



ASH ELECTRIC LLC
LIGHT'EM UP

Electrical Construction • Service • Preventive Maintenance

EMPLOYEE HANDBOOK

2025



ASH ELECTRIC LLC

Our Commitment

At Ash Electric LLC, our culture is built on craftsmanship, care, and accountability. We believe that integrity drives trust, trust builds teamwork, and teamwork produces excellence. Every project, every person, and every connection matters.

Mission, Vision, Core Values, and Commitment

Our Mission

At Ash Electric LLC, our mission is to deliver safe, reliable, and high-quality electrical services through skilled craftsmanship, innovation, and integrity.

We are committed to empowering our employees, clients, and communities with trusted solutions that stand the test of time.

Our Vision

To be recognized as a leader in electrical construction and service excellence, setting the standard for safety, professionalism, and performance while fostering a culture where every employee takes pride in their work, values teamwork, and contributes to lasting success.

Our Core Values

- **Safety First:** We protect our people above all else. Every task, every time; safety is our foundation, not a checkbox.
- **Integrity:** We act honestly, ethically, and transparently. Our word and workmanship reflect our character.
- **Quality Craftsmanship:** We take pride in precision, performance, and attention to detail. Every connection counts.
- **Teamwork:** We collaborate, communicate, and support one another to achieve common goals. Success is shared.
- **Accountability:** We own our actions and outcomes. Each team member is responsible for maintaining the highest standards of safety, quality of work, and professionalism.
- **Continuous Improvement:** We embrace learning, innovation, and technology to deliver better, safer, and more efficient results every day.
- **Service and Community:** We are proud to serve our clients and communities with professionalism, respect, and commitment, improving lives through dependable electrical solutions.

Our Commitment

At Ash Electric LLC, our culture is built on craftsmanship, care, and accountability.

We believe that integrity drives trust, trust builds teamwork, and teamwork produces excellence.

Every project, every person, and every connection matters.

Table of Contents

Mission, Vision, Core Values, and Commitment.....	1
1. Purpose.....	3
2. Safety Expectations	3
3. Attendance Expectations.....	3
Vacation and Holiday Pay	3
Absence Notification	4
Excessive Absenteeism	4
Tardiness.....	4
No-Call / No-Show	4
4. Job Performance Expectations	5
Work Standards:.....	5
5. Workplace Conduct and Professionalism.....	5
Professional Behavior	5
Prohibited Items	6
Smoking and Vaping Restrictions	7
Cell Phone & Electronic Device Usage.....	7
Employee Conduct Online and in Digital Communications.....	7
6. Performance Review and Feedback	9
Performance Reviews.....	9
Disciplinary Action	9
Employee Acknowledgment.....	9
7. Onboarding & New Hire Orientation.....	10
Hiring & Onboarding Procedures	10
8. Training & Professional Credentials	11
Employee Training & Certifications.....	11
9. Payroll & Direct Deposit	12
Pay Practices.....	12
Direct Deposit & Paychecks.....	12
10. Confidentiality	12
No-Compete/Non-Disclosure Policy:.....	13
11. Employee Handbook Acknowledgement of Receipt.....	14

1. Purpose

Welcome to Ash Electric LLC. Our goal is to provide a safe, respectful, and productive environment where every employee can thrive. We are an equal opportunity employer and make employment decisions based on merit, qualifications, and business needs. Discrimination or harassment based on any protected status is strictly prohibited.

This abbreviated handbook is a quick guide designed to help you understand our policies, expectations, and the professional standards that guide our workplace. For full operational processes and procedures, refer to the Ash Electric LLC Standard Operating Procedures Manual.

2. Safety Expectations

See Ash Electric LLC's Employee Safety Program Manual for full details of workplace safety expectations and protocol including:

- Ash Electric LLC Safety Commitment
- Employee Responsibilities & Stop-Work Authority
- General Safety Guidelines
- Personal Protective Equipment & Respiratory Protection
- Housekeeping & Worksite Organization
- Emergency Procedures
- Tools, Equipment, & Machinery Safety
- Electrical Safety
- Ladder & Scaffold Safety
- Fall Protection
- Hazard Communication (HAZCOM)
- Confined Space & Lockout/Tagout (LOTO) Procedures
- Vehicle, Forklift, & Material Handling Safety
- OSHA Compliance Programs

All Ash Electric LLC Employees are expected to become familiar with and sign a written acknowledgement of receipt of the company Safety Program Manual

Drug- and Alcohol-Free Workplace: The possession or use of illegal drugs, alcohol, or controlled substances on company property or job sites is prohibited.

