



**Chavez-Grieves**  
consulting engineers, inc.

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# Employee Handbook

January 2020

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## **WELCOME!**

We welcome you to Chavez-Grievés Consulting Engineers, Inc. At Chavez-Grievés we recognize that our people, without exception, are our most valuable resource and believe that our Highest Purpose is to foster an enriched, fulfilling and rewarding culture where each of us has the opportunity to build a career, leave a legacy, achieve personal well-being and stretch ourselves to reach our absolute greatest potential, all while contributing to the success of everyone we come in contact with. Accordingly, we believe that our organization is the sum of the collective strengths of our people. You have already demonstrated many of the strengths that we believe will make you a valuable addition to our company.

We believe that every employee helps to make Chavez-Grievés successful. We hope that you will be proud to be a member of our team. As an employee, you are among the most valuable assets we have at Chavez-Grievés. We depend on each employee to provide the best and highest quality services and customer care as possible. This handbook is designed to acquaint you with and provide you with general information about working conditions, benefits and policies affecting your employment. It was developed to describe some of our expectations and to outline the policies, programs, and benefits available at Chavez-Grievés.

You should become familiar with the contents of this handbook as it will answer many questions about your employment with us. We have made every effort to cover most of the bases and to develop our company policies around the values of commitment, confidence, courage, integrity, loyalty, fairness, good judgment, and common sense.

We hope that your experience here is challenging, enjoyable, and rewarding.

Again, welcome!

### ***A Brief History of Chavez-Grievés***

Chavez-Grievés Consulting Engineers, Inc. is a privately-owned structural engineering firm founded in November of 1980 by Vic Chavez and David Grievés. Vic and Dave started the firm after experiencing revolving doors of staff coming and going at their previous firms. They began with a goal of creating an organization that could be passed on from generation to generation and where its people had the opportunity to build a career and leave a legacy. **In the early years, they had no idea what a special organization the little engineering firm they started would become.**

Today, the current leadership of Chavez-Grievés has completed the first phase of our internal ownership transition with the buyout of Vic and Dave, and we currently have our second, third and fourth generation of ownership and leadership in place. With a total of fourteen (14) partners and an exceptionally qualified staff of 34, Chavez-Grievés has an incredibly bright future as we diligently work to provide quality services to our valued clients while working on projects from coast to coast, with professional engineering licenses in over 30 states.

Vic and Dave started Chavez-Grievés working out of borrowed office space at the offices of de La Torre and Rainhart Architects. Beginning with a staff of three, the two of them and a drafter, they provided both structural and civil engineering services to architects and contractors. In 1981, Chavez-Grievés outgrew the borrowed space and rented its first actual office. By 1983 the firm outgrew its first office and moved again. By 1986, the firm had increased significantly in size and moved for a third time, continuing to grow and now employing

professional engineers, designers, CADD technicians, technical assistants and administrative support staff. In October of 1989 Daylene Horn joined the firm.

Following over a decade of sustained growth, Chavez-Grievés moved to 5639 Jefferson in 1993, along with P2RS Group, a MEP firm with which the firm jointly marketed. During that same year, George Bradley and Chris Youngblood joined the firm.

With the move to 5639 Jefferson, Chavez-Grievés began to formalize a relationship with a local structural steel fabricator, AmFab, Inc., and a local steel detailing firm, dtl's, Inc., which is a wholly owned-subsi-dary of AmFab. Having developed strong working relationships and with multiple successful projects together, the three firms began to jointly market the combined services of the three firms as a one-stop-shop for structural engineering, steel detailing, steel fabrication and erection.

Though the mid and late 1990s the civil engineering work also continued to expand. Then, in 1998, Chavez-Grievés had a unique opportunity and the firm added bridge design staff and participated in the redesign of Albuquerque's Big I, designing a total of eight (8) ancillary bridges on the project. In June of 1997 Chris Romero joined the firm.

Also in the late 1990s, following the departure of a senior engineer, George Bradley took over as Team Leader for the Red Team. Under George's leadership the Red team has built an incredible portfolio and an extremely loyal client base, working on projects and with clients primarily in the state of NM. George's leadership has been a model of consistency and integrity for the firm, both at the team and corporate levels.

In January of 2000, ownership of Chavez-Grievés was expanded beyond Vic and Dave with the addition of several partners, to include George Bradley and Chris Youngblood. This officially brought on the second generation of the firm's leadership in George and Chris. At this time, the company had expanded to approximately 75 employees, with an even split between civil and structural engineering and a small bridge group. In early to mid-2000 Sam Sweetland, Johnny Saiz and Justin Banghart all joined the firm. Johnny joined as an entry-level technician and Justin as an administrative/IT assistant.

In the early 2000s, general civil engineering and bridge design projects became highly competitive and the volume of work in the Albuquerque area decreased significantly. At this time, Chavez-Grievés decided to focus on our core competency of structural engineering of buildings and the civil and bridge engineering groups were disbanded.

Also in the early 2000s, the firm's relationship with AmFab continued to grow stronger and the joint marketing between the firms began to pay huge dividends. In 2000, as a result of the collective efforts of Chavez-Grievés, AmFab, and dtl's, the three firms were awarded the very first phase of Sandia Casino by McCarthy Builders, the projects General Contractor. This award came after our firms collectively proposed a redesign of the casino's structural system. Our proposed redesign ended up reducing the cost of the structural steel package by 25% and saved 12 weeks on the construction schedule. Following this award, Chavez-Grievés took over as the structural engineer of record for the casino superstructure, while continuing to work with the original engineer who remained SEOR on the subterranean parking structure. This project ended up being incredibly successful and as a result the architect and the general contractor carried our relationships on to multiple, successive out of state projects.

On the heels of the success of Sandia Casino and with the collective marketing continuing to pay dividends, especially in expanding out of state opportunities, Chavez-Grievés, AmFab and dtl's decided to create a marketing entity in order to more formally market the innovative processes we had jointly developed over the last decade. As a result, eSteel Design-Build Group, LLC was formed. eSteel exists for the sole purpose of branding and more formally marketing the joint services of the three firms as a true ONE-STOP-SHOP. The formation of eSteel led to even greater success and allowed the three firms to significantly expand their work outside the state of NM. This expansion continued until the onset of the Great Recession when the economic collapse affected the entire design and construction industry.

In 2001, Vic Chavez was serving as CEO of Chavez-Grievés when he was invited by a newly elected mayor to become the Director of the Planning Department for the City of Albuquerque. The firm's Board of Directors met and discussed the opportunity and how it would affect the firm. The Board gave Vic it's blessing to take the position with the City and voted Chris Youngblood in as its new President and CEO. The transition officially took place January 1st of 2002. Dave Grievés remained as the Chairman of the Board of Directors. In late 2001 Rita Phagan joined the firm and in June of 2002 Steven Vasquez joined.

As Chris was working to transform the business side of the firm, a goal was set for Chavez-Grievés to acquire its own building and upgrade to a more modern facility with improved working conditions. This resulted in the firm purchasing and moving into 4700 Lincoln in July of 2005. Dtl's, one of Chavez-Grievés' partners in eSteel, joined Chavez-Grievés as an anchor tenant in the new building. Marketing of eSteel continued to expand the firms markets and continued to create new architectural clients for Chavez-Grievés, even outside of eSteel.

In February of 2005, Nick Torres joined the firm and in October of 2005 Olaf Poter joined. Olaf joined the firm after relocating to Albuquerque from New Orleans following the loss of his home in Hurricane Katrina. Also, in 2005, Sam Sweetland left Chavez-Grievés, moving to Santa Barbara, CA with his wife as she was relocated with her firm. Upon relocating to CA, Sam worked for another firm for several years as well as on a contract basis for Chavez-Grievés before returning to the firm full-time in 2011.

In 2006, believing that its people are without exception its most valuable resource, Chavez-Grievés formally adopted an ownership transition plan, solidifying Vic and Dave's original goal of transitioning the firm internally from generation to generation. In January of 2007 Chris Romero and Steven Vasquez became partners and in 2008 they both joined the firm's Board of Directors as the third generation of Chavez-Grievés leadership. Also, in 2008, Steven Vasquez took over as Team Leader of the Chrome Team. Under Steven's leadership, the Chrome team has built an incredible portfolio and an extremely loyal client base while working on large projects from upstate New York to Southern California to the Pacific Northwest, and many points in between.

In the summer of 2006, Nathan Mensay and Joseph Anderson both joined the firm and in January of 2007 Daylene Horn and Rita Phagan became partners. Also in 2007, the firm completed the last phase of the ownership buyout of Vic Chavez that had started in 2000.

In January of 2010, Justin Banghart assumed the role he still holds today as our trusted IT Manager. In June of 2010 Nick Torres and Olaf Poter became partners. Then in 2014 Nick joined the firm's Board of Directors as the firm secured its fourth generation of leadership. Nick has also since been selected as the next President and CEO of Chavez-Grievés. In addition to his current duties as a team leader, he works closely with and provides backup to Chris

Youngblood in the day-to-day operations of the firm. The long-term plan is for Nick to transition into this new role sometime in the next ten to twelve years.

In 2011, Dave Grievés formally started the Investigative Engineering Team, partnering with the Investigative Engineers Association (IENGA), and Chris Romero took over as Team Leader of the Blue Team from Dave. Under Chris' leadership, the Blue has continued to build an incredible base of loyal, core clients, amassing an impressive portfolio of projects and clients across the western United States.

