3/5/2011
A reference of Stelco Electric’s employee expectations and company policies.
Stelco Electric, LLC

The employee handbook is intended to serve as a convenient reference of company policies and procedures for Stelco Electric employees. It also provides potential employees with information about what is expected of them and what they can expect from Stelco Electric.

When we talk about Stelco Electric or “the company”, we really mean “people” working together. This is a service company. We do not “make” anything. We provide a customer a service, which is the installation of electrical systems. So our first order of business should be to meet the needs of our customer. Each time we satisfy one of our customers we open the doors for new and returning customers. We want Stelco Electric to stand for service, quality and competitiveness in the market. As a Stelco Employee you stand with us in this responsibility.

Just as you share the responsibility for the success of Stelco Electric, you can also share in the rewards that come with success. This includes satisfaction of a job well done and compensation in the form of raises and benefits.

Keep in mind as you read and work, that the raises and benefits are not a regulation but rather a reward for the success you have brought to the company.

Company Policies

Types of Employees

Stelco Electric allows equal employment opportunity to qualified individuals regardless of their race, creed, color, national origin, or sex. We only want qualified employees to work in this line of work therefore a 30 day trial of work will be performed before full time employment is evaluated. After the 30 days you will be notified if you can continue as a full time or part time employee of Stelco, or that you are not qualified for the position.

Attendance

Our company as well as our customers place high value on good attendance. If you must be absent, please give your supervisor as much notice as possible. If the absence is unexpected, please notify your supervisor within 30 minutes of your starting time.

If you fail to notify a supervisor of an absence you will receive a warning. After the first warning of unexcused or absence without notice, your employment with Stelco Electric may be terminated. It is extremely important to notify a supervisor of an absence.

You may be required to work nights and weekends depending on the job. Stelco Electric will provide you with adequate notice of such work schedules for you to make arrangements.

Employee Information

If any of the following information changes you must notify a supervisor as soon as possible. Social Security records, tax exemptions, address, telephone number, or marital status.
Company Tools

Company owed tools and equipment furnished to you are for your use in the performance of your job. No other use of company tools and equipment is allowed. We expect you to care for the company tools as if they were your own. This includes, cleaning, oiling, care, safe keeping and any other on-the-job maintenance. All company tools will be tracked by employee and it is that employee’s responsibility. You may NOT give the tool to another crew or job without notifying a supervisor so the tracking system can be updated.

Company Vehicles

1. Employees are to use company owned vehicles only while working and during business hours, unless otherwise authorized.
2. No unauthorized use of company vehicles will be allowed.
3. Approved employees will be allowed to take the vehicles home but may only drive them to and from work.
4. Company vehicles may not be used to transport persons other than employees of the company at any time.
5. Service of the company vehicles (i.e. oil changes, tire rotation) must be done by the employee responsible for the vehicle on his or hers own time. Stelco Electric will pay for these services and can advise you on where to have these services performed.
6. A gas card will be given to the employee responsible for a company vehicle. This card can only be used for the vehicle it is assigned to. A pin number and the mileage of the vehicle must be entered and records of the mileage will be kept.
7. Stelco Electric is not responsible or legally liable for any traffic violations or accidents and will not pay for your traffic tickets.
8. Violations of these policies can result in employment termination and/or disciplinary action.

Unused material

All unused material, including scrap material as a result of work performed, is the property of Stelco Electric and must be returned to the company warehouse. Unused material includes scrap copper wire and all copper must be returned to Stelco Electric’s warehouse. Our company is bonded by a company bond which covers materials, scrap, tools, supplies, and money. Any incidents involving missing or improper use of unused materials will be reported to the bonding company for investigation.

Benefits

At this time Stelco Electric does not offer benefits in the form of paid vacations, paid holidays, health insurance, IRA, or any other benefit. With your help we can offer some, if not all, of these benefits to our employees. All it takes is hard working employees for the success of the company, and our success can be your success.
Safety Policy

It is the policy of Stelco Electric to fully comply with the latest OSHA and Construction Safety Act. The intent of this policy is to provide employees with the safest working conditions possible.