3. Attendance Expectations

- **Regular Attendance:** Employees are required to report to work as scheduled and remain prepared to perform their duties.

Vacation and Holiday Pay

- **Eligibility:** After completing a 90-day probationary period, employees become eligible for one week of paid vacation annually and six observed paid holidays.
- **Vacation Leave:** Vacation time must be scheduled at least one pay period in advance and approved by the employee's direct supervisor. Approval is subject to operational needs, staffing requirements, and supervisor discretion. Requests submitted with insufficient notice may be denied. Unused

vacation time may not be carried over. Employees who do not use their vacation days for that year will lose any unused time at the end of the fiscal year. Vacation leave renews annually, at the beginning of the fiscal year (January 1st).

- **Paid Holidays:** Ash Electric LLC observes six holidays each calendar year: New Year's Day on January 1, Independence Day on July 4, Labor Day on the first Monday in September, Veteran's Day on November 11, Thanksgiving Day on the fourth Thursday in November, and Christmas Day on December 25.

Employees are encouraged to take full advantage of their covered holidays to rest and spend time with family.

- **Holiday Trade Days:** With prior supervisor approval, employees may request to use an observed holiday as a trade day for an alternate day off. Trade day requests must be made in writing at least one day in advance. Approval of trade days is at management's discretion and subject to business needs.

Absence Notification

Employees must notify their supervisor by text or phone call and submit an Employee Leave Request Form at least twenty-four (24) hours prior to the start of the shift if unable to attend work.

- **Emergency Absences:** In the event of an emergency, the employee must notify their direct supervisor no later than one (1) hour before the scheduled start of the shift.
- **Medical Absences:** Employees who are absent for three (3) consecutive scheduled workdays due to illness must provide a doctor's note or medical documentation upon return to work, releasing them to full duty capacity. Failure to provide documentation may result in the absence being considered unexcused.

Ash Electric LLC is not obligated to offer FMLA to its employees. Reasonable efforts will be made to accommodate medical needs; however, extended unpaid leave is subject to termination at the employer's discretion.

Excessive Absenteeism

Repeated absences without valid reasons, excessive use of unscheduled leave, unexcused absences, or failure to follow notification procedures may result in action, up to and including termination.

Tardiness

Employees who are consistently late to work disrupt operations and may be subject to disciplinary measures. Supervisors will monitor punctuality and address patterns of tardiness as necessary.

No-Call / No-Show

Failure to report to work without notifying a supervisor constitutes a no-call/no-show. A single no-call/no-show incident is considered job abandonment and is immediate grounds for termination of employment.

4. Job Performance Expectations

Work Standards:

- **Accountability:** Employees are expected to own their actions and outcomes. Each team member is responsible for maintaining the highest standards of safety, quality of work, and professionalism.
- **Performance Reviews:** Supervisors will conduct periodic evaluations to provide feedback and address areas of improvement.
- **Initiative:** Employees are expected to seek opportunities for skill development and continuous improvement.
- **Integrity:** Employees shall perform their job duties to the best of their ability consistently, following established standards and procedures, understanding that every connection counts.
- **Quality of Work:** Performance will be evaluated based on quality of work, efficiency, initiative, and cooperation.

5. Workplace Conduct and Professionalism

Professional Behavior: Employees are expected to conduct themselves with integrity, respect, and courtesy at all times.

Professional Dress & Hygiene:

All Ash Electric LLC employees are expected to maintain a clean, professional appearance that reflects the company's standards of safety, pride, and professionalism.

Employees are required to:

- Arrive at work clean and well-groomed.
- Wear Ash Electric LLC-issued shirts and clean, durable pants appropriate for the work environment.
- Use safety-approved footwear that meets OSHA and company standards for protection and stability.