In 2011, Chris Garcia joined the firm and Chavez-Grievés added steel detailing to its service offerings. The firm briefly marketed and offered detailing services to local steel fabricators. Today the firm provides steel detailing only in direct support of the eSteel process.

In January of 2014, Sam Sweetland, Nathan Mensay, Justin Banghart and Chris Garcia became partners. Also in 2014, the firm completed the ownership buyout of Dave Grievés that had started in 2000. While Dave no longer has ownership in the firm he continues to sit on and is a valuable member of the firm's Board of Directors. Also at this time, George Bradley was voted in as Chairman of the Board of Directors.

In January of 2018, Johnny Saiz and Joseph Anderson became partners and Sam Sweetland and Nathan Mensay became Senior Partners. Johnny became a partner after eighteen years of service with the firm. Having started with Chavez-Grievés in 2000 as an entry level technician, he worked his way thru UNM and received his bachelor's degree in civil engineering, with a structural emphasis, and is now a registered professional engineer in multiple states.

After making the decision to close our civil operations and focus only on our core competency of structural engineering in the early 2000s, Chavez-Grievés experienced continuous growth thru 2007, stabilizing at around 50 employees. Then in the second half of 2008, the first signs of the Great Recession began to significantly affect our industry and as with every other firm at that time, Chavez-Grievés began to see its backlog evaporate. In 2009, the stock market hit bottom and the Great Recession was in full effect. By 2010, the firm had downsized to 25 employees and we experienced our worst financial year in our history. In 2011 thru 2014, the design and construction industry stabilized, but at much lower levels, and the firm continued to mitigate tough economic times. In 2015, the economics started to improve and in 2016 and 2017 the firm started to grow again, stabilizing at 34 employees in 2018, 2019 and heading into 2020. In both 2018 and 2019, revenue was strong, returning to pre-recession levels.

As the firm began to recover from the Great Recession, Nick Torres took over as Team Leader of the eSteel team. Under his leadership, eSteel has once again returned to growth mode, at record levels, and continues today to make up a significant portion on our annual project workload. With 80 to 90% of eSteel projects currently being outside of the state of NM, this creates tremendous opportunities for Chavez-Grievés to develop relationships with new clients. Chris Youngblood assists the eSteel team heavily in their marketing efforts.

Today, being registered as professional engineers in over 30 states, the majority of Chavez-Grievés projects are located outside of NM. And while we pride ourselves on bringing new revenue into the State from these projects, we also are incredibly proud of all our local projects that make our communities better places. Projects like the Albuquerque Aquarium and Bio Park (including the recent Penguin Exhibit), Isotopes Park, UNM and NMSU Football Stadiums, UNM Basketball Arena (the Pit), UNM Hospital, NNSB Los Alamos National Labs, UNM School of



Architecture, Albuquerque International Balloon Museum, numerous school and medical facilities and many, many other projects.

From the beginning, Chavez-Grievés has always been focused on the community, knowing that a better community provides our employees and their families a place they can be proud to live . Vic Chavez served as Board Chair and presided over many of Albuquerque's top tier organizations, including the Albuquerque Chamber of Commerce, the City Planning Commission, and numerous philanthropic organizations. Chris Youngblood has followed suit and has been in leadership roles in many organizations, to include Junior Achievement and NAIOP. The engineering community has benefited greatly from Dave Grievés' involvement at the national level in the American Council of Engineering Companies, American Society of Civil Engineers and many other technical groups. Following in their footsteps and encouraged by the Board, Chris Romero, Nick Torres and Armando Sanchez have served as President of the New Mexico Structural Engineers Association.


Chavez-Grievés has also been honored to have received numerous industry and community awards since our founding, to include Best Places to Work, Healthiest Employers, Outstanding Engineer of the Year, Engineer of the Year and Businessperson of the Year. For several of these awards, Chavez-Grievés has been honored numerous times over the last decade.

In November of 2019, we began our 40th year in business. As Chavez-Grievés looks to the future, the growth and reputation of the firm are the direct outcome of individual efforts and close cooperation by all our team members and associated firms. Our future success depends upon the continuation of these efforts and adherence to the highest professional standards and ideals. We continue to operate the firm with an unwavering belief that without exception, our people are our most valuable resource and we truly value each of our team members and their contributions to our success!

***Purpose of the Organization and the CG Way***

Chavez-Grievés stands for innovation in the building construction industry with a vision to be "The Engineering Firm of Choice". Continuing our outstanding record of supplying quality design and unparalleled service to our clients throughout the United States, the firm owes its success to our highly qualified team of professionals. We implement our vision by adhering to our core values and by uniting our design and management skills with technology, individual contribution, talent, discipline, reputation, integrity and teamwork.

***Vision, Mission, Purpose and Core Values***



**Chavez-Grieves**  
consulting engineers, inc.

Core Values

## **PURPOSE OF THE ORGANIZATION THE CG WAY**


**Vision**  
To be the Engineering Firm of Choice...

**Mission**  
...by establishing strong, long-lasting relationships with our valued clients as a result of providing them with unparalleled customer service, making their lives easier, managing their risk and contributing to their ongoing success.

**Purpose**  
Recognizing that our people, without exception, are our most valuable resource, Chavez-Grieves' Highest Purpose is to foster an enriched, fulfilling and rewarding culture where each of us has the opportunity to build a career, leave a legacy, achieve personal well-being and stretch ourselves to reach our absolute greatest potential, all while contributing to the success of everyone we come in contact with.

**Core Values**  
At Chavez-Grieves, we value...

- Personal and Corporate Well-Being
- Our Families - They are why we do what we do
- Building and Maintaining Strong and Long Lasting Relationships
- Team Players with Can-Do Attitudes
- Resourceful, Pro-Active Self-Starters
- Forward-Thinkers with Intentional Mindsets
- Effective Innovation and the Power of 16x (Focusing on the vital few and minimizing the trivial many)
- The Ability to Adapt and Manage Change
- The Ability to Make Decisions
- Leadership
- Dedication
- Loyalty
- Critical Thinking
- Taking Ownership and Demanding Accountability
- Active and Continuous Development
- Having Fun and Enjoying What We Do!



**CG** **Chavez-Grieves**  
consulting engineers, inc

## YOUR EMPLOYMENT

### ***This Employee Handbook***

This employee handbook is designed to acquaint you with our company and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. This Employee Handbook is not a contract of employment and supersedes any policies and procedures, expressed or implied, prior to the date on this document. Violations of any policy in this Employee Handbook may lead to disciplinary action up to and including immediate termination of your employment with Chavez-Grievés, based on the severity of the violation. The policies and procedures contained herein are for guidance only. Chavez-Grievés reserves the right to modify, create, or omit any policy in this handbook at any time and will make reasonable efforts to notify employees of such changes. Benefits offered to eligible employees may be changed and/or cancelled at any time at the President's discretion. The President will make every effort to notify employees of any such changes as soon as reasonably possible. Nothing in this handbook is intended to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA).

### ***Open Communication Policy***

Chavez-Grievés cannot address or correct a problem if we have no knowledge the problem exists. Therefore, it is your responsibility to report issues or concerns to the Leadership Team. We welcome and encourage all employees to share suggestions, problems, and concerns with any member of the Leadership Team. We all play a role in making Chavez-Grievés a great place to work. We recommend meeting with your Team Leader or any member of the Leadership Team to discuss a concern, problem, or issue that arises during the course of your employment.

### ***Union Association Policy***

We strive to provide all employees with competitive wages, excellent benefits and working conditions, consistently applied policies and practices, as well as safe two-way communication. You have our promise that a third-party is not required to obtain this type of support and fairness at Chavez-Grievés. We firmly believe a union would not be in the best interests of our employees or the Company.

We know that our continued success is achieved through the efforts of all employees working together as one. We value our ability to communicate directly with each of you, and encourage your feedback and participation in our suggestion and communication programs.

We firmly believe that if you enjoy your job and you have the tools to be successful, our clients will feel the difference. That is why our Leadership Team is committed to make every effort to provide you with the tools and information you need to successfully perform your job. We are committed to supporting and encouraging your personal and professional growth with us.

### ***At-Will Employment***

Employment at Chavez-Grievés is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President. This means that employment may be terminated by the employee or Chavez-Grievés at any time for any reason or for no reason and with or without prior notice.

No one has the authority to make any expressed or implied representations in connection with, or in any way limit, an employee's right to resign or the Company's right to terminate an employee at any time, for any reason or for no reason, and with or without prior notice. Nothing in this handbook creates an employment agreement, expressed or implied, or any other agreement between any employee and the Company.

### ***Equal Employment Opportunity***

Chavez-Grievés is an equal employment opportunity employer. Employment related decisions are based on ability, skills, and company needs. No employment decision or practice is based upon race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, ancestry, age, disability or genetic information, serious medical condition, spousal affiliation, veteran status, or any other characteristic protected by Federal and/or State law.

Any employee who believes s/he has suffered from discrimination should report this concern to the HR Team, the President, or Team Leader. Appropriate disciplinary action up to and including termination of employment may be taken against any employee violating this policy.

