non-harassment policies, or knowingly spreads false information, is strictly prohibited. Non-employees are not permitted to distribute materials on Company premises under any circumstances.

Statutory Rights & Communication

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

Reporting Violations

If you become aware of violations of this policy, report them to your Foreman.

We appreciate your cooperation in maintaining a respectful and focused work environment.



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Conclusion

Here are some numbers to put in your contact list for future reference:

Management Team

Justin Knight: Project Manager	(801) 367-4809
Keith Knight: Project Manager	(801) 440-7335
Tyler Neal: Estimating	(619) 252-2691
Marcus Andrade: Project Manager	(385) 226-1330
David Hempel: Project Manager	(801) 860-9771

Admin Team

Rochelle Speer: Office Manager	(801) 610-9024
Trina Wright: Payroll Supervisor	(801) 382-8525

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including K2 Electric Inc policies and procedures. The handbook is not a contract. The Company reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines in this handbook, we will communicate them promptly, either in a written supplement to the handbook or by posting (on Company bulletin boards or websites).