Dirty, excessively ripped, or torn clothing is not acceptable.

Employees who report to work in inappropriate or unsafe attire may be asked to leave the jobsite to correct the issue. Repeated violations or refusal to comply may result in a one-day suspension without pay and further disciplinary action in accordance with company policy.

Prohibited conduct includes, but is not limited to:

- Horseplay, fighting, or other disruptive behavior.
 - Theft, vandalism, or destruction of company or client property.
 - Dishonesty, insubordination, or willful disregard for safety procedures.
- Employees are responsible for contributing to a positive, safety-first jobsite culture.

Job Sites: Professional conduct extends to all client locations and job sites. Employees should be punctual, respectful of client property, and maintain proper dress and hygiene.

Restroom Usage on Job Sites: Employees are required to use only the bathrooms designated for Ash Electric LLC employees while on a job site. These facilities are provided to ensure cleanliness, safety, and accountability. If a designated restroom is not available on-site, employees must follow the procedure below before leaving the job site to use a public restroom:

Procedure:

- Notify the foreman or supervisor that a restroom break is needed.
- Obtain verbal approval before leaving the site.
- Use the nearest available public restroom and return to the job site promptly.
- Report back to the foreman upon return.

Leaving the job site without prior supervisor approval is strictly prohibited and may result in disciplinary action.

Use of Company Property: Tools, equipment, and resources must be used responsibly and only for authorized business purposes.

Prohibited Items

- **Weapons/Firearms:** The possession, use, or storage of weapons of any kind, including firearms, ammunition, explosives, or any devices or equipment designed for use with weapons, is strictly prohibited on any company job site, facility, vehicle, or property.
- **Drugs and alcohol:** Only prescribed (by a licensed physician) and over-the-counter medications (such as aspirin) are permitted within the job site.
- Any employee found in possession of, using, distributing, or under the influence of drugs and/or alcohol will be removed immediately from their work assignment, and further disciplinary action will be taken by the Safety Director.

Employees prescribed medication that may impair their ability to perform job duties safely must notify Human Resources before reporting to work. Violations of this policy may result in immediate disciplinary action, up to and

Testing and Enforcement

- Drug and alcohol testing may be conducted pre-employment, post-incident, for reasonable suspicion, or randomly as required by company policy or client contracts.
- Refusal to submit to testing or a positive confirmed result will result in disciplinary action, up to and including termination.
- **Other prohibited items:** In addition to weapons, firearms, and illegal substances, items such as explosives or hazardous materials not authorized for work purposes, paraphernalia associated with drug and alcohol use, and any object intended to intimidate, threaten, or cause harm are prohibited from all company job sites and facilities.

Smoking and Vaping Restrictions

To reduce fire hazards and maintain air quality, smoking, vaping, or the use of e-cigarettes is allowed only in designated outdoor areas.

- Smoking is prohibited inside company vehicles, buildings, and within **50 feet of flammable materials** or fuel sources.
- All cigarettes and vaping devices must be fully extinguished and disposed of properly in non-combustible containers.
- Supervisors are responsible for identifying safe smoking areas on each jobsite.

Violation of this policy may result in disciplinary action or site removal.

Cell Phone & Electronic Device Usage

Personal cell phone use, including calls, texts, messaging, and accessing Social media, should be limited to designated break times and conducted in approved break areas. Employees are prohibited from using cell phones while performing work duties, operating equipment, or working in active job site areas.

The use of headphones, earbuds, or any personal listening device is strictly prohibited on the job site, as it may prevent employees from hearing safety instructions, alarms, or other critical communications. Violations of this policy may result in disciplinary action, up to and including termination.

Employee Conduct Online and in Digital Communications

At Ash Electric LLC, professionalism extends beyond the job site and into the digital world. Every employee represents the company, whether on a construction site, in a meeting, or online. Professional conduct, both in person and on social media, helps preserve a respectful, inclusive, and productive work environment for all.

This policy outlines the company's expectations for online behavior, digital communication, and interpersonal interactions that may impact workplace harmony or the company's reputation.