We realize that employees are our greatest assets and that their safety is our greatest responsibility. With that said we not only ask for but require your full and complete cooperation in complying with the provisions of OSHA. This means specifically that:

1. You are responsible for supplying your own personal safety equipment, which must comply with OSHA regulations. This includes hard hat, safety glasses, safety vest and protective clothing and footwear. Stelco Electric will NOT supply or purchase these items for you.
2. You can be dismissed for a safety violation.
3. Always keep in mind the safety of your fellow employees, the public and yourself.
4. Work within your physical limitations and the limitations of your tools and equipment.
5. If you are physically or mentally unable to perform your duties please notify a supervisor.
6. Before starting a job determine the safest way to accomplish the task, which tools are required and the safest way to perform the task. If you decide the task is unsafe and/or do not have the safest tools, please tell a supervisor as soon as possible.
7. High quality hard hats shall be worn during the following situations.
   a. Where there is the danger of falling objects.
   b. When on a elevated moving platform
   c. On scaffolding
   d. In attic spaces
   e. When required by our customers
8. Always keep the work area and stock area clean. These areas must be cleaned after each shift.
9. All equipment must be kept clean of materials to provide a safe working environment.
10. When working on an electrical circuit that could become energized accidently, lock out and tag out the main switch.
11. Make sure all ladders are in a safe working condition. Never use metal ladders when working on energized equipment.
12. Only use equipment you have been trained to use.
13. After installing outlets, check them with a tester before turning over to a customer.
14. Clearly mark all circuits, disconnects and breakers.
15. Check all meters and tester on a known live circuit before using.
16. A first aid kit must be present on every jobsite and every company vehicle. If you do not have a first aid kit, please notify a supervisor so one will be provided for you.
17. In the event of an accident, immediately seek first aid and visit nearest hospital, if needed. Be sure to fill out an accident report and turn it in to your supervisor.
18. While driving always wear a seat belt. Obey all traffic laws as well as the unwritten rules of courtesy driving.
19. Warning tape must be put up around hazardous areas such as holes or ditches.
20. All other requirements of OSHA not listed, you must follow.

Drugs and Alcohol
Employees are not permitted to have in their possession, to use, or be under the influence of drugs or alcohol at any time on company property, in a company vehicle or on a job site occupied by the company. Drugs prescribed by a doctor are permitted as long as they do not affect the work performed. This is a zero tolerance policy and you will be terminated the first time you are caught violating this policy.

Complaints
If you have a complaint against another employee please inform a supervisor as soon as possible so that the problem may be addressed. If you have a complaint on your supervisor please submit your complaint to another supervisor. You will not be terminated for a complaint on any employee of the company including supervisors. Complaints can help strengthen the production of our employees as well as our supervisors.

Suggestions
Any suggestions that may improve our company will be received with open arms. Please submit any suggestions in writing to your supervisor.

Resignation
A minimum of two weeks notice must be given in order to leave the company in good standing.

Discipline and termination
Stelco Electric keeps a personnel file for each employee. Employees can accumulate up to three written warnings for separate violations in their file. When the third written warning is issued the company can immediately issue your termination. Warnings will be issued for the following:
1. Poor Productivity
2. Poor workmanship
3. Tardiness
4. Quitting Early
5. Performing unauthorized work
6. Unexcused absence
7. Abuse of lunch and breaks
8. Intentional slowdown of work
9. Violation of customer rules i.e. smoking
10. Neglect or abuse of company tools or vehicles
11. Concealment of errors and mistakes

The following violations can result in immediate termination without a warning. This is considered your warning.

1. Theft of company or customer property. Including property of other companies on a jobsite.
2. Insubordination
3. Fighting on job
4. Sleeping on job.
5. Possession or use of alcohol or drugs on job.
6. Dangerous work practices
7. Destruction of company or customer property
8. Falsification of records, time cards, etc.
9. Representing Stelco Electric without authorization

**Job Site**

**Tool requirements:** All employees are required to furnish and have in their possession at all times the following tools.

1. One pair side-cutter (Linemen) Pliers
2. Two pair of channel-lock pliers
3. One large screwdriver
4. One small screwdriver
5. One Philips screwdriver
6. One tape measure
7. One Pocket Knife
8. Wire Strippers

We ask all electricians to furnish the following when hired. Stelco Electric may replace if worn while working for the company.