### ***Diversity Policy***

We are committed to maintaining a work environment that represents a culture of acceptance, as employee's differences are respected and valued. We embrace our employees' differences in race, color ethnicity, age, gender identity, sexual orientation, marital status, religion and other characteristics that make each employee unique. Chavez-Grievés believes these differences contribute to the overall achievements as a company. All employees of Chavez-Grievés have a responsibility to treat others with courtesy and respect at all times.

### ***Gender Identity and Transition***

Chavez-Grievés seeks to ensure that employees who change their gender identity are treated in an equal and inclusive manner. Transgender employees shall not be subject to unwanted questions regarding their status, medical history, or sexual orientation. Also, any rude or inappropriate behavior towards transgender individuals, including the repeated or deliberate use of improper pronouns, is prohibited.

In accordance with OSHA's Sanitation standard (1910.141), we are required to provide our employees with restroom facilities and all employees should be permitted to use the facilities that correspond with their gender identity. We encourage all employees to use the restroom appropriate to and reflective of their full-time gender presentation, however we recognize that the employee should determine the most appropriate and safest option for him or herself. All employees are to comply with the appearance policy for their gender identity.

### ***Immigration Law Compliance***

Chavez-Grievés uses E-Verify and each individual hired will be required to establish and certify his or her identity and right to work in the United States. Each employee will be required to produce, within three days of hire, proof of his or her identity and eligibility to legally work in the United States. The Federal government requires that the employer complete Form I-9 for each new employee or rehired employee to certify this eligibility.

### ***Americans with Disabilities Act as Amended (ADA and ADAAA)***

Chavez-Grieves is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and its amendments (ADAAA). It is our policy not to discriminate against any qualified employee or applicant with regards to any terms or conditions of employment because of an individual's disability or perceived disability. If an accommodation is needed, you must make your Team Leader aware of your need and what type of accommodation would be useful to you. We may ask for documentation of the need for accommodation from our doctor. An accommodation will be granted if it is reasonable and does not constitute an undue hardship on Chavez-Grieves. If such an accommodation includes time off, we will require the employee to use any accrued PTO and/or sick leave during the leave granted under the ADA.

### ***Licenses and Certifications***

Employees hired to fill a position requiring a particular license or certification (i.e., Professional Engineer, driver's license, etc.) must provide documentation prior to commencing employment. Chavez-Grieves will track the expiration and notify you of needed PDH's (professional development hours). Employees are responsible for completing required PDH's. Chavez-Grieves will file the required paperwork and pay for the renewal which must be pre-approved by the Leadership Team as a condition of employment. Depending on job requirements, employees may not be allowed to work without a required license or certification.

### ***Employee Information***

Chavez-Grieves will only collect personal information that is needed for its business operations and to abide by governmental reporting and disclosure requirements.

Files are maintained for every employee. Individual files include new hire paperwork, performance evaluations, disciplinary documentation, tax deductions, payroll documents and other employment-related information. Please notify your Team Leader if you have changed your address or need to change your tax deductions. You may request to view your file with appropriate supervision, provided you give your Team Leader advanced notice.

If contacted for employment verification, Chavez-Grieves will only give out your dates of employment and position held, unless providing more information is required by law or is authorized in writing by the employee.

## SCHEDULING AND PAY

### ***Employment Classifications***

Classifications are as follows:

- **Exempt:** Exempt employees are exempt from overtime provisions of the federal and state wage and hour laws. In order to qualify as exempt, the employees must meet certain duties tests and be paid a minimum set salary.
- **Non-Exempt:** Non-Exempt employees receive overtime pay at a rate of time and one half.
- **Full-time (FT):** A full-time employee consistently works a minimum of 30 hours per week.
- **Part-time (PT):** Part-time employees work between 20 to 29.9 hours per week.
- **Temporary:** Temporary employees are hired for a specific project or time frame. Temporary employees may work an irregular schedule and an irregular amount of hours.
- **Rehired Employee:** Former employees who left the Company in good standing may be eligible for re-employment.

### ***Employment of Minors***

We are committed to following all applicable state and federal laws and child labor law provisions regarding employment of minors under the age of 18 years. Minors could be hired on the basis of the skills, appearance, and maturity they possess that are necessary to perform the job. A minor cannot begin working before a proper work permit is on file with Human Resources.

### ***Overtime***

Our work week runs from Monday through Sunday. Non-exempt employees will be paid overtime at a rate of time and one half when over 40 hours have been worked in one work week, in accordance with the Federal Fair Labor Standards Act. All overtime must be pre-approved by a Team Leader.

### ***Transfer/Promotion***

We encourage and promote the professional growth of each employee. When promotional opportunities occur, we will consider current employees along with qualified candidates from outside of the Company.

To be eligible for a transfer/promotion, you must meet the requirements of the new position and be an employee in good standing. If you have been counseled regarding job performance, behavior, timeliness or attendance within the last six months, you will not be eligible for a promotion or transfer. A transferred or promoted employee may be placed on a 90-day introductory period in his/her new capacity.

### ***Work Schedule***

Chavez-Grievés offers employees a flexible work schedule with typical 9-hour work days for Monday through Thursday and a 4-hour work day on Friday. Core work hours are from 7am until 6pm, Monday through Thursday, and from 7am until noon on Friday. With approval from Team Leader, each employee has the flexibility to select their own schedule (e.g. 7:30am until 5:30pm Monday through Thursday and 7:30am until 11:30am on Friday).



Chaves-Grievés encourages employees to take two 15-minute breaks and a 1-hour lunch throughout the workday to de-stress and re-charge.

### ***Paycheck Distribution***

Employees are paid bi-weekly on Thursdays. Chavez-Grievés' preferred payroll processing is paperless. Direct deposit is offered to all employees. If you do not have a bank account, you will be issued a check. Employees should complete a direct deposit change form as early as possible if their account information is changed. If a payday falls on a bank holiday, direct deposits are transferred on the last business day prior to the scheduled pay date.

### ***Mandatory Deductions***

Chavez-Grievés is required by law to make certain deductions from your paycheck. Among these are your Federal, State, and local income taxes, your contribution to Social Security, and any wage garnishments as required by law. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4. You may also authorize voluntary deductions in writing. These deductions will be itemized on your check stub.

### ***Pay Corrections***

If you believe that there is an error on your paycheck, contact HR immediately. We will investigate and make any corrections needed. These corrections, if any, will be applied to your next check.

In the event that there is an overpayment on your paycheck, you must advise HR immediately. Employees agree that if an overpayment occurs the overpayment will be deducted from the employee's bank account. If too much time has elapsed and this is not an option, the overpayment will be returned to the company by the employee or the overpayment will be deducted from the employee's next check.

### ***Timekeeping***

All employees are responsible for submitting timely, accurate timesheets. All timesheets must be submitted by 9am on Monday for the previous week. Employees may not falsify, fill out, or submit a timesheet for another employee.

### ***Performance Evaluations & Individual Development Plan (IDP)***

Performance Evaluations & IDP's are conducted together at the end of the introductory period and semi-annually. Performance evaluations are a formal and productive procedure to measure your work and results based on your job responsibilities. The IDP is a tool to organize and target your professional and personal development. You and your Team Leader are encouraged to discuss short and long term career goals and current job performance and goals on an informal, day-to-day basis. This is a great opportunity to discuss job tasks, identify improvement areas, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Signing the performance review/IDP does not necessarily indicate that you agree with all of the comments. It merely indicates that you have been given the chance to review the evaluation/plan and time to discuss any concerns you may have with your Team Leader.

We may give merit-based pay adjustments to some employees to recognize truly superior employee performance. These adjustments are based on a number of factors, including the

information documented by the performance evaluations. It should be understood that the occasion of a performance evaluation and feedback review/appraisal does not automatically signify a pay increase.

***Reimbursement***

If an employee is pre-approved by Team Leader to purchase equipment, trade organization memberships, networking events, education, certification, business-related meals, travel or gas expenses, the employee must submit the original receipts along with company expense report to their Team Leader at the end of each pay period. Expenses must be submitted timely and will not be reimbursed after 3 months of date incurred.



## BENEFITS

### ***Workers' Compensation***

Workers' Compensation insurance covers employees if they are accidentally injured while performing a service arising out of and in the course of their employment. Any injuries or illnesses that occur while you are working must be reported to your Team Leader and HR immediately. Any employee who receives medical treatment for a reported work-related injury may be subject to post-accident drug screening if there is a reasonable suspicion that drugs and/or alcohol could have played a part in the injury. Employees returning to work from a Workers' Compensation leave of absence must provide their Team Leader with a doctor's certification clearing them to return to work.

Filing false workers' compensation claims is illegal. Employees who believe they have information concerning workers' compensation fraud are encouraged to immediately report their concerns to their direct Team Leader or any member of leadership at Chavez-Grievés. In addition, the New Mexico Workers' Compensation, the Insurance Fraud Bureau and law enforcement departments have special prosecutors that investigate such claims and operate a Fraud Hotline at 1-866-967-5667.

### ***Unemployment Insurance***

Unemployment insurance is designed to provide workers with temporary income while out of work through no fault of their own. Workers may apply for benefits through the New Mexico Department of Workforce Solutions. The Department will make the determination regarding your eligibility for compensation.