General Expectations

Employees are expected to conduct themselves professionally and responsibly when using social media, email, messaging apps, and other forms of digital communication, whether on or off duty.

The following expectations apply to all employees:

- **Be Respectful:** Treat coworkers, clients, and vendors with professionalism in all communications, including online comments and private messages.
- **Protect Confidentiality:** Do not share internal communications, proprietary information, client details, photos of job sites, or safety-sensitive material without prior written authorization from management.
- **Company Representation:** Do not use the Ash Electric LLC logo, branding, or uniformed images on personal pages or posts without authorization.
- **Professionalism Online:** When discussing the company or work-related matters online, remain factual and courteous.

If identifying yourself as an Ash Electric LLC employee, include a disclaimer such as:

"The opinions expressed are my own and do not necessarily reflect the views of Ash Electric LLC."

- **Appropriate Use:** Limit personal internet or social media use during work hours to designated break periods.
- **Prohibited Behavior:** Offensive, harassing, discriminatory, or inflammatory language, online or in person, will not be tolerated and may result in disciplinary action.

Social Media and Sensitive Topics

Social media, group chats, and informal “watercooler” conversations are not appropriate forums for discussing topics that may lead to workplace disruption or hostility.

Employees are expected to refrain from posting, sharing, or engaging in discussions that:

- Express divisive or inflammatory opinions about politics, religion, race, or other personal beliefs.
- Disparage coworkers, clients, or the company.
- Promote or endorse content that could be interpreted as discriminatory or disrespectful.

Ash Electric LLC recognizes the right of every individual to their personal beliefs and opinions. However, employees are strongly encouraged to keep such opinions private to maintain professionalism and prevent unnecessary conflict or distraction in the workplace.

Respecting differences of opinion and focusing on shared goals, safety, quality, and teamwork, helps sustain a positive and productive environment for everyone.

Digital Conduct and Professional Boundaries

- Maintain a respectful tone in all communications, whether by email, text, or messaging platforms.
- Do not engage in gossip, speculation, or rumor-spreading about coworkers, supervisors, or company matters.
- Avoid sharing or reacting to content that could be seen as offensive, divisive, or unprofessional.
- Personal views expressed on social media must not be presented as those of Ash Electric LLC.
- Employees should not engage in online debates, comment threads, or private messages that could escalate into conflict or workplace tension.

Monitoring and Enforcement

Ash Electric LLC reserves the right to monitor the use of company-provided technology by employees, including internet, email, and social media, in accordance with applicable laws.

Violations of this policy may result in disciplinary action, up to and including termination, in accordance with the company’s Progressive Disciplinary Procedures (Section 15).

This policy does not restrict or interfere with employees’ rights under the National Labor Relations Act (NLRA), including lawful discussions regarding wages, working conditions, or employment terms.

Summary and Professional Reminder

- Employees are expected to exercise sound judgment, discretion, and courtesy in all online and offline interactions.
- By focusing on mutual respect, professionalism, and safety, we create a workplace where everyone can perform at their best.
- Keeping personal opinions on sensitive topics private and maintaining professionalism in both communication and conduct helps Ash Electric LLC uphold its core values: Respect, Integrity, Safety, and Teamwork.

6. Performance Review and Feedback

Ash Electric LLC conducts regular performance reviews to evaluate employee effectiveness, productivity, and compliance with company standards. Reviews may be held annually or more frequently at management's discretion.

Performance Reviews

Performance evaluations will consider:

- Quality and accuracy of work
- Safety practices and adherence to company policies
- Attendance and punctuality
- Teamwork, communication, and professionalism
- Initiative, problem-solving, and overall contribution to company goals

Feedback from performance reviews will be documented, and employees will have the opportunity to discuss their evaluations with their supervisor.

Positive reviews may result in increased responsibilities, training opportunities, or merit-based pay adjustments.

Disciplinary Action

To maintain a safe and productive workplace, Ash Electric LLC follows a progressive disciplinary process for addressing employee performance or conduct issues.

- Disciplinary action may include one or more of the following steps, depending on the severity of the situation:
 - **First Offense:** Verbal Warning – Supervisor communicates concern and expectations for improvement.
 - **Second Offense:** Written Warning – Formal documentation of the issue placed in the employee's file.
 - **Third Offense:** Termination – Employment may be terminated if issues are not corrected or if a severe policy violation occurs.