1. All necessary hand tools for the trade
2. KO set ½” to 1 ¾”
3. Benders ½” to 1”
4. Levels
5. Socket Sets
6. ½” drill
7. Sawzall

**Transportation**

It is **YOUR** responsibility to get to and from work not the company’s. At times a company truck will be provided to transport tools and materials to and from the jobsite. You may ride with this truck if it is convenient for the driver. If you are the driver of a company truck, then it is your choice to pickup other employees but keep in mind that
picking up other employees is on your own time and can not be turned in on your time sheet. If you are asked to drive your personal vehicle for company use, you will be paid the current company mileage rate per mile.

**Time**

You will be assigned a jobsite and expected to start your time when you start working on that jobsite and end when you quit working on that job site. If you are going to switch jobsites in the middle of a work day, then you will charge your time to the job you are traveling to once you leave job site number 1. You must turn in your total time worked for a day on a written time sheet or electronically through an Exaktime time clock. You must log your jobsite and jobcode which can be found on the time sheet. You are asked to take a 30 minute lunch break that you are not paid for. If your lunch period goes over 30 minutes you are required to work the additional time over your normal quitting time to make up. Two ten minute breaks with pay are required for every 4 hours of work. Please follow the rules regarding your time listed below.

1. Starting time will be 7am and quitting time will be 3:30 pm. Exceptions may be applied on a job by job basis.
2. Be on the job site and ready to work with tools at the starting time.
3. No employee will leave the job site before quitting time without advising the office and getting permission.
4. Clean up time will be held to a minimum
5. You must remain in your assigned work area unless instructed otherwise.
6. 30 minute lunches
7. You are not allowed to work over 40 hours without permission from supervisor. If you turn in more than 40 hours without permission, your OT hours will be held without pay until an investigation is performed.
8. If you are using a time clock, you must clock in and out everyday. Failure to clock in and out will result of hours being held without pay until an investigation is performed. There is no excuse for “forgetting” to clock in. If there is a failure with the timeclock please notify the office immediately.
9. No personal phone calls are allowed except for breaks, lunches and emergencies.
10. Your time must be turned in Monday by noon for the past weeks work if you are to get paid that week. Failure to do so will result in your pay being held for a week to allow the accountant to process your payroll.
11. Your time starts on Monday and ends on Sunday.
12. Ride Time and per diem for out of town jobs will be discussed on a job by job basis before your first day of work on that project.

**Wages**

Your wages are determined by your job classification. Stelco Electric recognizes 4 classifications: Helper, Jr. Electrician, Electrician, and Lead Electrician. Each classification has a wage limit and Stelco Electric will not pay over this wage limit. If you wish to increase your classification please speak with a supervisor for proper testing and evaluation to increase your classification.
Brief Job Descriptions

**Helper:** The helper is to assist Jr. Electricians through lead Electricians with various tasks. The helper is responsible for returning all materials and tools to the job truck or trailer at the end of the day. No material or tools should ever be left out on the job. The helper is responsible for keeping all material on jobsite and on truck in proper order. A messy truck means the helper is not doing his job. If there are no helpers on a job site the lead electrician will need to assign the duties of the helper to another employee.

**Jr. Electrician:** Must be familiar with drawings and know wiring methods. Jr. Electricians should be familiar with all materials needed to install electrical systems. Should be familiar with most codes in the NEC. A Jr. may need instruction from an electrician or Lead man from time to time but should for the most part be alright alone or with a helper.

**Electrician:** Must be familiar with NEC tables for wire sizes, conduit sizes, wire amps and more. Must be able to install all electrical systems with no help from a supervisor. Can instruct Jr. and helpers when lead man is not present.

**Lean Electrician:** Must be familiar with every aspect of the electrical construction business. Must be able to solve problems and work out a plan for the wiring of a commercial job. Instruct his subordinates on where to start and their responsibilities. Assign tasks that get the job finished in the most productive fashion. Most important is that a lead electrician work on their own tasks after assigning tasks to the other electricians.

Your rate and classification can be reviewed at your request at any time, but the office will periodically review each employee for raises and/or classification increase. There are no automatic raises only your hard work can earn you a pay increase.

These policies can be revised at any time if we feel the need to and we will advise you of any changes

Thank you and I hope we can grow this company together.
Employee’s Signature

After you have read and understood the Stelco Electric Employee Handbook please sign the line below and date. Return the signed sheet to your supervisor.

I have read and understood the Stelco Electric Employee Handbook.

______________________________________________________
Signature and Date