### ***Social Security***

As a wage earner, you are required by law to contribute a set amount of your weekly wages to Social Security. Chavez-Grievés deducts this amount from each paycheck you receive. In addition, we match your contribution as required by law, thereby paying at least one-half of the cost of your Social Security benefits.

### ***Holidays***

Chavez-Grievés provides a minimum of 7 paid holidays per calendar year and employees are eligible for holidays at the time of hire. At the beginning of each year Human Resources will post a list of holidays (and dates observed) for the year on the company intranet.

The 7 holidays are generally:

- New Year's Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving Day
- Christmas Day

Employees will receive holiday pay only if the holiday falls on a day that the employee is normally scheduled to work. Employees must work the scheduled work day immediately before and the scheduled work day immediately after the holiday in order to be compensated, unless it

is a pre-approved PTO day. Employees who want to take time off for religious observances on days other than designated holidays are encouraged to use PTO for this purpose. Otherwise, time off for religious observances will be granted on a non-paid basis.

***Paid Time Off (PTO)***

PTO is for employees to use for vacation, appointments, personal business, or any other need for time off from work. PTO accrues as of the date of hire and available to use after completion of 180 calendar days (6 months) of employment. PTO will be computed based upon your employment status according to the number of weekly hours worked and the number of years of service at the last employment anniversary date or benefits eligibility date as follows:

**Full-Time (36 or more hours per week)**

Continuous Service Years	PTO Hours Per Year	PTO Hours Accrued Per Pay Period	PTO Hours Cap
First 5 service years	80	3.08	120
Service years 6 through 10	120	4.62	160
Service years 11 and over	160	6.15	200

**Full-Time (30 - 35.9 hours per week)**

Continuous Service Years	PTO Hours Per Year	PTO Hours Accrued Per Pay Period	PTO Hours Cap
First 5 service years	60	2.31	90
Service years 6 through 10	90	3.46	120
Service years 11 and over	120	4.62	150

**Part-Time (20 - 29.9 hours per week)**

Continuous Service Years	PTO Hours Per Year	PTO Hours Accrued Per Pay Period	PTO Hours Cap
First 5 service years	40	1.54	60
Service years 6 through 10	60	2.31	80
Service years 11 and over	80	3.08	100

- Please use the *Request For Time Off Form* to schedule planned PTO at least 3 weeks in advance. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.
- If you have an unexpected absence please notify your Team Leader before the scheduled start of your workday. You will need to contact your Team Leader on each additional day of the unexpected absence.
- PTO is paid at your base rate at the time of the absence. It does not include overtime or any other special forms of compensation such as incentives, commissions, bonuses or shift differentials.

- Once PTO Hours Cap is reached, further accrual will stop. When you use PTO hours and bring the available amount below the cap, accrual will begin again.
- If a paid holiday falls within an employee's scheduled PTO period, the employee's leave bank will not be charged.
- Employees who terminate employment for any reason will be paid out all unused accrued PTO up to 50% of cap.

### **Sick Leave**

We understand the inability to work, because of illness or injury, may cause economic hardship. For this reason, the company provides paid sick days to the following employment categories for personal illness or injury:

- Full-Time employees
- Part-Time employees

To use sick leave you must call your Team Leader about your absence before the start of your scheduled shift. If there are any matters pending from the previous day, coverage must be arranged by speaking with your Team Leader. If you cannot reach your Team Leader, then you should notify the receptionist or the HR Team.

Sick Leave accrues as follows:

Employment Status	Accrual Per Pay Period	Sick Leave Hours Cap
Full-Time (36 hours or more per week)	1.54 hours	160 hours
Full-Time (30 to 35.99 hours per week)	1.15 hours	120 hours
Part-Time (20 to 29.99 hours per week)	0.77 hours	80 hours

- Sick Time cannot be used during introductory period (90 days).
- Sick Time may continue to accrue until you reach a maximum, as noted in the table above. Once the maximum is reached, further accruals will stop. When you use sick hours and bring the available amount below the maximum, the accrual will begin again.
- A physician's certification will be required as proof of absence due to illness or accident for any time off greater than 3 days or under extenuating circumstances may be requested at any time by your Team Leader.
- Sick Time should be recorded on your time sheet.
- Sick Time pay is calculated at your straight-time pay rate. Overtime does not apply. You may not use Sick Time for vacation purposes.
- Unused accrued Sick Time is not paid upon termination.

### **Benefits**

Benefits are offered to eligible employees depending on the specific requirements of each benefit plan. Employee benefits plans include following:

- 401(k) Retirement Plan
- Identity and Credit Monitoring
- Medical Insurance
- Health Savings Account (HSA)
- Dental Insurance
- Vision Insurance
- Term Life Insurance and AD&D Coverage
- Short/Long Term Disability Insurance
- Employee Assistance Program (EAP)
- AFLAC

For a comprehensive list and information regarding eligibility, costs and detailed information regarding any currently offered benefits can be obtained from the *Employee Benefits Binder*.

### **Employee Premium Payment Responsibility**

Generally, employee contribution payments required for group insurance plans are deducted from your paycheck. However, when you are on a leave of absence or have not worked sufficient hours during a pay period to cover the deduction amount, you are responsible to make regular “timely” payments. If you fail to pay your share of the benefits premium for a period in excess of 30 days, your benefits are subject to cancellation for lack of payment.

### **Nursing Mothers**

Chavez-Grieves abides by New Mexico state law which allows for “the use of a breast pump in the workplace” for all nursing mothers. The law states, in order to foster the ability of a nursing mother, who is an employee, to use a breast pump in the workplace, an employer, including the state and its political subdivisions, shall provide the following:

- A space for using the breast pump that is:
  - Clean and private;
  - Near the employee’s workspace; and
  - Not a bathroom; and
  - Flexible break times

Chavez-Grieves is not liable for storage of breast milk or payment for additional breaks beyond the established break time the nursing mother may need to take. Payment is not required for any overtime acquired due to a nursing mothers’ need to use the breast pump outside of regularly scheduled break times.

We also abide by the Federal “Break Time for Nursing Mothers Provision” which requires employers to provide a nursing mother reasonable break time to express breast milk for a nursing child for 1 year after the child’s birth and a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public to express milk. This provision does not require Chavez-Grieves to compensate an employee receiving reasonable break time to express milk for any work time spent for such purposes.

### **Military Leave**

When on a military leave, employees will retain their positions (if work is available) and seniority in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA).

The following standards apply to employees returning from military leave:

- For periods of military service for less than 31 days or for a fitness examination, employees must report back to work at the next regularly scheduled workday after the expiration of 8 hours and after a period allowing for safe transportation from the place of service to the employee's residence.
- For periods of military service of more than 30 days, but less than 181 days, employees must apply for re-employment within 14 days after completing service. If it is impossible or unreasonable to do so, through no fault of his or her own, the employee must apply for re-employment no later than the next full calendar day after it becomes possible to do so.
- Following a period of 180 days or more, employees must apply for re-employment within 90 days after completing service.

Although military leave is unpaid, employees may use their accrued PTO. Where reasonably possible, an employee must give advance notice that he or she will be taking a military leave of absence.

### ***Bereavement Leave***

Employees will be granted the following paid time upon discussion with Team Leader for the bereavement of an immediate family member:

- Full-Time employees – up to 40 hours
- Part-Time employees – up to 20 hours

Immediate family includes: mother, father, spouse, domestic partner, child, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents and grandchildren.

Employees may use PTO for additional time off. In special situations additional time may be granted at the Team Leaders discretion. Chavez-Grievés may require documentation of need for bereavement leave.

### ***Domestic Abuse Leave***

Chavez-Grievés abides by the New Mexico "Promoting Financial Independence for Victims of Domestic Abuse Act" which requires employers to grant employees intermittent unpaid leave time of up to 14 days in any calendar year and up to 8 hours in 1 day for domestic abuse leave. This leave must be used to obtain, or attempt to obtain, an order of protection or other judicial relief from domestic abuse or to meet with law enforcement officials. This also includes time to consult with attorneys or victim advocates or to attend court proceedings related to the domestic abuse of an employee or an employee's family member. "Family member" means a minor child of the employee or a person for whom the employee is a legal guardian. Chavez-Grievés will require verification of the need for domestic abuse leave. Retaliation against an employee for using Domestic Abuse Leave is prohibited. Chavez-Grievés will not disclose verification information provided by the employee unless required to do so by law.

### ***Disaster/Emergency Services Leave***

Employees who serve as "volunteer emergency responders" are entitled to up to 10 days of unpaid time off each calendar year if they must be absent from work in order to respond to an "emergency or disaster" as declared by either the Governor of New Mexico, or by the President

of the United States. For purposes of this leave, volunteer emergency responder means a person who is a member in good standing of:

- A volunteer fire department
- An emergency medical service
- A search and rescue team
- A law enforcement agency or
- Enrolled by the state or political subdivision of the state

An employee shall make reasonable efforts to notify the employer of their absence, if and when possible. Verification of the disaster or emergency response will be required.

### ***Jury Duty***

We encourage you to fulfill your civic responsibilities by serving jury duty when required. After 90 days of employment, jury duty pay will be calculated on your base pay rate multiplied by the number of hours you would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Full-Time employees
- Part-Time employees

You must show the jury duty summons to your Team Leader as soon as possible so we can make arrangements to accommodate your absence. You are expected to report for work whenever the court schedule permits.