Certain serious violations (such as theft, workplace violence, insubordination, drug/alcohol use on the job, or safety violations) may result in immediate termination without progressive steps.

Employee Acknowledgment

Employees are expected to sign all written warnings and performance reviews to acknowledge receipt. Signing does not indicate agreement but confirms the employee has been made aware of the issue or evaluation.

Employees may submit a written response to any performance review or disciplinary notice, which will be placed in their personnel file.

7. Onboarding & New Hire Orientation

Hiring & Onboarding Procedures

Recruitment & Selection

All job vacancies will be posted internally and/or externally to attract a qualified applicant pool. Applicants are required to submit a job application and/or resume (as applicable). HR and hiring supervisors will conduct interviews to assess skills, qualifications, and cultural fit.

Reference and background checks may be conducted as part of the selection process, in compliance with applicable laws.

New Hire Documents

Before beginning work, all employees must complete:

- Federal and state tax forms (W-4, state withholding forms, etc.), employment eligibility verification (Form I-9) with acceptable documentation, direct deposit authorization (if applicable), company acknowledgment forms (policies, safety rules, emergency contact/medical release, and agreements).
- New hires performing work at a job site must have completed the OSHA 10-hour certification course and possess a journeyman's license or apprentice license.

NOTE: Apprentices must be enrolled in an approved educational program leading to journeyman's licensure.

Orientation

- New employees will participate in an onboarding and orientation program, which may include: A review of the Employee Handbook, SOP manual, and company policies, and access to the online timesheet application and payroll processes.
- Introduction to supervisors, team members, and safety officers
- Overview of the company mission, values, and organizational structure
- Issuance of uniforms, protective gear, and access credentials (if applicable)
- Job assignment and location (Each job site has its own requirements for access and security; additional orientation may be required per location)
- New employees will be required to supply their own tools, consisting of, but not limited to:

Hand Tools

- Screwdrivers (Insulated): Flathead and Phillips of assorted sizes
- Nut Drivers: Standard set for tightening small fasteners
- Pliers:
- Lineman's pliers (9")
- Needle-nose pliers
- Tongue-and-groove pliers (channel locks)
- Wire Strippers: For cutting/stripping insulation on various wire gauges
- Cable Cutters: For larger wires and cables
- Utility Knife: Heavy-duty, with replaceable blades

- Hammer: 16–20 oz claw hammer
- Measuring Tape: 25-foot, durable, with a locking mechanism

Electrical-Specific Tools

- Voltage Tester / Non-Contact Voltage Detector
- Multimeter (Digital): For measuring voltage, resistance, and current
- Fish Tape: For pulling wire through conduits
- Conduit Bender: Handheld bender ($\frac{1}{2}$ " and $\frac{3}{4}$ " sizes common)
- Level: Small torpedo level with magnets
- Knockout Set: For creating holes in electrical boxes/panels
- Allen Wrench Set (Hex Keys): Standard and metric sizes

Safety Gear

- Insulated Gloves (rated for electrical work)
- Safety Glasses or Goggles
- Steel-Toe Work Boots
- Hearing Protection (earplugs or muffs)
- High-Visibility Vest (if required by site)

Fastening & Cutting Tools

- Drill/Driver: Cordless, with drill bit and driver sets
- Hole Saws & Spade Bits: For cutting larger holes in panels and wood
- Hacksaw: For cutting metal conduit and hardware
- Reciprocating Saw (optional): For heavy-duty cutting tasks

Miscellaneous Supplies

- Electrical Tape (various colors)
- Wire Nuts / Connectors (basic supply for practice)
- Chalk Line: For marking straight runs
- Tool Belt or Pouch: To keep tools organized and accessible
- Flashlight or Headlamp: For working in low-light areas

8. Training & Professional Credentials

Employee Training & Certifications

Safety Training

All employees are required to participate in weekly safety training sessions provided by Ash Electric LLC. Training may include topics such as electrical hazard awareness, OSHA compliance, PPE usage, emergency procedures, and job-specific safety practices. Attendance is mandatory.

Licenses and Certifications

Employees must maintain all required licenses and certifications (e.g., Apprentice Electrician License, Journeyman License, OSHA certifications, CPR/First Aid) in current and active standing.

New hires performing work at a job site must have completed the OSHA 10-hour certification course and possess a journeyman's license or apprentice license

Proof of valid credentials must be submitted to the Human Resources department and updated upon renewal. Employees are responsible for renewing their own licenses and certifications prior to expiration; however, the company may provide reminders as a courtesy.

9. Payroll & Direct Deposit

Pay Practices

Employees are compensated on a weekly pay schedule with paydays occurring each Friday, as communicated during the onboarding process. For payroll purposes, the company defines its standard work week as Sunday through Saturday.

- **Overtime:** Eligible employees will be compensated in compliance with state and federal laws. Overtime must be approved in advance by the employee's supervisor. Exempt employees (as defined by the Fair Labor Standards Act) are not eligible for overtime pay.
- **Pay Deductions:** The company is required by law to make certain deductions from employee pay, including federal income tax, Social Security, and Medicare contributions.

Additional voluntary deductions, such as retirement plan contributions or health insurance premiums, will be processed only with the employee's written authorization. While Ash Electric LLC does not provide employer-paid health insurance, we have partnered with a trusted insurance provider to offer employees access to health coverage at competitive rates. Any questions regarding pay deductions should be directed to the Human Resources or Payroll Department.

Direct Deposit & Paychecks

Employees are encouraged to participate in direct deposit for secure and timely access to wages. Pay stubs detailing earnings, deductions, and net pay will be provided electronically or in paper format, as determined by company policy.

Final Paychecks: Employees who separate from employment will receive their final paycheck in accordance with state wage laws. Any outstanding company property must be returned prior to the release of the final paycheck.

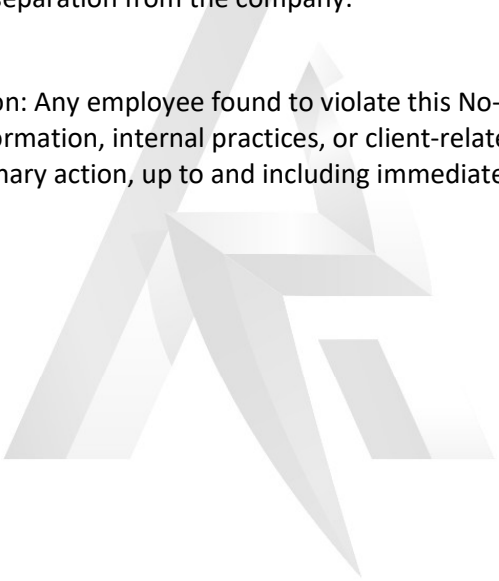
10. Confidentiality

Employees may have access to confidential information about the company, clients, or employees. This information must not be disclosed without proper authorization. Breach of confidentiality is grounds for immediate disciplinary action, up to and including termination.

No-Compete/Non-Disclosure Policy:

- **Confidential Business Information:** Employees are strictly prohibited from sharing, disclosing, or discussing proprietary company information with competitors, including but not limited to bidding strategies, client pricing, vendor relationships, or internal operating practices.
- **Conflict of Interest:** Employees may not engage in outside employment, consulting, or business ventures that directly compete with Ash Electric LLC without prior written authorization from management. Any such conflict of interest will be reviewed on a case-by-case basis.
- **Protection of Company Interests:** All employees have a duty to protect Ash Electric LLC's business interests, intellectual property, and trade secrets. This responsibility extends beyond employment and continues after separation from the company.

Consequences of Violation: Any employee found to violate this No-Compete Policy, including the disclosure of bidding information, internal practices, or client-related strategies to other companies, will be subject to disciplinary action, up to and including immediate termination of employment, as well as potential legal action.



ASH ELECTRIC LLC

11. Employee Handbook Acknowledgement of Receipt

By signing this Agreement, Employee acknowledges understanding and agrees to meet the expectations outlined herein.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____

ASH ELECTRIC LLC