You may request an excuse from jury duty if, in the company's judgment, your absence would create serious operational difficulties.

We will not offset your paid compensation by any amount received by you for jury duty; however, we do require proof and require attendance if short day.

### ***Personal Leave of Absence***

Chavez-Grievés understands that employees may occasionally need time off from work, without pay, to address health or medical issues, maternity or paternity leave or other personal issues. Unless otherwise required by law, requests for time off from work will be evaluated according to business necessity and scheduling needs.

Employees should request all leaves of absence at least 30 days in advance when the absence is foreseeable and with as much notice as possible when the leave is not foreseeable. Chavez-Grievés may request a doctor's certification in the event that an employee is unable to continue working due to a medically-related condition.

All leaves of absence must be pre-approved by leadership and employees may request up to 12 weeks of unpaid leave within a twelve-month period. Employees will be required to take any accrued paid leave concurrently with the approved unpaid leave of absence. Upon returning from a leave of absence, for medical reasons, the employee must provide a doctor's release to return to work. Failure to return to work at the end of the term of leave will be considered a voluntary resignation.

Subject to the terms, conditions, and limitations of the applicable plans, we will continue to provide health insurance benefits for the full period of the approved medical leave. Benefit accruals, such as PTO accruals and holiday benefits, will not continue during the approved medical leave period.

Upon returning to work, Chavez-Grievés will make every effort to place the employee in the same position held prior to the leave, but cannot guarantee such reinstatement. If the company is unable to reinstate the employee to the same position, the employee may be placed in a position with similar responsibilities and pay.

If the employee fails to return to work on the agreed upon return date, we will assume that you resigned. If the employee is found to have accepted other outside employment while on a leave of absence, the employee will have given Chavez-Grievés reason to terminate the employee.

### ***Voting Time***

Employees are encouraged to fulfill their civic duties. Chavez-Grievés is committed to complying with New Mexico State law that allows employees paid time off to vote. If the polls are not open for 2 hours before you start work or 3 hours after you end work, you may be entitled for up to 2 hours of paid time off to vote. Please speak with your Team Leader in advance to arrange for this time. Your Team Leader will coordinate it so that your time off to vote best meets the needs of the business.

### ***Emergency Closing***

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In these situations, time off from scheduled work will be unpaid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed.

### ***Educational Assistance***

Employees are eligible for the educational assistance program. This program encourages personal development through formal education so you can maintain and improve job-related skills or enhance your ability to compete for reasonably attainable jobs within the company. Prior written approval from your Team Leader is required before starting a course/class.

To maintain eligibility, you must remain part-time and be performing your job satisfactorily through completion of each course. In addition, you must successfully pass the course with a passing grade (i.e., C or higher; pass) and provide proof of grade. The amount of assistance will be on a case by case basis and at the sole discretion of company leadership.

While educational assistance is expected to enhance your performance and professional abilities, we cannot guarantee that participation in formal education will entitle you to advancement, a different job assignment, or pay increases.

The company invests in educational assistance with the expectation that the investment be returned through enhanced job performance. If you voluntarily separate from employment within one year of the last educational assistance payment, the amount of the assistance paid in the last year will be considered a loan. Accordingly, you will be required to repay up to 100% of the original educational assistance payment.



## STANDARDS OF CONDUCT

### ***Conduct***

Employees are expected to adhere to acceptable business principles in matters of personal conduct, to accept responsibility for the appropriateness of their own conduct and to exhibit a high degree of personal integrity at all times. It is impossible to list all forms of conduct that might be considered inappropriate. Certain behavior (such as theft, fighting, insubordination, falsification of records, bribery, sale/use of alcohol or illegal drugs, and threats of violence) is clearly unacceptable at any time in any workplace. Other conduct (such as failure to cooperate with other employees, harassing or intimidating others and rudeness to co-workers, clients or suppliers), while often more subtle, is equally unacceptable.

Chavez-Grievés expects all employees to observe the highest standards of professionalism at all times, comply with all laws applicable to our business wherever conducted and treat others (clients, suppliers, and co-workers) with dignity and respect. Unsatisfactory performance, work habits, overall behavior, conduct or demeanor; violation of company policies, procedures, guidelines or practices; or any other behaviors conducted deemed inappropriate by leadership may result in corrective counseling up to and including termination of employment.

### ***Business Ethics***

The success of any business is largely dependent upon the honesty and integrity of its employees. Compliance with ethical business standards is expected. Failure to observe such standards exposes Chavez-Grievés and, possibly, its employees, to severe legal sanctions and may damage the reputation of the Company and its employees. It is the responsibility of each Chavez-Grievés employee to ensure all employees understand and adhere to every Company policy.

Ethical conduct is good business. The trust and respect of fellow employees, clients, suppliers, competitors, neighbors, friends and the general public depends upon adherence to the highest ethical standards. It is Chavez-Grievés' policy that our business be conducted according to such standards.

If you are asked to depart from an established policy or practice, whether by a Team Leader, co-worker, or by a client, you have a right and personal responsibility to clarify any ethical questions you may have. This includes addressing the matter with the appropriate Team Leader, or any member of Chavez-Grievés leadership to understand the issue in question and for clarification.

### ***Client Service***

Our team-mates and our clients are our most valuable assets. Each of us represents Chavez-Grievés to our clients and to the public on a daily basis. The way we interact with others is a direct reflection of our entire organization. Clients judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any client or potential client. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to clients.



### ***Conflict of Interest***

In order to safeguard the activities and assets of Chavez-Grievés, employees should not have interests in outside businesses which conflict or appear to conflict with their ability to act and make independent decisions in the best interest of Chavez-Grievés.

An employee is considered to have an interest in an outside business if the employee or any member of his/her immediate family holds any ownership in the business or its property; furnishes goods or services to the business; is a creditor, employee, agent, officer, director, or consultant of the business. Outside businesses include any person, firm, corporation, or government agency that sells or provides a service to, purchases from, or competes with Chavez-Grievés.

No employee should take any action on behalf of the Company that they know, or reasonably should know, violates any applicable law or regulation. This obviously includes such activities as bribery, kickbacks, falsehoods, and misrepresentation.

The Company prohibits all employees from accepting gifts, gratuities, or entertainment from individuals and firms with whom Chavez-Grievés does business. Excluded from this prohibition is the exchange of normal business courtesies such as luncheons or dinners, when they are proper and consistent with regular business practice. Also excluded are advertising or promotional materials and holiday or other gifts, which are of nominal value (less than \$25.00).

### ***Outside Employment***

Employees may not have any outside employment that competes or interferes with company business or an employee's ability to meet the performance standards of their job. Any employee holding a job with another organization must demonstrate satisfactory performance in his or her job responsibilities with Chavez-Grievés at all times. All employees will be expected to meet the job performance standards established by the company and will be subject to Chavez-Grievés' work and scheduling demands, regardless of any other outside work requirements. If outside employment interferes with your job performance, you may be asked to cease working for the other employer or change the terms of your outside employment.

Employees may not conduct any outside work for a Chavez-Grievés client and may not provide any competing services to any other companies. Employees also may not gain profit outside of the company from materials produced while performing your job with Chavez-Grievés. If outside employment creates a conflict of interest of any kind, you may be asked to discontinue your outside employment.

### ***Safety***

Chavez-Grievés is committed to creating and maintaining a safe and healthy work environment for all employees. Each employee should become familiar with all safety regulations and report any unsafe or unhealthy situations. Maintaining a safe work environment requires the cooperation of all employees.

Chavez-Grievés will not knowingly permit unsafe working conditions, or permit employees to engage in unsafe acts. Employees must immediately report any safety hazards or concerns to leadership and have the right to do so without fear of retaliation. Reports of unsafe and/or unhealthy issues will be promptly investigated to determine cause and prevent the recurrence of similar issues. We encourage all employees to provide suggestions and recommendations for achieving a safer, healthier workplace.

### ***Use of Equipment and Vehicles***

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify your Team Leader if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to you or others. Your Team Leader can answer questions about your responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in corrective counseling. No smoking is permitted in company-owned vehicles.

Any employee who drives a personal vehicle for business purposes is required to have a current driver's license, automobile registration and insurance at all times. Employees are responsible for following all traffic laws and for any payment of any violations or tickets incurred while driving for work. Employees who are required to drive for their job must remain insurable by the company's vehicle insurance Company as a condition of their employment and must report any changes in their driving record or driver's license status to their Team Leader immediately.

### ***Driver Safety Policy***

Vehicle accidents can be costly from the standpoint of human injury, lost working time, vehicle repair, and higher insurance premiums. The purpose of this policy is to set minimum qualifications for drivers of Chavez-Grievés vehicles and standards for vehicle operation.

#### Driver Qualifications:

- Acting at the direction, and with the explicit permission, of Chavez-Grievés;
- aged 18 or older;
- A holder of a valid license for the class of vehicle in question; and
- Otherwise qualified under federal and state regulations to drive the vehicle in question.

#### Disqualifying Driving Records:

Employees responsible for operating Chavez-Grievés-owned vehicles will be required to show they have an acceptable driving record. The following driving violations are unacceptable:

- Driving a motor vehicle under the influence of alcohol, a controlled substance, or any drug that impairs driving ability;
- Refusing to submit to a test to determine alcohol concentration while driving a motor vehicle;
- Using a motor vehicle in the commission of any felony;
- Leaving the scene of an accident unlawfully;
- Committing more than one major traffic offense over the past 24 months, including reckless driving, careless driving, or a major moving traffic infraction;
- Receiving a felony revocation of driving privileges or felony or misdemeanor driver license suspension within the last 24 months; or
- Transporting a controlled substance unlawfully.

### General Driving Requirements:

While operating a personal or Chavez-Grievés-owned vehicle on Chavez-Grievés business, employees must:

- Observe applicable speed limits at all times;
- Obey all traffic rules and regulations;
- Drive defensively and anticipate driving hazards, such as bad weather and bad drivers;
- Report any accidents in which they are involved to the police and their Team Leader; and
- Drive only employees of Chavez-Grievés. This means that you may not drive children or other individuals that are not employed by Chavez-Grievés.

### Safety Belts:

Safety belts must be worn by drivers and passengers in all vehicles used for Chavez-Grievés business.

Lap belts must be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured.

The driver of the vehicle is responsible for ensuring compliance by all vehicle occupants.

Any Chavez-Grievés-owned vehicle in which a safety belt is inoperable cannot be used until the seat belt is repaired. The driver is responsible for reporting an inoperable safety belt to leadership. Prompt action will be taken to replace or repair the belt.

### Accidents

A form entitled *In Case of Accident* must be kept in the glove compartment of each Chavez-Grievés-owned vehicle. The card is intended to provide employees with easy access to guidance on what to do when accidents occur. In general, the following requirements apply:

- Report all traffic accidents to the local police and then Chavez-Grievés leadership.
- Employees are prohibited from signing or making any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving a Chavez-Grievés-owned vehicle. Employees should avoid explaining or describing the accident to anyone except public safety personnel, Chavez-Grievés leadership, or the claims adjuster or attorney for Chavez-Grievés' insurance company.
- Employees must obtain names, address, phone numbers, and license numbers of the other drivers involved. Employees also must collect insurance company contact information and the address and phone number of the police department where the accident report will be prepared.

### Corrective Counseling

Employees who drive negligently or failed to comply with this policy are subject to immediate corrective counseling, up to and including termination of employment.

### ***Visitors in the Workplace***

For safety and security, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the company's premises through the lobby. Authorized visitors will receive directions or be escorted to their destination. You are responsible for the conduct and safety of those visiting you.

If you observe an unauthorized individual on the company's premises, you should immediately notify your Team Leader or, if necessary, direct the individual to the lobby. However, we do not expect anyone to act like a "hero." If you are uncomfortable speaking directly with the unauthorized individual, please contact your Team Leader for assistance, unless doing so might place you or others in danger. Should any attempt be made by any person to steal company property, do not attempt to stop the individual. Instead, you are to act in a manner that will protect your own safety and the safety of others. Contact local authorities only when it is safe to do so and immediately report any such incident to the Company President or HR Team.

### ***Harassment and Discrimination***

Chavez-Grievés intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility and any type of offensive behavior. Our harassment and discrimination policy includes harassment based on, but not limited to: race, color, religion, sex, age, sexual orientation, gender identity, national origin, disability, serious medical condition, genetic information, veteran status, and any protected status as provided for by Federal and/or State law.

A few examples of harassment include, but are not limited to: derogatory statements, insults, name calling, slander, signs, jokes, written materials, photographs, e-mails, cartoons, pranks, intimidation, physical contact, anything of a sexual nature, assault, violence and threats of violence. Any actions that are intended to degrade, humiliate, undermine, isolate or intimidate will not be tolerated. This includes bullying in the workplace.

Chavez-Grievés encourages employees to communicate directly with alleged harassers and make it clear that the harasser's behavior is unacceptable, offensive, or inappropriate. Employees should always contact the Human Resources Designee to report any uncomfortable situation. We will take prompt and appropriate action in response to any complaint, and an investigation will be conducted. We appreciate and encourage cooperation with investigations. Chavez-Grievés will make determinations on a case by case basis as to whether confidentiality is required during an investigation. We reserve the right to make confidentiality requests when deemed necessary due to safety or concern of retaliation.

We will ensure that Team Leaders take positive steps to comply with this policy. They are required to monitor the workplace to prevent harassment and discrimination, resolve issues that arise, and refrain from and prevent retaliation or harassment against any employee involved in the filing, investigation, or resolution of a harassment/discrimination complaint. Additionally, Team Leaders are required to take any reports or suspicions of harassment or discrimination directly to the Human Resources Designee.

Harassment and discrimination, no matter how minor, will not be tolerated.

### ***Bullying in the Workplace***

Chavez-Grievés is committed to a workplace free of threats, intimidation, and bullying. Bullying is any repeated, unreasonable behavior directed toward an employee, customer, or vendor that

is intended to intimidate, creates a risk to health and safety, or results in threatened or actual harm. A few examples of bullying behavior include, but are not limited to:

- Using intimidating, threatening, or hostile statements, actions, or gestures
- Excluding someone from workplace activities, social isolation
- Falsely accusing and punishing “errors” not actually made; blaming without justification
- Verbal abuse, demeaning comments
- Direct, conditional, or veiled threats
- Treating someone differently than the rest of the group
- Intimidation
- Yelling, screaming, and other demeaning behavior
- Repeatedly giving an employee the most unpleasant tasks
- Public humiliation of another employee
- Hostility such as glaring, clenched fists, or a threatening posture

Chavez-Grievés asks employees to behave in a professional manner and to treat colleagues, clients, and vendors with dignity and respect when they are at work. If you feel you have been bullied, you should immediately contact any member of leadership or HR Team.

All complaints will be promptly investigated. Team Leaders and all other employees are asked to cooperate fully with the investigation and resolution of all bullying complaints. If the investigation determines that bullying has occurred, Chavez-Grievés will take immediate and appropriate action.

Chavez-Grievés will ensure that Team Leaders take positive steps to comply with this policy. They are required to monitor the workplace to prevent bullying, resolve bullying issues that arise, and refrain from and prevent retaliation or harassment against any employee involved in the filing, investigation, or resolution of a bullying complaint.

### ***Workplace Violence***

We are committed to complying with the General Duty Clause, section 5(a)(1) of the Occupational Safety and Health Act of 1970 and to therefore provide employees with a safe and healthful work environment. Any acts or threats of violence, whether on or off duty, will not be tolerated. Employees must refrain from fighting, “horseplay”, or any other conduct that may cause danger to themselves or others. This policy applies to our interactions with other employees, Team Leaders, clients, and anyone else with whom we interact with professionally.

Any instances or threats of violence will be taken seriously and must be reported to the employee's Team Leader immediately. Any employee who has been threatened with serious bodily injury or property harm must notify Chavez-Grievés of the threat. This includes threats from outside personal relationships. No adverse employment actions will take place against the employee and Chavez-Grievés will not require that the employee pursue criminal charges. Chavez-Grievés will review each reported threat or instance of violence and will take further precautions to maintain the safety of the workplace as necessary.

Chavez-Grievés will promptly investigate all reports of threats and may suspend employees, with or without pay, pending investigation to protect the safety of the workplace.

After investigations have been completed, anyone determined to be responsible for a threat of violence, actual act of violence, or other dangerous action will be terminated.

### ***Policy Against Retaliation***

We prohibit retaliation against any person who, in good faith, reports a complaint of unlawful activity, testifies, assists, or participates in any investigation or proceeding conducted by Chavez-Grievés or a government enforcement agency. Additionally, employees have the right to report workplace injuries and illnesses without fear of retaliation.

### ***Possession of Firearms and Weapons***

Possession of a weapon can be authorized by the President to allow a trained employee to have a weapon on company property when this possession is determined necessary to secure the safety and security of company employees. Only the president, or his designee, may authorize the carrying of a weapon on company property or in a company vehicle.

### ***Solicitations and Distributions***

Chavez-Grievés prohibits the solicitation of one employee by another employee while either employee is on working time. Working time is defined as when an employee is “on the clock” or is expected to be performing work tasks and does not include meal or break periods. Solicitation during meal or break periods may take place only in the break room.

Non-employees or former employees may not solicit employees or distribute literature of any kind on company premises at any time. Employees are prohibited from soliciting Chavez-Grievés clients at any time, or for any reason.

### ***Drug and Alcohol Use***

We provide a drug-free, healthful, and safe workplace. To promote this goal, you are required to report to work in appropriate mental and physical condition to perform your job in a satisfactory manner.

While on the company’s premises and while conducting business-related activities off Chavez-Grievés premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of your job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to corrective counseling, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. If you have any questions or concerns about substance dependency or abuse, we encourage you to use the resources of the Employee Assistance Program. You may also wish to discuss these matters with your Team Leader to receive assistance or referrals to appropriate resources in the community.

At the discretion of Team Leader you may request approval to take unpaid time off to participate in a rehabilitation or treatment program through our health insurance benefit coverage. Leave may be granted if you agree to abstain from use of the problem substance; if you abide by all of the company’s policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the company any undue hardship.



Chavez-Grievés may perform drug and alcohol tests for any reason at any time, in accordance with applicable state law, including the following:

- Pre-employment Drug Screen
- Post-accident/injury Drug and/or Alcohol Test
- Reasonable-suspicion Drug Screen
- Random Drug Test (where permitted by state law)
- Periodic Drug Test (where permitted by state law)

### ***Arrests and Convictions***

In order to promote the safety and security of our clients, employees, contractors, vendors and other visitors to our property, enhance the operations and protect against potential legal liability, while at the same time recognizing the rights of our employees, the following policy has been established regarding employees who are:

- Charged with committing certain crimes;
- Arrested or incarcerated;
- Convicted or who plead guilty to certain crimes; or
- Are sentenced to a period of confinement in a penal institution or some other facility.

Any employee who is subject to one of the above situations under federal, state or local law must immediately notify his/her Team Leader. At that time, a risk assessment may be made by the Leadership Team as to whether the nature of the crime(s) for which the employee has been charged and whether the circumstances are such that allowing the employee to continue to work would create an unreasonable risk for the company. Factors that may be considered include, but are not limited to, whether the alleged crime involved violence and/or injury to another person, the job duties of the accused employee and whether the situation has been reported in the national or local news media. The employee may be placed on an unpaid administrative leave pending the outcome of the risk assessment. This policy shall be applied as permitted under applicable law.

### ***Attendance and Punctuality***

Excessive absenteeism and tardiness hinders Chavez-Grievés' ability to serve our clients. All employees must be ready to work by the beginning of their scheduled workdays and must reasonably complete all assigned tasks. Employees are expected to work their scheduled hours and show up to all meetings and client appointments in a timely manner. If you will be absent or tardy, you must notify your Team Leader either by a phone call, text or email in advance, with as much notice as possible.

If an employee is out for an extended period of time due to a health issue, he or she may be required to provide Team Leader with documentation from a doctor authorizing a return to work. Failure to communicate any absence or failure to return from the un-communicated absence for 3 days will be considered grounds for termination.

### ***Discipline***

Employees are expected to follow all company policies and procedures in the handbook, along with federal and state laws. Any violation may lead to disciplinary action, up to and including immediate termination of employment.

Disciplinary tools that may be used by Chavez-Grievés include, but are not limited to, formal and informal counseling, verbal warning, written warning, final written warning, performance improvement plan, suspension, probation, reassignment or termination. The existence of these tools does not indicate the existence of any system of progressive discipline and the use of these tools will be based on the severity of the offense and past offenses and is solely at the discretion of the employer. If employees feel that they have not been treated fairly, they should contact a member of the Leadership Team.

### ***Personal Appearance***

You represent our company to the public. You are expected to dress in a manner that is consistent with your responsibilities, with special attention paid to Company image, customer interaction, and safety. We expect all employees to present a clean, neat, and professional appearance at all times when conducting company business. We expect you to exercise good judgment and to be dressed and groomed in a manner suitable for a professional business office. Acceptable personal appearance is an ongoing requirement of employment with Chavez-Grievés.

If you do not have client appointments or clients will not be visiting the office, business casual attire is acceptable. Business casual attire means casual clothing and shoes that are appropriate for an office environment. It is clothing that allows you to feel comfortable at work, yet always looks neat and professional and includes pieces such as cotton shirts, golf shirts, sweaters, and sandals. Jeans are acceptable providing they are not torn or unreasonably faded. It excludes under shirts; halter tops; midriff tops; tank tops; sweat pants, yoga pants, leggings, bike pants, and flip-flops. On Friday's and weekends, shorts are acceptable. Chavez-Grievés reserves the right to cancel business casual attire at any time. For example, if we have a prospective client coming on-site for a presentation and tour, we may require employees to "dress-up." We will try to provide as much notice as possible; however, it may not always be possible. Generally speaking, we will announce this type of change through e-mail.

If your religious beliefs or medical condition require deviations from this policy, we will enter into an interactive dialog with you in an attempt to reach a reasonable accommodation.

### ***Smoking***

Chavez-Grievés is dedicated to providing a healthy, comfortable and productive work environment for our employees. In June 2007, the State of New Mexico enacted the Dee Johnson Clean Indoor Air Act requiring 100% smoke free-workplaces. In light of this legislation, Chavez-Grievés shall be entirely smoke-free indoors.

Smoking (including e-cigarettes & vapes) and chewing tobacco is prohibited in all locations on Company property, including Company vehicles, except in those areas specifically designated as smoking areas. Designated smoking areas are located to the south and west side of the building and shall be placed at a reasonable distance to ensure that secondhand smoke does not enter the building and employees and clients do not have to walk through the smoking area to enter or exit the building. There is no smoking in the front of the building.

All materials used for smoking will be extinguished and disposed of in appropriate containers. Team Leaders will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained, smoking may be eliminated entirely on the property at the discretion of leadership or other decision-making body.



Employees are prohibited from smoking or chewing tobacco when interacting with clients.

### ***Phone Use***

Chavez-Grievés recognizes that cell phones and personal communications devices have become valuable tools in managing our professional and personal lives. However, use of these devices in the workplace can raise a number of issues involving safety, security, and privacy. Therefore, Chavez-Grievés has adopted the following rules regarding the use of personal communication devices in the workplace during working hours.

Except in cases of an emergency, employees should conduct personal business during lunch breaks and other rest periods. This includes the use of personal communications devices (including cell phones) for personal business (including personal phone conversations and text messages, personal e-mails, and use of the Internet for personal reasons). Employees should be considerate of their co-workers and keep ring tones and alerts on vibrate or silent while at work. Phone calls made during an employee's lunch break or rest period should be made away from the employee's desk or work station so as not to disturb co-workers. Minimal or incidental use is permitted (e.g., child confirming safe arrival at home after school).

When attending a meeting with clients or co-workers, employees should turn off or silence their cell phones and personal communication devices. Except in extraordinary circumstances (e.g., family emergency), employees may not respond to personal calls during a meeting.

While driving for company business, employees must use hands-free devices when talking on their cell phones.

### ***Pay Transparency Policy Statement***

Chavez-Grievés will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with Chavez-Grievés' legal duty to furnish information.

### ***Nepotism/Romantic/Personal Relations***

The general policy of Chavez-Grievés is to hire, promote, and otherwise employ people on the basis of their job qualifications and individual merit. We do not prohibit the employment of relatives.

Specific exceptions requiring approval: The only instances in which restrictions can be imposed on such an arrangement involve the following situations:

- A Team Leader/subordinate relationship is created between related persons.
- A real or perceived conflict of interest exists because of the employment of individuals with close relationships at certain levels of the company or in positions where one of the employees exercises or appears to have influence over the other's compensation, performance evaluation, or job security.

To avoid favoritism or discrimination, the Board of Directors must approve the employment of spouses or relatives in these situations in writing. In certain situations, it may be necessary for one of the related employees to request a reassignment of duties. All reasonable efforts will be made to honor such a request. Generally, it is left to the affected parties to decide how they want to resolve the situation.

Romantic or sexual relationships that create an actual, perceived, or potential conflict of interest, potential charges of sexual harassment, discord or distractions that interfere with workplace productivity are prohibited. If an employee is dating another employee, both involved parties must disclose their relationship to leadership. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

## TERMINATION OF EMPLOYMENT

### ***Resignation***

A termination is considered voluntary when you elect to resign your employment with Chavez-Grievés. Whenever possible, you are requested to submit, in writing, the reason for leaving and the anticipated date of separation.

If you are thinking of resigning, please talk it over with your Team Leader before doing so. If you do decide to leave, Chavez-Grievés requests that when possible, employees give 2 weeks' advance notice if they choose to resign from their positions. Employees will receive their final paycheck upon the next regular payday.

### ***Involuntary Termination***

Employees whose employment is involuntarily terminated by Chavez-Grievés will receive their final paycheck within 5 days of their termination. All additional expenses due to the employee will be paid at that time.

Failure to report for work after 3 consecutive work days without contacting your Team Leader or failure to return from a leave of absence on the designated date, or failure to provide appropriate medical documentation of your need for medical leave will be considered job abandonment.

### ***Lack of Work***

When there is not enough work, an employee's work hours may be cut, or the decision may be made to terminate employment. These decisions are based on seniority, availability, and skills necessary for current projects. Chavez-Grievés Employees who are terminated for lack of work may be eligible for unemployment insurance to help cover the cost of lost wages.

### ***Health Insurance Continuation***

In the event of your termination of employment with Chavez-Grievés, or other loss of eligibility to remain covered under our health insurance program, you and your eligible dependents may have the right to continue coverage under our health insurance program for a limited period of time at your expense. If eligible, you will be contacted by our health insurance provider.

## **RECEIPT & ACKNOWLEDGMENT OF CHAVEZ-GRIEVES CONSULTING ENGINEERS, INC. EMPLOYEE HANDBOOK, CONFIDENTIALITY AND NON-DISCLOSURE**

This employee handbook is an important document intended to help employees become acquainted with Chavez-Grievés Consulting Engineers, Inc. policies and procedures. This handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

### ***Confidentiality and Non-Disclosure***

The protection of confidential information and trade secrets is vital to the success of Chavez-Grievés. Confidential information means any and all written, electronic documentation and data and knowledge related to Chavez-Grievés, our vendors and our partnering firms, which has actual or potential value because it is not generally known and not readily ascertainable by individuals not employed by Chavez-Grievés. Confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer processes
- Standard details
- Computer programs and codes
- Client lists
- Client preferences
- Company financial information
- Marketing strategies
- New material and processes research
- Pending projects and proposals
- Technological data
- Intellectual property not reduced to written or recorded form

Employee recognizes and acknowledges that the confidential information constitutes a valuable, secret, special, and unique asset of the company. Employee covenants and agrees that while employed by the company, employee will not disclose confidential information to any person, firm, corporation, association, or other entity for any reason or purpose other than in the conduct of the company's business, without the express written approval of Chavez-Grievés. Employee also covenants and agrees that while employed, employee will not use confidential information for any purpose other than for the conduct of the company business. It is expressly understood and agreed that the confidential information is the property of Chavez-Grievés and must be immediately returned to the company upon termination of employment.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Employee Handbook, Confidentiality and Non-Disclosure.

1. I understand that this Employee Handbook supersedes and replaces all previous editions or versions of any Employee Handbook, or any employee policies, written or verbal.
2. I understand that my employment is at-will and may be terminated by me or Chavez-Grievés at any time, for any reason, with or without notice, and with or without procedural formality or progressive discipline.

3. I understand that the policies and procedures in the Employee Handbook do not constitute a contract, and that the company at its sole discretion may vary from the policies in any of its manuals/handbooks, and may change or revoke any of those policies at any time.
4. I understand that nothing in this handbook is intended to infringe upon employee rights under Section Seven (7) of the National Labor Relations Act (NLRA).
5. I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Chavez-Grievés Employee Handbook. I understand that I am required to abide by the policies in this Employee Handbook.

\_\_\_\_\_  
EMPLOYEE'S NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

## APPENDIX A POLICY FOR THE USE OF COMPANY ASSETS AND RESOURCES

*This Policy covers the use of Company Property, Proprietary Information, Internet, Email and Social Media.*

### **Company Property**

Any Chavez-Grieves' property that is issued to you, such as keys, equipment, computers, laptops, cell phones, credit cards, etc., must be returned in good condition. Employees will be responsible for any lost or damaged items.

Employees must immediately report any malfunctions that occur while using company equipment. Employees may not use company property for any illegal or unethical purposes. Employees will be required to reimburse Chavez-Grieves for any personal use of company property that incurs a fee.

Employees should not expect a right to privacy while using company computers, phones, or fax while conducting company business. Items or company property taken off of company premises are subject to inspection. Employees' desks, workstations, and work areas are also subject to inspection should suspicion warrant such activities. Chavez-Grieves also reserves the right to search an employee's belongings or vehicle if there is reason to suspect theft, inappropriate behavior, or drug or alcohol use while at work.

### **Proprietary Information**

Chavez-Grieves' proprietary information stored on electronic and computing devices remains the sole property of the Company. Each employee has a responsibility to promptly report theft, loss or unauthorized disclosure of proprietary information. You may access, use or share proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties. Employees are responsible for exercising good judgement regarding the reasonableness of personal use. For security and maintenance purposes, authorized individuals may monitor equipment, systems and network traffic to ensure compliance.

### **Internet & Email**

We provide internet access to assist you in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive internet usage. All internet usage is limited to job-related activities.

All internet data that is composed, transmitted, or received via the company's computer communications systems is considered to be part of the official records of Chavez-Grieves and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, you should always ensure that the business information contained in internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. Employees should use extreme caution when opening email attachments. Questions about attachments can be directed to the IT Department.

The equipment, services, and technology provided to access the internet remains the property of Chavez-Grieves. As such, we reserve the right to monitor internet traffic and retrieve and read any data composed, sent, or received through the company's online connections and stored in the company's computer systems. There is no expectation of privacy with respect to the use of any of the company's computer resources and your use of company computer

resources is your express consent to all of your activities and files obtained through or stored on the company's computer resources being monitored and/or disclosed.

### ***Phone Use***

Chavez-Grievés recognizes that cell phones and personal communication devices have become valuable tools in managing our professional and personal lives. However, use of these devices in the workplace can raise a number of issues involving safety, security, and privacy. Therefore, Chavez-Grievés has adopted the following rules regarding the use of personal communication devices in the workplace during working hours.

Except in cases of an emergency, employees should conduct personal business during lunch breaks and other rest periods. This includes the use of personal communications devices (including cell phones) for personal business (including personal phone conversations and text messages, personal e-mails, and use of the internet for personal reasons). Employees should be considerate of their co-workers and keep ring tones and alerts on vibrate or silent while at work. Phone calls made during an employee's lunch break or rest period should be made away from the employee's desk or workstation so as not to disturb co-workers. Minimal or incidental use is permitted (e.g., child confirming safe arrival at home after school).

When attending a meeting with clients or co-workers, employees should turn off or silence their cell phones and personal communication devices. Except in extraordinary circumstances (e.g., family emergency), employees may not respond to personal calls during a meeting.

While driving for company business, employees must use hands-free devices when talking on their cell phones.

### ***Social Media***

These Social Media Principles should guide your participation in social media, both personally as well as when you are acting in an official capacity on behalf of Chavez-Grievés. The same considerations that apply to our messaging and communications in traditional media still apply in the online social media space, including on what you might consider "internal" platforms.

Have fun, but be smart. Use sound judgment and common sense, adhere to the Company's values, and follow the same Company policies that you follow in the offline world.

### **Company Commitments**

Chavez-Grievés makes certain commitments concerning how we interact with the public and each other, and these commitments apply to interactions that occur on social media platforms as well. We expect the same commitments from all Company representatives, including Company associates and associates of our agencies, vendors and suppliers:

- We will be **transparent** in every social media engagement.
- We will **protect** our clients' privacy in compliance with applicable Privacy Policies, IT Security Policies, and laws, rules, and regulations.
- We will **respect** copyrights, trademarks, rights of publicity, and other third-party rights.
- We will be **responsible** in our use of technology and will not knowingly align our company with any organizations or Web sites that use excessive tracking software, adware, malware or spyware.
- We will reasonably **monitor** our behavior in the social media space, establish appropriate protocols for establishing our social media presence, and keep appropriate records of our participation as dictated by law and/or industry best practices.



### **Company and Agency Associates' Social Media Activities**

The Company respects the rights of its associates and its authorized agencies' associates to use blogs and other social media tools not only as a form of self-expression, but also as a means to further Chavez-Grieves' business. It is important our associates and our agencies are aware of the implications of engaging in social media and online conversations that reference the Company, its brands, or its business, and that they recognize when the Company might be held responsible for their behavior. Our expectations for personal and professional/official use of social media are set forth separately below.

### **Personal Use of Social Media: Our Expectations**

Whether you are an authorized Company spokesperson or not, when you're talking about our Company, our brands, or our business on your personal social networks, keep in mind that:

- Our Company's Confidentiality policy and other policies still apply.
- You are responsible for your actions. We encourage you to get online and have fun, but use sound judgment and common sense.
- You are an important ambassador for our Company's brands, and you're encouraged to promote them as long as you make sure you disclose that you are affiliated with the Company. How you disclose can depend on the platform, but the disclosure should be clear and in proximity to the message itself.
- When you see posts or commentary on topics that require subject matter expertise, such as the Company's environmental impacts, or the Company's financial performance, avoid the temptation to respond to these directly unless you respond with approved messaging the Company has prepared for those topics. When in doubt, contact the President or HR Team.
- Be conscientious when mixing your business and personal lives; refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your Team Leader or consistent with the Company's Policy for the Use of Company Assets and Resources. Do not use Chavez-Grieves email addresses to register on social networks, blogs or other online tools utilized for personal use.

### **Company Spokespeople: Our Expectations**

When acting as an official Company spokesperson, we expect you to:

- Complete any required training before speaking on behalf of the Company.
- Follow all applicable Company policies.
- Disclose your affiliation with the Company. All associates who are speaking for the Company must be transparent and disclose their affiliation with the Company. How exactly you make this disclosure may vary depending on the circumstances and the platform, but the important thing is to make sure people reading your statement will be able to immediately identify that you are affiliated with the Company. These disclosure requirements are equally important for any agency/vendor/partner/third party who is representing the Company online.
- When in doubt, do not post.
- Give credit where credit is due and don't violate others' rights. Do not claim authorship of something that is not yours. If you are using another party's content, make certain they

are credited for it in your post and they approve of you utilizing their content. Do not use the copyrighted material, trademarks, publicity rights, or other rights of others without the necessary permissions of the rights holder(s).

- Remember the internet is permanent.

**Compliance Measurement**

The IT team will verify compliance to this policy through various methods, including but not limited to, periodic walk-throughs, business tool reports, internal and external audits, and feedback to the policy owner.

**Exceptions**

Any exception to the policy must be approved by the IT team in advance.

**Non-Compliance**

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

If an employee or tenant is unsure about what constitutes acceptable usage, then they should ask Chavez-Grieves IT staff for further guidance and clarification.

**User Compliance**

All terms and conditions as stated in this document are applicable to all user(s) of Chavez-Grieves' network and internet connections. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Chavez-Grieves.

I understand and will abide by this policy. I further understand that should I commit any violation of this policy my access privileges may be revoked, disciplinary action may occur and or, appropriate legal action leading up to and including termination of employment may be taken.

Signature agreeing to the terms and conditions of Chavez-Grieves' Policy for the Use of Company Assets and Resources

\_\_\_\_\_  
EMPLOYEE'S NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE