



RYZEC

BUILDING GROUP, LLC

EMPLOYEE HANDBOOK

EFFECTIVE 01/01/2025

WELCOME TO RYZEC BUILDING GROUP

On behalf of the entire team at Ryzec Building Group, we are delighted to extend a warm welcome to our newest employees and our sincere appreciation to our existing employees. We are thrilled to have all of you be a part of our family and contribute your skills and talents to our growing company.

At Ryzec Building Group, we are passionate about what we do. We strive to deliver exceptional results to our clients while fostering a supportive and inclusive work environment for our employees. We firmly believe that our success is built upon the dedication and hard work of our employees, like yourself.

As you embark on this exciting journey with us, we encourage you to embrace our culture and values:

- Safety
- Integrity
- Family
- Continuous Improvement
- Commitment
- Flawless Execution

We place great emphasis on collaboration and open communication, as we believe every employee's voice and perspective are valuable in driving our collective growth and success.

Our employee handbook, which you now hold, serves as a guide to our company's policies, procedures, and expectations. It will provide you with essential information about various aspects of your employment, including benefits, work hours, professional development opportunities, and more. We encourage you to familiarize yourself with this handbook to ensure a smooth integration into our company culture.

Please know that our leadership team and Human Resources Department are here to support you throughout your journey with us. If you have any questions, concerns, or suggestions, do not hesitate to reach out. We value your input and are committed to creating an environment that nurtures your personal and professional growth.

Once again, welcome to Ryzec Building Group. We are excited to have you on board and look forward to the contributions you will make to our collective success. Together we can achieve great things!

Warm regards,

Kris, Bert, & Gordon, Principles
Ryzec Building Group

ABOUT THIS HANDBOOK

We have prepared this handbook in hopes of answering most of your questions about expectations, policies and procedures, and benefit programs. All employees are responsible for reading, understanding, and complying with the provisions of this Employee Handbook. In addition to clarifying responsibilities, we hope this Employee Handbook also gives you an indication of genuine interest in the welfare of all who work here.

From time to time, the information included in our Employee Handbook may change.

RYZEC expressly reserves the right to interpret, modify, suspend, cancel, or dispute, all or any part of our guidelines, policies, procedures, practices, working conditions, or benefits at any time with or without prior notice. Every effort will be made to keep you informed of those changes. Changes will be effective on the dates determined by RYZEC, and after those dates, all superseded policies will be null and void.

No individual manager/supervisor has the authority to alter the foregoing. That being said, RYZEC' senior management team retains the right to deviate from these policies on a case-by-case basis, depending upon individual circumstances.

Please understand that there are some policies that are required by law and some where extreme clarity benefits all of us. In situations where state or local law is more favorable to the employee, RYZEC will apply the more favorable law.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate company documents or Plan Documents. In the event of a discrepancy between this handbook and the company document or Plan Document, the company document or Plan Document will govern.

If you are unclear on any policy or procedure, please consult with one of our principles, your supervisor, or Human Resources.

Again, we extend to you our personal best wishes for your success and happiness at RYZEC.

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SECTION 1 – VISION, MISSION, & CORE VALUES

VISION

To be recognized as the best solution for our customers...the best choice for our employees...and the best partner for the communities we serve.

Our vision is to become an indispensable resource and partner to our clients, an extended family to our employees, and a financially stable company. We will do this by constantly enhancing an environment that encourages and emphasizes excellence, collaboration, teamwork, innovation, and integrity while providing value and building long term relationships with our clients who share those same values.

RYZEC will:

- Achieve and maintain a level of success that ensures financial goals are met.
- Provide an opportunity for personal growth and financial reward for all employees of the Company, as well as vendors and subs who work for and with the Company.
- Recognize the accomplishments of all employees and that provides personal satisfaction, stability, and economic reward to those who consistently perform to, or exceed company expectations.
- Appreciate the importance of employees' families. Where individual responsibility and dedication to getting the job done is recognized while allowing employees to achieve the appropriate level of balance between work and family.

MISSION STATEMENT

To provide quality products and services to our customers. To treat our customers and coworkers in a kind and friendly manner. To be a positive influence in the community.

CORE VALUES

Our organization is founded on the persistent demonstration and support of:

Commitment

to our customers, to each other, to our partners

Family

support, respect, work/life balance

Integrity

trust, accountability, do the right thing...always

Safety

education, prevention, ownership

Continuous Improvement

growth mindset, operational efficiency, innovation

Flawless Execution

communication, empowerment, follow-through

SECTION 2 – NATURE OF EMPLOYMENT

EMPLOYMENT AT-WILL

Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with RYZEC. Unless otherwise prohibited by law, employment with RYZEC is “at-will.” This means you or RYZEC can terminate employment at any time, with or without advance notice, for any reason not prohibited by law, or for no reason. As an at-will employee, it is not guaranteed that you will be employed with RYZEC for any set period of time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and authorized by the ownership team and signed by the employee.

EQUAL EMPLOYMENT OPPORTUNITY

RYZEC is an Equal Opportunity Employer that does not discriminate on the basis of race, color, age, sex, religion, national origin, disability, genetic information, veteran status, or any other characteristic protected by state, federal, or local law for employees within jurisdiction of such law. Employment opportunities at RYZEC are based solely upon one’s qualifications and capabilities to perform the essential functions of a particular job.

The Equal Opportunity Employment policy governs all aspects of employment, including, but not limited to, recruitment, hiring, placement, promotion, transfer, discipline, training, compensation, benefits, employee activities, access to facilities and programs, termination, general treatment during employment, and all other conditions and privileges of employment.

RYZEC requires that all employees report any instances of discrimination and harassment that they experience or observe to their immediate manager, any member of the management team, or Human Resources, and strictly prohibits retaliation against any individual who reports discrimination or harassment, or who participates in an investigation of such report.

To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to disciplinary action, up to and including termination of employment.

All employees are expected to comply with RYZEC’ Equal Employment Opportunity policy and must cooperate with all investigations conducted pursuant to this policy.

*If any employee feels they have been discriminated against, they should follow the **Complaint Procedure** listed later in this section of the handbook with the assurance that no reprisals (retaliation) or otherwise adverse action will be taken against the employee.*

AMERICANS WITH DISABILITIES ACT (AND ITS AMENDMENTS)

RYZEC is committed to complying with the Americans with Disabilities Act and its amendments (as well as similar state laws) and ensuring equal opportunity employment for qualified disabled persons.

RYZEC will provide reasonable accommodation to known physical or mental limitations of a qualified employee, applicant, or employee seeking a promotional opportunity with a disability unless the accommodation would impose an undue hardship upon RYZEC. Reasonable accommodation may be, depending on all circumstances involved, modification or adjustment to a job, the work environment, or the way things usually are done that enables an employee with a disability to perform the essential functions of their job and to enjoy equal benefits and privileges of employment.

If an employee wants to request reasonable accommodation, they must do so in writing to Human Resources at RYZEC. RYZEC reserves the right to require supporting documentation prior to granting the accommodation.

If any employee feels they have been discriminated against, they are encouraged to follow the Complaint Procedure listed later in this section of the handbook with the assurance that no reprisals (retaliation) or otherwise adverse action will be taken against the employee.

IMMIGRATION LAW COMPLIANCE

RYZEC is committed to employing only persons who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with RYZEC within the past three years, or if their previous I-9 is no longer retained or valid.

RYZEC participates in the E-Verify program.

PRE-EMPLOYMENT SCREENING

Background Checks

RYZEC conducts criminal background checks for all prospective employees who have been made an offer of employment. Included in the background checks, if applicable to the position, will be:

- Criminal history for the last seven years
- Employment verification for the last seven years
- Motor Vehicle Report
- Credit Check

RYZEC abides by the requirements imposed by the Fair Credit Reporting Act (FCRA), and applicable federal, state, and/or local laws.

Drug Screening

Pre-employment drug screens on all applicants who accept an offer will be conducted in accordance with applicable state laws. All offers of employment are conditioned on the candidate passing the drug screen. Refusal to submit to testing will result in disqualification of further employment consideration.

ILLEGAL HARASSMENT PREVENTION

RYZEC is committed to a work environment in which all individuals are treated with respect and dignity and is free from all forms of harassment and discrimination.

All employees of RYZEC are responsible for assuring that a workplace free of harassment, sexual harassment, discrimination, and retaliation is maintained.

Reported or suspected occurrences of harassment or discrimination will be promptly and thoroughly investigated. Following an investigation, RYZEC will promptly take any necessary and appropriate disciplinary action, up to and including termination of employment.

RYZEC strictly prohibits any acts of retaliation against anyone who files or cooperates in the investigation of harassment or discrimination complaints.

Policy

It is the policy of RYZEC to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, national origin, sex, disability, age, genetic information, veteran status, or any other characteristic, status, or condition protected by federal, state, or local law for employees within jurisdiction of such law.

RYZEC prohibits any such discrimination or harassment and has zero tolerance for any such behavior.

All employees are required to read, understand, and abide by this Harassment Prevention Policy.

Definitions of Harassment

Sexual harassment- constitutes discrimination based on sex and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

Illegal harassment- on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, national origin, disability, age, genetic information, veteran status, or any other characteristic, status, or condition protected by federal, state, or local law for employees within jurisdiction of that law, or that of their relatives, friends, or associates, and that:

- a) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- b) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- c) Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via email, phone (including voice messages), text messages, tweets, blogs, social networking sites, or other means.

Individuals & Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to RYZEC (i.e., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable on social media and in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Any employee who feels they have been a victim of illegal or sexual harassment as described above should follow the Complaint Procedure listed later in the section of the handbook with the assurance that no reprisals (retaliation) or otherwise adverse action will be taken against the employee.

It is also the responsibility of anyone who experiences or observes illegal or sexual harassment, discrimination, or retaliation to bring the matter to the attention of any member of management.

It is the responsibility of management to bring all complaints or observation of illegal or sexual harassment, discrimination, or retaliation to the attention of an owner or Human Resources so that an investigation can be immediately commenced.

Employees who knew of information about illegal or sexual harassment, discrimination, or retaliation, but did not notify an appropriate person consistent with this procedure, could be subject to disciplinary action, up to and including termination of employment.

WORKPLACE BULLYING AWARENESS & PREVENTION

RYZEC defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.”

The purpose of this policy is to communicate to all employees, including supervisors and managers, that the Company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination of employment.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when laying out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. RYZEC considers the following types of behavior examples of bullying:

- **Verbal bullying-** Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying-** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property, physical conduct that a reasonable person would find threatening, intimidating, or humiliating.
- **Gesture bullying-** Nonverbal threatening gestures or glances that convey threatening messages.
- **Electronic bullying-** Through electronic methods, including email and social media, slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Exclusion-** Socially or physically excluding or disregarding a person in work-related activities.

Bullying behavior also includes:

- Excessive supervision
- Belittling or disregarding opinions or suggestions
- The gratuitous sabotage or undermining of a person’s work performance
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Unfairly blaming for mistakes
- Trivializing of work and achievements
- Public humiliation in any form
- Spreading rumor and innuendo
- Unreasonable criticism
- Isolating people from normal work interaction
- Practical jokes

We encourage all employees to immediately report any instance of bullying behavior by following the Complaint Procedure outlined later in this section of the handbook. Reported or suspected occurrences of bullying will be promptly and thoroughly investigated. Following an investigation, RYZEC will promptly take any necessary and appropriate disciplinary action.

RYZEC strictly prohibits retaliation against anyone who files or cooperates in the investigation of bullying complaints.

COMPLAINT PROCEDURE

Individuals who believe they have been the victims of illegal or sexual harassment, discrimination, bullying, or retaliation or who believe they have witnessed such conduct must discuss their concerns with their immediate supervisor, any member of management, or Human Resources. Managers who become aware of complaints ARE REQUIRED to report the complaint to Human Resources.

Retaliation against an individual for reporting illegal or sexual harassment, bullying, or discrimination or for participating in an investigation of a claim is also serious violation of this policy and, like the behavior itself, will be subject to disciplinary action, up to and including unpaid suspension and/or termination of employment. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

RYZEC will promptly and thoroughly investigate all reports of illegal or sexual harassment, discrimination, bullying, or retaliation. The identity of the individual making the report will be protected as much as possible. However, the investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. In order to maintain workplace safety and the integrity of its investigation, RYZEC may suspend employees suspected of illegal or sexual harassment, discrimination, bullying, or retaliation, either with or without pay, pending investigation.

Any employee who is determined, after an investigation, to have engaged illegal or sexual harassment, discrimination, bullying, or retaliation as discussed above, in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

All employees are expected to abide by company policies and to cooperate fully in any investigation that the Company may undertake.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate disciplinary action.

False and malicious complaints of illegal or sexual harassment, discrimination, bullying, or retaliation may be the subject of appropriate disciplinary action, up to and including unpaid suspension and/or termination of employment.

If the alleged harassment, sexual harassment, discrimination, bullying, or retaliation is from a vendor, contractor, customer, or other third party, RYZEC will take appropriate action to stop the conduct.

DRUG & ALCOHOL-FREE WORKPLACE

RYZEC is committed to providing a safe, healthy, and productive workplace that is free from alcohol and unlawful drugs as classified under federal, state, and local laws, while employees are on the employer's premises (either on or off duty) or while engaged in RYZEC operations at any other location. Employees who work while under the influence of drugs or alcohol pose a safety risk to themselves and others with whom they work.

Policy

Employees should report to work fit for duty and free of any adverse effects of drugs or alcohol.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by an individual anywhere on company premises, while on company business (whether or not on company premises), or while representing the Company, is strictly prohibited. Employees and other individuals who work for the Company also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns.

This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medication's effect on their fitness for duty and ability to work safely, and must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Violation of this policy will result in disciplinary action, up to and including termination of employment.

Employee Assistance

RYZEC will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees requesting accommodation will not preclude disciplinary action for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any company employee, including themselves.

Employees who wish to participate in an employee assistance program for substance abuse are encouraged to contact the following agency or one of your choice for confidential help:

TotalCare EAP
800-252-4555 or 800-225-2527 or visit theEAP.com

Testing Policy

Subject to applicable laws, blood, urine, and/or breath samples may be taken from any RYZEC employee and tested by a laboratory for the presence of alcohol, drugs, and/or controlled substances under the following circumstances:

- **Post-offer/Pre-employment-** Individuals who apply for employment with the Company may be notified about and given a controlled substances screening test as a condition of employment. A positive test result for the illegal use of controlled substances will be cause for rejecting the applicant.
- **Reasonable Cause Testing-** The Company will require an employee to be tested for the use of alcohol and/or controlled substances when there is reason to believe the employee has violated this policy. A supervisor must witness the conduct upon which the reasonable cause determination is based. Documentation of the employee's conduct shall be prepared and signed by the witness within 24 hours of the observed behavior or before the results of the tests are released, whichever is earlier. The Company will ensure that the employee in question is transported immediately to a collection site for the collection of a urine, blood, and/or breath sample.
- **Post-accident Testing-** Any employee involved in a work-related accident may be tested for alcohol and/or controlled substances if there is a reasonable possibility that alcohol/controlled substance use was a contributing factor to the accident. An employee may be required to provide a urine, blood, and/or breath specimen to be tested for the use of alcohol and controlled substances as soon as possible after a work-related accident but in no case later than 32 hours after the accident. The Company prohibits any form of retaliation against an employee for reporting a work-related accident.
- **Random Testing-** Subject to applicable law, the Company reserves the right to use a random selection process to select and request an employee to be tested for the use of alcohol and/or controlled substances. Any random testing implemented by the Company will be spread reasonably through each year.
- **Pre-access Testing-** RYZEC may enter into contractual relationships to perform services for or conduct business with third party companies or entities ("Contract Companies"). These Contract Companies may have implemented their own drug and/or alcohol policies which differ from this Substance Abuse Prevention Policy. Further, these Contract Companies may require that RYZEC employees who are to perform work under the contract must also comply with the Contract Companies' drug testing requirements.

Subject to applicable law, the Substance Abuse Prevention Policy shall encompass the additional testing policies, procedures, and requirements required by the Contract Company for any employee performing work under such an arrangement. This may include additional testing methods which include, but are not limited to, analysis of specimens of blood, urine, saliva, hair, or evidential breath testing. It may include testing for additional substances, not tested for under this Substance Abuse Prevention Policy. It may include methods of testing not employed under the Substance Abuse Prevention Policy. It may also include testing at other times which may include, but are not limited to, pre-employment, pre-access (testing prior to performing work under the contract), random, periodic, interval, annual, reasonable suspicion, post-accident, and per any other contractual specification not listed here.

This policy is not intended to replace or otherwise alter applicable U.S. Department of Transportation (DOT) obligations or any other federal, state, or local agency drug testing regulations related to a particular industry. RYZEC complies with all DOT Agency requirements for employees in certain positions as required by law.

Company-Related Social Events

When authorized by RYZEC, alcoholic beverages may be available at company-related social events. Only those individuals legally permitted to consume alcoholic beverages may be served at such functions. However, no employee is obligated to consume alcohol at such events.

At company functions, no employee should feel pressured to consume alcoholic beverages. If an employee chooses to drink alcohol during company events, the employee does so at their own risk.

Employees who choose to drink alcoholic beverages are expected to drink responsibly and not drive if impaired. RYZEC reserves the right to arrange transportation for any employee suspected of being intoxicated at a company-related social event.

RYZEC reserves the right to cease allowing alcoholic beverages to be served to any employee whom it suspects is impaired or who behaves inappropriately at such functions. All employees are expected to maintain a high standard of professional and personal conduct at any company event. Managers/supervisors should remember that even at company social events, they should set the standard for acceptable, responsible behavior.

WORKPLACE VIOLENCE PREVENTION

RYZEC strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression, or coercion against a co-worker, vendor, client, or visitor. Prohibited actions include, but are not limited to, the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using abusive, or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property/work site.
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

Threat is defined as the expression of a present or future intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating has the present ability to do harm and without regard to whether the expression is contingent, conditional, or future.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities must be reported to the employee's immediate supervisor, any member of management, or Human Resources. Management is required to immediately share the report with Human Resources.

Reports of threats may be maintained confidentially to the extent maintaining confidentiality does not impede the ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.

RYZEC will take prompt remedial action, up to and including immediate termination of employment, against any employee found to have engaged in threatening behavior or acts of violence.

DIVERSITY, EQUITY, & INCLUSION

RYZEC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage the differences that make our employees unique.

RYZEC' diversity initiatives are applicable but not limited to our practices and policies on recruitment and selection; compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs, terminations, and the ongoing development of a work environment that encourages and enforces:

- Respectful communication and cooperation among all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect.

All employees of RYZEC have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action, up to and including termination of employment.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this policy should seek assistance from their immediate supervisor, any member of management, or Human Resources.

LANGUAGE

As stated in our Diversity, Equity, and Inclusion Policy, it is the policy of RYZEC to encourage diversity and inclusiveness in all of its corporate pursuits. This includes employing individuals who may speak a language other than English as their primary means of communication. However, there are specific circumstances when the Company requires that its employees converse in or take direction and guidance in English, unless otherwise prohibited by law. This English-only policy addresses the specific circumstances where English-only rules must be observed due to business necessity.

- a) English will be used when communicating with customers, co-workers, and other business affiliates who speak only English. Customers who express a preference for another language are an exception to this rule.
- b) All task directions and work directives will be provided in English. Employees engaged in team-related work efforts or project teams will be expected to communicate in English.
- c) All safety, facility, and security-related materials will be provided in English, and team or departmental meetings that relate to business operations, safety, facility, or personal security will be conducted in English.
- d) The use of the Company Internet and intranet, as well as work-related email and other communications that involve company safety and security matters, customer communications, specific work teams or projects, and other business-related group activities, will be in English, unless customer requirements state a preference that another language be used.

RYZEC remains committed to its diversity efforts, which include the use of languages in the workplace other than English. When specific business and operational requirements necessitate the use of English, all employees are expected to comply. Employees having concerns or questions regarding this policy should address them with their immediate supervisor, any member of management, or Human Resources.

Employees violating this policy will be subject to disciplinary action appropriate to the offense committed.

WHISTLEBLOWER

A whistleblower, as defined by this policy, is an employee of RYZEC who reports an activity that the employee considers to be illegal or dishonest business activity to designated officials. A whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include, but are not limited to, violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If you have knowledge of, or a concern of illegal or dishonest fraudulent activity, contact your supervisor, any member of management, or Human Resources. Whistleblower protections are provided in two important areas- confidentiality and protection from retaliation against an employee who makes such a report. To the extent possible, the confidentiality of the whistleblower will be maintained. However, the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. Additionally, RYZEC strictly prohibits retaliation of any kind. A whistleblower who believes they have been retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Pursuant to the Defend Trade Secrets Act, an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that: (A) is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document that is filed in a lawsuit or other proceeding if such filing is made under seal.

An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the employer's trade secret to the attorney of the individual and use the trade secret information in the court proceeding if the individual files any document containing the trade secret under seal; and does not disclose the trade secret, except pursuant to court order.

All reports of illegal and dishonest activities will be promptly submitted to a member of the ownership team who is responsible for investigating and coordinating any corrective action needed.

If you have questions regarding this policy, contact Human Resources.

SUPERVISORS

The person who directs the day-to-day activities of employees and to whom the employee directly reports is their supervisor. Supervisors are responsible for keeping employees updated on policies, events, and issues that may affect their work.

Likewise, employees should talk to their supervisor if they have any questions, complaints, problems, or suggestions about RYZEC or their position.

WORKPLACE CONDUCT

RYZEC endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including termination of employment, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Violation of safety rules and policies
- Obtaining employment on the basis of false or misleading information
- Stealing, removing, or defacing RYZEC property or a co-worker's property, and/or disclosure of confidential information

- Falsifying time records
- Violation of RYZEC' Drug and Alcohol-Free Workplace Policy
- Fighting, threatening, or disrupting the work of others or other violations of the Ryzec Workplace Violence Policy
- Failure to follow lawful instructions of a supervisor
- Refusal to perform assigned job duties
- Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unscheduled/unapproved absences
- Gambling on company property or using company resources to gamble
- Willful or careless destruction or damage to company assets or to the equipment or possessions of another employee
- Wasting work materials
- Performing work of a personal nature during working time
- Violation of the Solicitation and Distribution Policy
- Violation of RYZEC' Harassment or Equal Employment Opportunity Policies
- Violation of the Communication and Computer Systems Policy
- Unsatisfactory job performance
- Violation of any other RYZEC policy

The list above is simply provided as a guideline and is not intended to be a comprehensive list of behaviors that could lead to disciplinary action, up to and including termination of employment.

None of these rules are meant to override the policy of employment-at-will. Either the employee or RYZEC may end the employment relationship at any time with or without notice, for any reason not prohibited by law, or for no reason.

The solution to most problems is often found through communication. We will make every reasonable effort to assist in solving problems or disputes amongst employees.

We recommend the following:

For disputes between employees, first discuss the problem between the two employees and make every attempt to resolve it. If no resolution is reached, both employees together should approach a supervisor and allow the supervisor to participate in the resolution. If a resolution is not reached, it should be turned over to the Management Team. The Management Team will gather and review all information and provide a solution with the best interest of all parties.

If a supervisor is involved as a party in the initial dispute, it must be turned over to the Human Resources department at the outset.

Decisions of the Management team will be final.

SECTION 3 - PAY PRACTICES & EMPLOYMENT RECORDS

EMPLOYEE CLASSIFICATIONS

RYZEC complies with the provisions of the Fair Labor Standards Act (FLSA) and similar state laws (including Child Labor provisions of the FLSA).

Federal and state laws place all employees within two broad categories.

Non-exempt employees are employees whose work is covered by the various provisions of the Fair Labor Standards Act (FLSA) and are paid on an hourly basis for all hours worked. They are entitled to overtime pay for hours worked over 40 in a workweek, unless more generous under a specific state/local law.

Exempt employees are generally executive, administrative, professional, or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA and are paid on a salaried basis. Exempt employees hold jobs which meet the standards and criteria established under federal and state FLSA laws and are not eligible for overtime.

Contract employees (1099) are employees who work under contract for various amounts of time.

Employees will be notified of their non-exempt or exempt classification by RYZEC.

It is the policy of RYZEC to comply with all provisions of the federal Fair Labor Standards Act (FLSA) and other similar state/local laws in the classification and treatment of those employees exempted from overtime. Supervisors are not permitted to make any improper deductions from salaries of exempt employees. If an employee believes an improper deduction has been made from their paycheck, they should immediately report this information to their supervisor or Human Resources. Reports of improper deductions will be promptly investigated and resolved. RYZEC prohibits retaliation against anyone for the good faith reporting of potential improper deductions from salary. If it has been determined that an improper deduction occurred, the employee will be reimbursed according to federal, state, and local laws.

Additional Employee Classifications

All employees also fall into one of the below categories based on how many hours an employee works each week as well as the nature of the work assignment:

- **Full-Time Employees-** Regular, full-time employees are regularly scheduled to work a minimum of 40 hours per week. Generally, full-time employees are eligible for RYZEC benefits, subject to the terms, conditions, and limitations of each benefit program.
- **Full-Time Field Employees-** Schedules for field employees are flexible to meet client schedules and may vary according to business needs; they may, or may not, have a regular 40-hour work week. Generally, full-time field employees are eligible for RYZEC benefits, subject to the terms, conditions, and limitations of each benefit program.
- **Part-Time Employees-** Part-time employees are regularly scheduled to work fewer than 40 hours per week. Generally, part-time employees are not eligible for RYZEC benefits.
- **Agency/Sub-Contractor Employees:**
Personnel contracted through an outside agency or sub-contractor are not eligible for RYZEC benefits and fall within the guidelines and rules of that agency or sub-contractor.

Note: *Notwithstanding anything in this handbook or any RYZEC benefit plan to the contrary, an individual is not eligible to participate in any RYZEC benefit plan during any period in which they are classified by the Company as an employee of another entity (agency or sub-contractor) whose services are leased to RYZEC or any status in which the person is not treated as a common law employee of RYZEC for purposes of withholding taxes, regardless of the person's correct legal status. If such person is later reclassified as a regular employee, eligibility for RYZEC benefit plans will be prospective only, even if the reclassification is retroactive.*

ANNIVERSARY DATE

The date on which you begin employment in a regular status is considered your anniversary date. Generally, this date will be used to determine benefits eligibility, PTO allotment, vesting, etc.

For the purposes of annual reviews, RYZEC works on a calendar year.

HOURS OF WORK

RYZEC' designated work week is from 12:01 a.m. on Monday through midnight on Sunday.

Typical office hours are Monday through Friday 8am to 5pm.

Saturday as needed for all staff.

Sunday the office is closed.

Daily work schedules may vary according to the requirements of our clients and the needs of the business.

Specific work hours are determined by supervisors, and they will inform the employees of their work schedules. Any changes to the work schedule outlined in the project layout must be pre-approved by the supervisor.

BREAKS

A 15-minute paid break is provided to non-exempt employees for each half-shift worked and a 30-minute unpaid meal period is provided per full shift worked, with times assigned by job site supervisors. The supervisor will assign breaks based on operational needs.

Non-exempt employees will be fully relieved of their job responsibilities and are not permitted to work during unpaid meal periods. If for any reason a non-exempt employee does not take the meal period that they are provided, the employee must notify their supervisor immediately.

Exempt employees are encouraged to observe reasonable rest and meal break times.

Excessive time for breaks and meal periods could result in disciplinary action, up to and including termination of employment.

Where state laws are more generous than this policy, RYZEC will comply with state law.

LACTATION BREAKS

For one year after the child's birth, RYZEC will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The Company will provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. Please consult Human Resources with questions regarding this policy.

Employees should advise their supervisor if they need break time and an area for this purpose. RYZEC will not discriminate or retaliate against any employee for exercising their rights under this policy.

In the event a state or local law provides a more generous benefit, the Company will comply with the more generous law.

OVERTIME

Unless otherwise required by law, overtime compensation is paid at a rate of time and one-half (1½) of the employee's regular hourly rate to all hourly non-exempt employees for all hours in excess of forty (40) hours actually worked in a regular work week

(Monday through Sunday), regardless of how many hours are worked in a workday.

Only actual hours worked will count toward overtime calculations.

Like most successful companies, RYZEC experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Overtime is for extraordinary situations and MUST be approved IN ADVANCE by the supervisor. Failure to notify and receive approval from the supervisor in these situations may result in disciplinary action, up to and including termination of employment.

TIMEKEEPING

To ensure that employees are accurately paid, and that RYZEC is in compliance with applicable law, complete records of employee hours worked must be kept. Care should be taken to ensure that time records are completed accurately.

- **Exempt employees-** are not required to record in and out times for the purpose of payroll, unless otherwise directed, but must request PTO through Gusto to create documentation of PTO utilization.
- **Non-exempt employees-** are required to record actual time worked including starting and ending time and time off for meal breaks by accurately recording time in and out as directed by their supervisor. Employees must also request time off through Gusto.

Non-exempt employees are prohibited from working off the clock.

Altering, falsifying, tampering with any time record, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

PAYDAYS & PAYCHECKS*

****The term "paychecks" used throughout this handbook is generally meant as payment for wages or salary and includes hard copy paychecks and paystubs as well as direct deposit devices viewed through an electronic payroll system.***

Exempt employees will be paid on the 15th and 30th of each month for all the time worked during the previous pay period.

1099 Contractors are paid weekly with a week withheld in arrears. Regardless of shift schedule, the work week begins Monday and ends Sunday. Payday is Friday.

In the event a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay the business day before the holiday. In the event of a termination of employment, employees will receive pay for time worked up through their last day of employment in accordance with applicable federal, state, and local laws.

Generally, pay is deposited directly into an employee's bank account. Paper paychecks will be mailed to the employee's home address on file in the HRIS system.

PAYROLL EARNINGS & DEDUCTIONS

Each paycheck will include earnings for all work performed during the covered payroll period.

RYZEC makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding (as noted on your W-4 form) and Social Security and Medicare contributions, as well as authorized, voluntary deductions for health insurance premiums, retirement plan contributions, and other related contributions. The Company must also make payroll deductions in accordance with court orders, for purposes such as child support withholding or garnishments.

Employees are responsible for verifying the accuracy of their paychecks. If you believe that an improper deduction has been made from your pay, please raise the issue with Human Resources immediately. RYZEC will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you'll be reimbursed promptly.

EMPLOYMENT RECORDS

RYZEC maintains a confidential personnel file for each employee that contains employment records including, but not limited to, employment application, payroll information, disciplinary actions, performance reviews, training acknowledgments, etc. The file is maintained by Human Resources and access is limited on a need-to-know basis only.

Employees may request to see their personnel files by contacting Human Resources. RYZEC will comply with state/local law regarding employee access to personnel files.

To ensure that your personnel file is up to date at all times, employees should make updates in the HRIS system on a timely basis. This includes any changes in your name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, or the individuals to notify in case of an emergency.

Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

REFERENCES & EMPLOYMENT VERIFICATIONS

RYZEC will respond to reference and employment verification requests through Human Resources. The Company will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references or employment verifications to Human Resources.

Only Human Resources is authorized to provide references.

SECTION 4 - COMPENSATION & PERFORMANCE

OVERVIEW

RYZEC is strongly committed to providing a compensation program that is in compliance with federal, state, and local wage and hour, equal employment, and related requirements.

We seek to provide fair, competitive wages and salaries that recognize each individual's unique contribution to the overall goals of the organization.

RYZEC applies the same principles of fairness to all employees on the basis of merit within the context of its unique business environment, and without regard to race, color, religion, national origin, sex, disability, age, genetic information, veteran status, or on the basis of any class protected by any federal, state, or local law. The Company will not tolerate any discrimination, and any such conduct is prohibited.

Compensation for employment is based upon market analysis, length of time in the job, experience, and performance. Future adjustments are neither guaranteed nor specifically related to performance reviews but will be made at the sole discretion of RYZEC based upon both your and the Company's performance and productivity.

JOB DESCRIPTIONS

- RYZEC maintains a job description for each position in the Company. The job description provides general guidelines for expected performance. RYZEC periodically reviews job descriptions to ensure that we're fully aware of any changes in the duties and responsibilities of each position, and updates descriptions as appropriate.
- Job descriptions are not all encompassing, and employees are expected to perform other duties as apparent or as assigned by your supervisor even if they are not part of the job's usual duties and responsibilities.
- Copies are kept on file in an online secure folder.

PERFORMANCE REVIEWS

High levels of performance are expected of all employees. Supervisors are continuously evaluating job performance and day-to-day interaction with the employee's supervisor should provide employees with a sense of how their performance is perceived.

RYZEC typically conducts a formal review once a year for employees who have worked at least three months during the review period, typically in March (includes goal setting). New employees may be reviewed more frequently (typically after three months of employment). A review may also be conducted in the event of a promotion or change in duties and responsibilities.

The major objectives of performance reviews are to:

- Help the employee set goals for the coming review period
- Measure the employee's progress in their position
- Identify areas for improvement
- Identify areas and ways for training, skills, and knowledge development
- Give employees an opportunity to provide feedback

Performance evaluations include the employee's self-evaluation and manager's evaluation.

A performance review is not a contract or a commitment to provide a compensation adjustment or continued employment. Employees should realize that performance reviews are only one of several factors that RYZEC uses in connection with compensation, promotion, and retention decisions.

COMPENSATION REVIEWS

Wage and salary increases are based on merit and not necessarily on length of service or the cost of living. Compensation reviews do not necessarily mean employees will be given an increase. Any increase will depend on the employee's performance

as well as the current economic condition of the Company.

BONUSES

RYZEC employee bonuses are based on the annual financial performance of the Company.

Although RYZEC likes to reward employees with bonuses at calendar year-end, ultimately the decision to do so is at the discretion of the principal team and may be contingent upon economic factors influencing the business in a particular year.

Generally, employees must be actively employed on the date the bonus is paid (typically mid-March) in order to be eligible to receive the bonus.

SECTION 5 - TIME AWAY FROM WORK

HOLIDAY PAY

RYZEC recognizes eight paid holidays each year and will typically be closed for business on these days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

Holiday dates are reviewed annually, and actual dates will be posted as soon as they are determined.

Should a recognized holiday fall on a Saturday, the holiday will typically be observed on the Friday before; if the holiday falls on a Sunday, the holiday will typically be observed on the following Monday.

All employees are eligible for holiday pay immediately upon hire providing they work their regularly scheduled hours on the scheduled workdays immediately preceding and following the holiday.

Active, full-time employees will receive eight (8) hours of holiday pay for each recognized holiday; active part-time employees will receive pay for the number of hours they were scheduled to work on that holiday (if not normally scheduled to work that day of the week, a part-time employee is not eligible for holiday pay).

If a holiday falls during an employee's scheduled PTO, the employee will be paid holiday pay for that day and will not be charged for PTO. If a holiday falls during a period of unpaid leave of absence, the employee will not be paid for the holiday.

Holiday pay will NOT be counted as hours worked for the purpose of calculating overtime for non-exempt employees.

Employees wishing to observe holidays other than those listed above may request to use PTO or may request to take the time off as unpaid.

There may be times due to business necessity when non-exempt employees will be asked to work on a designated holiday. In these instances, employees will receive regular 1x pay for the actual hours worked plus 1x pay for the holiday.

Employees wishing to observe national-origin holidays or religious holidays not listed in the Holiday Schedule must obtain permission from their immediate manager. However, a maximum of 8 holidays will be paid to any employee.

PAID TIME OFF (PTO)

RYZEC provides PTO for eligible employees to take time away from work for vacation days, sick days, or for other personal reasons, including, but not limited to, those required under state and local Earned Sick and Safe Leave ordinances (refer to state-specific addenda for additional information) and the specified leaves discussed in this handbook. PTO allows employees flexibility in the scheduling and utilization of paid time off.

PTO provides an opportunity to refuel from the daily stresses of life and return to work in a revitalized condition. The information below outlines eligibility, benefit levels, scheduling, and other key components to ensure that eligible employees enjoy the benefits of PTO while allowing the Company to meet its operational needs. We believe that PTO leave is beneficial to the health and welfare of our employees and should be taken each year in accordance with this policy.

Eligibility

Full-time, salaried/exempt employees are eligible to receive PTO in accordance with the schedule below. Part-time employees are not eligible to receive PTO in accordance with this policy but are eligible for RTO.

Eligible employees receive pro-rated PTO upon hire, and unless otherwise required by law, can begin using PTO after 90 days of

employment. During the first 6 months of employment only half of the issued PTO will be available for use.

Hourly field RYZEC employees are not eligible for PTO but are eligible for RTO as described below. Rehired employees will accrue PTO in the same manner as any new employee.

Rehired employees will be eligible for PTO in the same manner as any new employee.

PTO

PTO is issued on the first day of employment in accordance with the below chart and is frontloaded annually thereafter. If you do not use PTO balance will expire at the end of the calendar year and be loaded according to the below chart January 1.

When reaching a service milestone, your PTO will increase on the first day of the pay period during which the service milestone is reached.

Full-time salaried exempt employees will receive PTO according to the following schedule:

Length of Service **	Annual Days/Hours*
0-4 Years of Service	18 Days/144 Hours
5-9 Years of Service	23 Days/184 Hours
10+ Years of Service	28 Days/224 Hours

**Assumes full-time employment of 40 hours per week*

***Employees will move to the next service level at the start of the pay period that contains their anniversary date*

RYZEC complies with state and local Earned Sick and Safe Leave Ordinances (refer to state-specific addenda for additional information) regarding the accrual and utilization of mandated benefits.

Requesting PTO

Unless otherwise required by law, PTO hours may be used upon the completion of 90 days of employment.

Unless otherwise required by law, employees may request PTO in half-day (4-hour) or full-day (8-hour) increments.

Employees may request time off up to their available balance. Generally, RYZEC does not advance PTO.

So that the Company is able to schedule work and plan for business requirements, when possible, employees should give at least 2 weeks' notice or as much notice as possible in scheduling time off (an exception may apply to PTO used under state and local Earned Sick and Safe Leave ordinances; refer to state-specific addenda for additional information). Except in cases of emergencies, all PTO requests must be entered through the HRIS system and approved by supervisors before PTO can be utilized. In cases of emergency PTO, the employee must send their supervisor an email explaining that the time off was on an emergency basis.

If there are conflicting requests for specific dates, preference will be given to:

- a) An employee whose request falls under a specific state or local law (i.e., earned safe and sick time ordinances), and then
- b) In the order in which the requests were received.
- c) Requests can be denied based on staffing needs

Accounting of PTO

PTO will be paid at the employee's base rate at the time the PTO is taken and does not include any special forms of compensation such as incentives, bonuses, etc. If a recognized holiday falls during your PTO, the day will be charged to holiday pay rather than to PTO.

PTO is payable in the same manner as regular salary and is subject to the same mandatory and voluntary withholding elections. Generally, RYZEC will neither advance PTO nor pay out PTO to an active employee.

PTO will not be approved as a substitute for a 2-week notice.

Termination of Employment

RYZEC does not pay out PTO upon termination of employment, unless otherwise required by law.

STATE & LOCAL EARNED SAFE & SICK LEAVE LAWS

Where various state and/or local earned safe and sick leave laws are more generous to the employee than the above RYZEC policies, RYZEC complies with these laws regarding the accrual, utilization, and payment of benefit time (i.e., earned sick and safe time ordinances) for employees within in the jurisdiction of such laws (refer to specific state addenda for details).

SECTION 6 – BENEFITS

GENERAL INFORMATION

RYZEC recognizes the importance of a competitive benefits program and strives to offer a program that meets employees needs and is cost effective. Employees should recognize that these benefits represent a significant component of their total compensation and can be viewed as additional compensation. A good benefits program is a solid investment in RYZEC and our employees. It not only fosters the loyalty of long-time capable employees but also helps attract talented newcomers who can help RYZEC grow. RYZEC will periodically review the benefits program and may make modifications as appropriate to the Company's condition.

This handbook provides a very general description of the benefits available to RYZEC employees. Nothing in this section is meant to create a promise of employment or future benefits or a contract between RYZEC and its employees or their dependents. RYZEC reserves the right to amend, modify, or terminate, in whole or in part, any or all provisions of the benefits plans described below.

All coverage is subject to the terms, conditions, restrictions, and other eligibility requirements set forth in the Summary Plan Descriptions. The plan document is the official document. To the extent that any information contained in this handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. For more information regarding benefits programs, employees should refer to the Summary Plan Descriptions

All full-time employees are eligible to participate in health benefit plans after 30 days of employment. This will take effect the 1st day after your first 30 days. Every plan is subject to all terms and conditions of the agreement between RYZEC and the insurance carriers.

The following health benefit programs are available to eligible employees and their eligible dependents:

- Medical Insurance

Eligible dependents are your legal spouse and children up to the end of the month in which the child turns age 26.

Based on the plans selected by the employee, RYZEC contributes a pre-determined amount each month toward the cost of group insurance and employees will contribute the remaining premium through pre-tax deductions under Section 125 (see information later in this section) each pay period.

Employees may elect to pay the full cost for some voluntary benefits.

Participation in the health benefits **plans ends on the day your employment is terminated and you will** be eligible for continuation coverage as described later in this section.

For specific details regarding eligibility, enrollment requirements, and employee contribution amounts, please contact Human Resources.

These benefits may change at any time without notice and without modification to this handbook.

EMPLOYEE ASSISTANCE PLAN (EAP)

RYZEC recognizes that a wide range of problems such as marital or family distress, mental or emotional distress, PTSD, alcoholism, drug abuse, etc. not directly associated with an individual's job function can be detrimental to an employee's performance on the job. We believe it's in the best interest of employees and the Company to provide an effective program to assist employees and their families in resolving problems such as these as the need arises.

RYZEC provides an Employee Assistance Program (EAP) for employees and their eligible family members. The EAP is designed to provide voluntary, confidential, and professional counseling outside the workplace for any issue that is causing a disruption to their daily activities. Employees are assured that all use of the EAP is confidential, and issues discussed will not be disclosed to

RYZEC.

Employees can access the EAP confidentially by clicking on the below link: theEAP.com or by calling 800-252-4555 or 800-225-2527.

Participation in the EAP does not excuse employees from otherwise complying with company policies or from meeting normal job requirements during or after receiving assistance. Nor will participation in our EAP prevent the Company from taking disciplinary action against any employee for performance problems that occur before or after the employee's seeking assistance through the program.

FLEXIBLE BENEFITS PLAN (SECTION 125)

RYZEC maintains a Section 125 plan that enables employees to make their contributions on a pre-tax basis. Enrollment in the Flexible Benefits Plan is automatic upon enrollment in the medical, dental, and vision plans.

Employees have up to 30 days from their eligibility date to make medical, dental, and vision plan elections. Once made, elections are fixed for the remainder of the Plan Year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Within 30 days of the event, employees must notify Human Resources to determine if a family status change qualifies under the Plan document and IRS regulations.

Family status changes (qualifying events) include events such as:

- Birth or adoption of a child
- Marriage or divorce
- Child reaching eligibility age limit
- Change in employee's benefits eligibility status
- Change in spouse's employment which causes them to lose or gain insurance coverage
- Death

At the end of each Plan Year during annual enrollment, employees may change medical, dental, and vision plan elections for the following Plan Year.

CONTINUATION COVERAGE

Pursuant to the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), similar state laws, and subject to the terms and conditions of benefit plans, employees and their qualified beneficiaries may be eligible to continue coverage (medical, dental, vision, and life insurance (in some states)) under plans when a qualifying event would normally result in the loss of eligibility.

Some common qualifying events include termination of employment, death of an employee, reduction of employee hours so that they are no longer in a benefit eligible status, and employee's divorce or legal separation, or a dependent child no longer meeting the eligibility requirements.

Under COBRA and other applicable continuation law, the employee or beneficiary pays the full cost of group premium plus an administrative fee. COBRA administrator will provide each eligible employee and dependent a written notice of their rights under COBRA upon becoming eligible for benefits and again upon the occurrence of a qualifying event.

Employees and beneficiaries who wish to take advantage of COBRA must complete enrollment forms and make premium payments in a timely manner to the COBRA administrator. Failure to notify the COBRA administrator of intent to continue coverage and/or make premium payments on time will result in the loss of coverage.

WORKERS COMPENSATION

Workers Compensation provides coverage for certain medical expenses and wages lost due to work-related injuries and illnesses. Such coverage is provided at no cost to employees.

All work-related injuries, illnesses, and accidents must be reported to an employee's supervisor immediately upon occurrence so that RYZEC can notify the workers' compensation carrier in a timely manner. Failure to report a work-related accident or illness in a timely manner could result in a loss of workers' compensation benefits.

Workers compensation benefits may provide a monetary benefit for lost wages and payment for treatment and is not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

Most work injuries are legitimate, and RYZEC wants to make sure all employees with valid work injuries receive all benefits to which they may be entitled. RYZEC is equally committed to preventing and stopping workers compensation fraud. Fraud includes, but is not limited to, filing a false report of a work injury, receiving benefits or payments to which a person is not entitled, and providing false or misleading information about the severity of an injury or ability to work.

If any employee knows of an employee who is fraudulently collecting benefits, contact Human Resources, the workers compensation insurance carrier, or a member of the management team. Questions regarding workers' compensation should be directed to Human Resources or your supervisor.

401(K) PLAN (effective April 1, 2025)

Upon the completion of 6 months of employment, RYZEC provides full-time employees with the opportunity to save for the future by offering a 401(k) plan.

The 401(k)-retirement savings plan offers a convenient, tax-advantaged way to save for retirement. Employees may contribute between 1% - 100% of earnings, up to the maximum annual amount determined each year by law. The plan offers the flexibility to select from investment options that range from more conservative to more aggressive, making it easy for employees to develop a well-diversified investment portfolio. Employee contributions are automatically 100% vested.

Upon hire, each employee will receive a packet of information about the 401(k) plan. Additional information can also be found online or with the plan administrator.

EMPLOYEE REFERRAL PROGRAM

RYZEC believes that one effective method of filling open positions is through employee referrals. We encourage all employees to refer qualified individuals when they see job postings that match their friends and family members skill sets. Employees who refer a candidate who is hired into a position at RYZEC will receive a referral bonus **AFTER** the newly hired employee successfully completes 90 days of employment with RYZEC and providing that the referring employee is actively employed with RYZEC on the day the referral bonus is paid.

To qualify for a referral bonus, the employee must submit the referral's contact information to Human Resources **BEFORE** the candidate applies for the position.

SECTION 7 - LEAVES OF ABSENCE

FAMILY & MEDICAL LEAVE (FMLA)

The Family and Medical Leave Act (FMLA), established by the federal government in 1993, provides guidelines under which covered employers must make job and benefit-protected leave available to employees.

A Family or Medical Leave of Absence is an **unpaid** leave of absence available to eligible employees for up to 12 workweeks (or 26 workweeks if 12 of those workweeks are due to Servicemember Family Leave) in any rolling 12-month period. The period is measured backward from the date an employee uses any leave under this policy. Leave may be taken for the following reasons:

Family Leave

- The birth of the employee's child
- The placement of a child with the employee for adoption or foster care

Medical Leave

- When the employee is needed to care for a child, spouse, or parent who has a serious health condition
- When the employee is unable to perform the functions of their position because of a serious health condition

A serious health condition includes an illness, injury, impairment, or physical or mental condition that involves one or more of the following:

- A period of incapacity or treatment connected with inpatient care;
- Continuing treatment by a health care provider that involves a period of incapacity of more than three (3) days; and (i) any subsequent treatment or period of incapacity relating to the same condition that also involves treatment two (2) or more times; or (ii) one treatment by a health care provider which results in a regimen of continuing treatment;
- Pregnancy or prenatal care;
- A chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider or may cause episodic periods of incapacity;
- A permanent or long-term condition for which treatment may not be effective;
- Absences due to multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days if not treated.

Qualified Exigency Leave Due to Service in the Military

- Employees are entitled to up to 12 workweeks of leave because of any "qualifying exigency" arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a "contingency operation".
- The term "contingency operation" includes military actions as designated by the Secretary of Defense involving hostilities against an enemy of the United States or other calls to duty during times of war or national emergency.

Servicemember Family Leave

- Entitles an eligible employee who is a spouse, child, parent, or *next of kin* of a covered service member to up to a total of 26 *workweeks* of leave during a 12-month period to care for the covered service member.
- A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise, on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness."
- "Next of kin" is defined as the nearest blood relative of the covered service member.
- With proper certification, an employee may take this type of leave on an intermittent basis or pursuant to a reduced leave schedule.
- During any 12-month period, an eligible employee is entitled to a maximum combined total of 26 workweeks of leave under the Servicemember Family Leave and any of the five entitlements to 12 workweeks of leave.

Eligibility

Regular full-time, part-time, or temporary employees who meet the following criteria are eligible to apply for FMLA:

- Have been employed by the Company for at least 12 months (not necessarily consecutive), and
- Have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave, and
- Who are employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Amount of Leave

Eligible employees are entitled to up to 12 workweeks of leave in any 12-month period (defined above) when leave is taken for one or more of the reasons set forth above; however, an eligible employee may take a combined total of up to 26 weeks of leave if using the Servicemember Family Leave in addition to other leave entitlements.

Additional Conditions of Leave: Reduced Schedule or Intermittent Leave

Intermittent or reduced scheduled leave may be taken when medically necessary for the employee's serious health condition or to provide care to a spouse, child, or parent with a serious health condition or when taking Servicemember Family Leave. The amount of leave to which part-time employees are entitled under a reduced schedule or intermittent leave is determined on a pro-rata or proportional basis by comparing the new schedule with the employee's normal schedule. If leave is requested on this basis, however, the Company may temporarily transfer the employee to an alternative position with equivalent pay and benefits that better accommodate recurring periods of absence or a part-time schedule.

Employees are not entitled to intermittent or reduced schedule leave for Family Leave. Requests for leave in these situations may be considered on a case-by-case basis and may be granted if there is minimal disruption to the Company's business and the Company determines the employee's position can easily accommodate such a leave schedule.

Notice & Procedure for Requesting Leave

When the need for leave is foreseeable because of the birth, adoption, or placement of a child or because of a planned medical treatment, the employee must provide at least 30 days advance notice and make efforts to schedule leave so as not to disrupt company operations. Foreseeable leave may be denied or postponed if the employee does not give at least 30 days' notice.

Certification for Medical Leave

In the case of medical leave, the Company may request a medical certification to be provided on a form supplied by the Company. The certification must be returned within 15 days or approval of the leave may be delayed until certification is submitted. The certification will include the date of onset, the probable duration, type of treatment and appropriate medical facts concerning the condition. The employee's physician must provide all relevant facts and leave approval will be delayed or denied until the appropriate information is provided. The employee seeking leave is responsible to make certain their physician provides this information, and to follow up on additional requests for clarification.

If the employee is seeking medical leave for their own serious health condition, the certification must also state that the employee is unable to perform the essential functions of the position. If the employee is seeking medical leave to care for a family member, their certification must also state the employee is needed to care for the family member and an estimate of the amount of time the employee will be needed.

Certification of the need for Qualified Exigency or Servicemember Family Leave is also required.

Company Responsibility to Grant Leave

The Company will examine all leave requests and, based on the information given, either deny or allow the leave. In situations where there are fewer than 50 employees within a 75-mile radius, the Company may not be required to grant leave under this policy. Additionally, some leaves requested under this policy will not fall under FMLA. The Company will, in its sole discretion, decide whether to grant a General Leave of Absence (GLOA) of a specified duration when FMLA leave is not available or is denied. If an employee formally or informally requests a leave of absence and the employee clearly does not qualify for leave under FMLA (e.g., the employee has worked fewer than 12 months with the Company or there are not 50 employees within a 75-mile radius), the Company will notify the employee of their ineligibility under FMLA in writing.

Periodic Reporting

The Company may require an employee on FMLA leave to report periodically on their status and intent to return to work.

Use of Paid Leave

Employees who qualify for other leave programs in addition to FMLA (e.g., PTO, workers compensation, STD, etc.) are required to use such time concurrently with FMLA leave.

Employees on the PTO plan **are required** to use unused accrued PTO time during FMLA leave.

Benefits While on Family or Medical Leave

Group Medical/Dental/Vision Insurance Plan

Unless the employee revokes their participation in writing, the Company will continue to pay its share of the premiums for medical/dental/vision insurance coverage while the employee is on FMLA leave. The employee is responsible for paying the employee's share of the premium on time and should contact Human Resources to make arrangements for payment.

A leave of absence is a qualified status change under Section 125 of the IRS Code that allows employees to revoke their pre-tax elections, and in turn, cancel their insurance coverage. Employees who revoke coverage during FMLA may elect to be reinstated upon return from FMLA.

If the employee fails to pay their premium within 15 days of the due date, the Company will provide the employee with written notice of cancellation of coverage if the premium is not received within 30 days of the original due date.

Should an employee fail to return to work, their medical/dental/vision insurance will be cancelled back to the last "paid through" date (i.e., the last date through which the employee paid for coverage). Any medical claims incurred after the termination of insurance date will be the financial responsibility of the employee.

Health Savings Account, 401(k), Life Insurance, & Voluntary Insurance Plans

If an employee takes a leave of absence under the FMLA, they should contact Human Resources in order to discuss continued participation in the Health Savings Account during the leave. In general, if an employee takes an unpaid FMLA leave, they may continue to participate in the HSA, provided they continue to contribute to the plan and is otherwise eligible.

Contributions to the 401(k) Plan will continue during any paid portion of the FMLA and are suspended during any portion of unpaid FMLA leave but will immediately resume upon the employee's return to work.

Life insurance coverage will continue while the employee is on FMLA.

Contributions for any voluntary insurance plans selected by the employee will continue during the FMLA. Employees should contact Human Resources to make arrangements for payment while the employee is on any unpaid portion of the leave.

Payment of Employee Contributions

If an employee uses PTO to receive pay during FMLA leave or a portion of FMLA leave, routine benefit deductions for the employee's portion of their premiums will continue as normal. Once an employee is on unpaid FMLA, the employee will be required to make timely premium payments in order to keep their coverage in effect. Contact Human Resources for information.

PTO Accruals

PTO hours/pay are not payable during an unpaid portion of FMLA leave. Holiday benefits are not payable to employees while on unpaid FMLA leave.

Failure to Return from Family or Medical Leave

In the event the employee elects not to return to work upon completion of a FMLA leave, the Company may recover from the employee the cost of any payments made to maintain the employee's group medical insurance benefits during any period of

unpaid FMLA leave (this includes both the employer and the employee contributions), unless the failure to return to work is for reasons beyond the employee's control, such as continuation of the employee's own serious health condition.

Reinstatement

An employee will be returned to their former position, or one of equivalent pay, benefits, and conditions of employment, at the conclusion of the FMLA leave, provided that the employee has no greater right to reinstatement or other benefits and conditions of employment than if the employee had been continually employed during the FMLA leave period. The benefits accrued prior to the leave will be maintained.

Fitness for Duty Certification

If FMLA leave is taken for the employee's own serious health condition, the employee may be required to provide a fitness-for-duty certificate before they are allowed to return to work. Reinstatement may be denied to the employee until a fitness-for-duty certificate had been provided to the Company.

Key Employees

If the employee is salaried and among the highest paid ten percent of the employer, reinstatement may be denied, if reinstatement of the employee would result in substantial and grievous economic injury to the employer.

Intent to Comply

This policy is meant to conform to the Family Medical Leave Act of 1993 and its regulations, as amended. Specific terms, requirements or limitations of this policy can be found in, and the Company may rely on, the Federal Regulations interpreting the FMLA and this policy.

View the Department of Labor Notice to Employees of Rights Under FMLA document located [at](#).

PAID PREGNANCY & PARENTAL LEAVE

RYZEC provides eligible employees with an unpaid leave of absence in accordance with the Family Medical Leave of Absence and General Leave of Absence policies described in this handbook. Where state/local leave laws are more generous than these policies, RYZEC will comply with the specific state/local law (see state-specific addendum for information).

Additionally, employees on one of the above leaves may be eligible to receive payment as follows for a portion of the leave:

- Up to two weeks of paid leave for the parent who gives birth
- One week of paid leave for bonding with a newborn, adopted, or foster child.

Eligible employees include full-time, and part-time employees who have completed at least one year of service with RYZEC as of the date the leave commences.

RYZEC will provide paid leave as described above at the employee's regular rate of pay excluding any special pay types, such as bonuses, incentives, etc. for employees taking Pregnancy and/or Parental Leave under this policy.

Paid pregnancy and/or parental leave runs concurrently with any other leave related to the birth, adoption, or placement of a foster child.

Paid leave relating to the birth, adoption, or placement of a foster child must begin within twelve (12) months of the birth, adoption, or placement of a foster child. When a newborn child remains in the hospital after parental discharge, leave may begin within twelve (12) months of the time that the child leaves the hospital.

Unless otherwise required by law, paid pregnancy and parental leave may not be taken intermittently.

RYZEC will continue the employee's benefits throughout this paid leave as long as the employee remits their portion of the contribution on a timely basis.

For additional information, please contact Human Resources.

BEREAVEMENT LEAVE

RYZEC will provide paid time off up to three (3) workdays to assist employees in meeting their obligations and commitments as a result of the death of a family member. For the purposes of this policy, a close relative includes a spouse, domestic/civil union partner, child, parent, sibling, step- child, stepparent, stepsibling, grand-relation, in-law, or other relatives living in the immediate household or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled workdays following the day of death.

Prior to commencing bereavement leave, employees must notify their supervisor via phone, text, or email. If circumstances necessitate more than three (3) days, additional time off may be granted with the approval of the supervisor. This additional time off is not paid, however, the employee may use PTO if it is available.

To qualify for bereavement pay, an eligible employee must work regularly scheduled hours on the workdays immediately preceding and following bereavement leave. Bereavement pay is based on the employee's regular rate of pay and number of normal work hours. These hours are not counted for calculating overtime or accrual of other benefits.

RYZEC retains the right to require verification of death.

Employees on unpaid leave of absence are not eligible for Bereavement pay.

JURY DUTY

RYZEC encourages employees to fulfill their civic duty when requested to serve on jury duty and will permit time off to perform such service as required by law.

An eligible employee who is summoned to jury duty should give their supervisor a copy of the summons as soon as possible in order to prevent work disruption.

Eligible employees include all employees who are actively employed at the time of jury duty. It does not include employees who are on:

- **Requested Time-Off (RTO):** Down time when the employee requests specific time off for illness or personal needs

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, RYZEC may ask employees to try to postpone jury duty.

RYZEC will pay eligible employees normal base wages (based on work schedule up to eight hours per day not to exceed 40 hours per week) for a maximum of two weeks while on jury duty. To receive pay for jury duty leave, the employee must provide a written verification from the court clerk's office of court attendance. Employees may keep any payment received from the court. In the event state or local law is more generous, RYZEC will comply with the state or local law.

VOTING LEAVE

RYZEC will comply with all state/local laws regarding voting. In the event employees do not have sufficient time outside of working hours to vote in a statewide/general election, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

OTHER STATUTORY LEAVES

Depending on an employee's work location, state, and local laws may provide additional rights to paid or unpaid leave. Examples include but are not limited to, safe and sick time, time off to vote, time off for school conferences, parenting, or leave for victims of domestic or sexual violence, etc.

RYZEC fully complies with all applicable laws providing additional rights to a leave of absence.

MILITARY LEAVE

RYZEC complies with all applicable federal and state laws, including the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) regarding military leaves of absence.

If employees are called into active military service or enlist in the uniformed services, they will be eligible for an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend annual Reserves or National Guard duty, they may apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of the need for military leave as possible so that RYZEC can maintain proper staffing while employees are away.

GENERAL LEAVE OF ABSENCE (GLOA)

Employees who are not eligible for or who have exhausted the other leaves described above, may apply for a General Leave of Absence (GLOA) which may be granted under certain circumstances. The GLOA is unpaid unless the employee is receiving benefits through another source (i.e., workers' compensation, PTO, etc.). Employees may request to utilize unused, accrued PTO concurrently with the GLOA.

Please note, a GLOA is not required by law and, although RYZEC will make every effort to reassign a returning employee to their former position, there is no requirement that the employer return the employee to their same or similar position, and the employee may be terminated if their position is not available at the end of the leave.

Eligibility & Duration of Leave

Full-time employees are eligible to apply for a GLOA. Eligible employees may be approved to take GLOA for a maximum of 90 calendar days in any rolling 12-month period.

Other Conditions of General Leave of Absence

Benefits- Employees on a GLOA may continue the medical benefits they had immediately preceding the leave under the same terms and conditions for the remainder of the month. Once GLOA begins, any vehicle or cell phone allowance and voluntary benefits will cease. At the end of the month the GLOA begins, medical benefits will terminate, and the employee may elect to continue medical coverage under COBRA as described in the Continuation Coverage section earlier in this handbook.

Status Reports- RYZEC may require an employee on GLOA to provide status reports concerning their condition every 30 days, or more frequently if circumstances warrant (i.e., RYZEC is ready to fill the employee's position, has reason to believe the employee has misrepresented the reason or duration of leave, or wants to confirm the employee's intent to return to work).

Returning from Leave- Employees are expected to return to work on the next business day following the completion of the approved GLOA. An employee must confirm their intended return date with their supervisor five working days before the expected date of return.

Failure to make the appropriate notifications could result in a delay of the employee's first paycheck upon return.

Physician's Release Form- If the employee was on GLOA for their own medical condition, the employee is required to provide, from their physician, a Physician's Release Form (return to work) certifying the employee is physically able to report to work. This release must be submitted to Human Resources prior to their return. Return to work may be denied to the employee until such certification has been provided.

Reinstatement- At the conclusion of the GLOA, although RYZEC will make every effort to return the employee to their former position, the employee is not guaranteed reinstatement to their former position.

However, the employee will be reinstated to their former position if, during the GLOA, the position has not been filled or eliminated due to operational needs. If the employee's position has been filled, they will be eligible to be considered for any other open position for which they are qualified. If no position is available, the employee will be terminated without prejudice and will be eligible to reapply for employment in the future.

Returning to Work on a Reduced Schedule or with Restrictions- Based on physician recommendation, an employee may be eligible to return to work on a reduced schedule. Upon receiving documentation of the physician's recommendation, the employee should contact Human Resources to discuss. Human Resources will then discuss the request with other appropriate parties and arrive at a determination of the feasibility of the request.

Other Employment- While on GLOA, an employee cannot accept other employment or be self-employed. Doing so may lead to disciplinary action, up to and including termination of employment.

Failure to Return from GLOA- In the event the employee elects not to return to work upon completion of GLOA, RYZEC may recover from the employee the cost of any RYZEC contributions made to maintain the employee's group medical plan benefits during any period of unpaid GLOA.

Requesting Leave & Approval Process

The employee is responsible for notifying their supervisor of the need for a leave. The supervisor notifies Human Resources of the employee's request for Leave of Absence.

SECTION 8 - GENERAL STANDARDS OF CONDUCT

ATTENDANCE

RYZEC makes every effort to be flexible with work schedules where possible while also assuring the clients' schedules and business needs are met and work is completed in a timely and efficient manner. Flexible working hours are dependent upon the type of work assignment and are granted at the supervisor's discretion.

Regular, consistent, and punctual attendance when scheduled for work is an essential function of each employee's job and, as such, is required. Excessive absenteeism and/or habitual tardiness or leaving early constitutes unprofessional behavior which disrupts production schedules and client deadlines, places a burden upon co-workers who must work longer hours, and risks client relationships and the Company's reputation for service.

Failure to provide regular, consistent, and punctual attendance may result in disciplinary action, up to and including termination of employment.

Unscheduled Absences

RYZEC understands that unscheduled absences from work due to an illness, accident, or emergency may occur occasionally.

- **Absence-** Every day of scheduled work missed is one occurrence. If an employee provides a medical note stating the nature of their illness, and that due to their illness, they are unable to work multiple consecutive scheduled workdays, days missed due to the illness will be considered as one occurrence.
- **Tardiness-** Tardiness is defined as clocking in late if hourly, or not being at one's workstation at the start of the scheduled work time, if salaried. Employees are expected to call their supervisor when they are going to be late for work and indicate their approximate time of arrival.
- **Early Exit-** Early exit is defined as leaving the work site/office prior to the end of the shift or completion of the day's assignment (including scheduled overtime).

Unscheduled Absence/Tardiness/Early Exit Notification

If an employee cannot come to work, if they are going to be late, or need to leave early, the employee is required to notify Human Resources prior to the start of the shift or as soon as possible.

The employee should make a phone call reporting an absence or tardiness. A spouse, family member, or other representative should make such a call only in rare circumstances when the employee is incapable of doing so.

Phone calls are to be made directly to the immediate supervisor or Human Resources. Voicemail messages are acceptable, and the employee must leave their first and last name, the reason for the absence or tardiness, and current contact information.

General Provisions

- Failure to notify your supervisor or Human Resources when absent or tardy, and leaving work before the shift end without supervisory approval are considered to be serious violations which can result in appropriate disciplinary action.
- **Two days of consecutive absence without notice will be considered as job abandonment and considered as voluntary resignation.**
- This policy also applies to scheduled overtime shifts and weekend work.
- **This policy does not apply to scheduled absences, including, but not limited to:**
 - Approved PTO/RTO
 - Jury duty
 - Pre-approved leaves of absence, including workers' compensation leave
 - Bereavement leave
 - Holidays
 - Pre-approved no-work situations (scheduled absences)

- Leaves covered by federal and state law, such as military leave, state/local sick and safe time ordinances, etc.
- PTO/RTO will be utilized for a last-minute unscheduled call-in absence.
- Employees who are absent from work for three consecutive days due to illness or injury, are required to provide a physician's note and medical release prior to returning to work. However, the Company may, in its sole discretion at any time, require a physician's statement verifying that an absence is due to a medical illness/injury.
- This policy in no way affects the Company's policy of employment-at-will, and either the employee or RYZEC may end the employment relationship at any time, with or without notice, for any reason not prohibited by law, or for no reason.

Patterns of excessive unscheduled absenteeism, tardiness, and/or early exit may result in discipline even if the employee has not yet exhausted available paid time off. Excessive unscheduled absenteeism, tardiness, and/or early exit is defined as any combination of three occurrences within a rolling 30-day period and/or six occurrences within a rolling 6-month period.

WORKING REMOTELY

Working remotely may be a viable alternative work arrangement in cases where individual, role, and supervisory characteristics are best suited to this arrangement. It allows an employee to work at home, on the road, or in a satellite location for all or part of the workweek. It is a voluntary work alternative that may be appropriate for some employees and some jobs; it is not appropriate for all jobs at RYZEC. It does not change the terms and conditions of employment with RYZEC.

Employees requesting arrangements to work remotely typically must have exhibited acceptable performance in accordance with the Company's performance appraisal process. The decision to approve an arrangement to work remotely will be based on factors such as:

- Position and job duties
- Performance history
- Related work skills
- Impact on the organization

You or your supervisor may suggest working remotely as a possible work arrangement. If you are interested in working remotely, submit a written request to your supervisor. The request should include the number of days per week you would like to work remotely and any changes to your regular work processes you feel would be necessary for the arrangement.

Your schedule will be agreed upon by you and your supervisor in advance. Any changes to your schedule must be reviewed and approved by your supervisor. Arrangements to work remotely may be discontinued at any time and by the request of either you or the Company.

RYZEC will work with the remote employee to ensure the employee has all the necessary equipment and connectivity to effectively perform their job. The company supplied equipment is to be used for business purposes only. Employees who work remotely must sign an inventory of all company property and are responsible for taking appropriate action to protect the item(s) from damage or theft. Upon termination of employment or upon request, all company property will be returned to the Company. The Company accepts no responsibility for damage or repairs to employee-owned equipment.

Before the arrangement to work remotely begins, employees are responsible for establishing an appropriate work environment for work purposes. The Company will not be responsible for costs associated with the initial set-up of an employee's home office such as furniture, lighting, and repairs or modifications to the home office space.

Injuries sustained by an employee while at a home/work location and in conjunction with regular work duties are normally covered by the Company's workers' compensation policy. Employees who work remotely are responsible for notifying their supervisor of such injuries in accordance with the Company's workers' compensation procedures. However, the Company assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours. Employees who work remotely are to maintain safe work conditions in their at-home workspace and are to practice the same safety habits as those followed on company premises. The employee's home location is mainly for the employee and should not be used for meeting with customers, vendors, or other company-related guests.

RYZEC will supply appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. RYZEC will also reimburse employees who work remotely for all other reasonable business-related that approved and documented in accordance with job responsibilities and the Company's expense reimbursement policy and procedures.

Employees who work remotely must be accessible by phone, email, or voice mail during the agreed-upon work schedule. Employees who work remotely may be required to come to the office as needed.

Employees who work remotely who are not exempt from the overtime requirements of the FLSA are required to record all hours worked. In accordance with the RYZEC overtime policy, hours worked in excess of those specified per day and per workweek will require advance supervisory approval.

The focus of the arrangement to work remotely must remain on the performance of job duties and meeting business demands. It is the employee's obligation to have a quiet and appropriate work environment during the employee's workday.

Confidentiality of Information While Working Remotely

Consistent with the Company's expectations of information security, for employees working at the office full-time, employees who work remotely will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to, the use of locked file cabinets, computers, and desks; the regular maintenance of passwords; and any other steps appropriate for the job and the environment.

EMPLOYEE DRESS & GROOMING

Public impressions of RYZEC are greatly affected by employees appearance and professionalism. Employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress at all times during working hours. Wearing apparel, personal grooming, and hygiene should neither distract others nor create a safety hazard. Supervisors will answer any questions employees have about appropriate dress or grooming.

The following guidelines pertaining to dress and grooming must be observed:

- Clothing must be clean and neat.
- Hair should always be neatly combed and trimmed.
- Moustaches and beards are to be trimmed for a neat appearance.

RYZEC has adopted a Business Casual Dress Code Policy and refers employees to the standards cited below for acceptable day-to-day attire. Employees who are hosting or attending meetings with clients, vendors, or employees from another company should wear appropriate "Professional Business" clothing, which may include more formal business attire.

Business Casual Dress Code Policy

In keeping with the Business Casual Dress Code Policy, appropriate appearance from all staff is expected in accordance with the following guidelines:

- Business Casual attire means clothing that allows employees to feel comfortable at work yet communicates a professional environment.
- Clothing must be worn and fit in such a manner that it does not expose the shoulders, abdomen, chest, or buttocks areas. It should be free of sexually related references, foul language, and/or references suggesting or promoting the use of illegal drugs.

It is impossible to list every item of clothing that is not acceptable however, generally, clothing that is NOT ACCPETABLE includes, but is not limited to, tank tops, halter tops, beachwear, shorts, work-out attire, clothing with holes or clothing that is offensive, or revealing.

Wearing Jeans to the Office

Jeans may be worn to the office. All other elements of the Business Casual Dress Code Policy still apply. Jeans worn to the office must still be workplace appropriate and professional. As such, jeans that are ripped or torn, excessively baggy, or skintight are

prohibited.

Employees who are in doubt or have questions about specific personal appearance standards should consult their supervisor. Any employee who appears for work in a manner that does not conform to company standards may be required to return home to correct the situation and the period of absence may be treated as unpaid leave.

Field Site Dress Guidelines

Employees should choose work clothing that is comfortable and allows for flexibility in movement. Clothing should be neat and clean and project a professional appearance. RYZEC branded shirts are provided, and employees are encouraged to wear them daily, especially when clients are visiting the worksites.

For safety reasons, any employee who performs work assignments in the field:

- MUST wear PPE as required by OSHA for the particular job, including, but not limited to steel-toed shoes, hard hats, safety glasses, safety vests, etc.
- All clothing must be SECURE (i.e., with a belt).
- Clothing, including jewelry, hair, and lanyards, should not be loose or dangled in such a way that it creates a safety hazard.
- Clothing that is NOT ACCEPTABLE includes shorts, bandanas, tank tops (basketball tees), baggy clothing, clothing with holes (including cut-out arm holes), and tee-shirts, hats, or clothing with offensive slogans or pictures.

These dress and safety guidelines are not intended to be a complete list and may be modified, deleted, added to, or amended at any time.

CONSERVATION AND RECYCLING

Conserving energy and resources is a priority at Ryzec Building Group. Employees are required to conserve power and water in all reasonable and responsible ways.

HIRING RELATIVES/EMPLOYEE RELATIONSHIPS

A familial or intimate relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative or intimate partner. To avoid this problem, RYZEC may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company.

Accordingly, all parties to any type of intimate personal relationship are required to adhere to the below guidelines:

- During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
- During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company or client premises, whether during working hours or not.
- Employees who allow personal relationships with co-workers to adversely affect the work environment will be subject to RYZEC' disciplinary policy, including coaching. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.

- Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
- Any supervisor, manager, executive, or other company official in a sensitive or influential position with RYZEC must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure may be made to the individual's immediate supervisor or Human Resources. RYZEC will review the circumstances to determine whether any conflict of interest exists.
- When a conflict-of-interest or potential risk is identified due to a company official's relationship with a co-worker, RYZEC will work with the parties involved to consider options for resolving the problem. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as the transfer of one or both parties to other positions and/or departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.
- Failure to cooperate with RYZEC to resolve a conflict or problem caused by a romantic or sexual relationship between co-workers or among managers, supervisors, or others in positions of authority in a mutually agreeable fashion may be deemed insubordination and result in disciplinary action up to and including termination of employment.
- The provisions of this policy apply regardless of the sexual orientation of the parties involved.
- Where doubts exist as to the specific meaning of the terms used above, employees should make judgments based on the overall spirit and intent of this policy.
- Any concerns about the administration of this policy should be addressed to Human Resources.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

OUTSIDE EMPLOYMENT

RYZEC expects that your position here is your primary employment.

Employees may hold outside employment so long as they meet the performance standards of their job with RYZEC. Employees will be evaluated by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

Any outside employment that appears to conflict with or compromise the interests of the Company is not permitted. **Specifically, employees may not conduct activities related to outside employment during working time for RYZEC.** Employees also may not receive any income or material gain from individuals outside the Company for materials produced or services rendered while performing their jobs with the Company.

EMPLOYEE ARRESTS

RYZEC seeks to provide a safe and secure environment for its employees.

If an employee is arrested or convicted of a crime, whether the crime is related or unrelated to the individual's employment with RYZEC, they must report the arrest or conviction within two (2) business days of the arrest or conviction to Human Resources.

Disclosing an arrest or conviction does not automatically impact an employee's eligibility for employment with the Company. Continued employment depends on a variety of factors, such as the nature and gravity of, and circumstances surrounding the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner.

If an employee is incarcerated for a period of time, the Company reserves the right to place that employee on an unpaid leave of absence during the incarceration period.

Depending upon the circumstances and relation to the employee's role at RYZEC, if an employee is convicted of a criminal offense while employed at RYZEC, the employee may be terminated and, if terminated, may be ineligible for rehire.

Consequences of Non-Compliance

An employee who fails to disclose an arrest or conviction in accordance with the arrests and convictions procedures is in violation of the policy. A supervisor who is made aware of an employee arrest or conviction and fails to disclose the information is in violation of this policy.

Violation of the policy may result in disciplinary action, up to and including termination of employment.

SECTION 9 - SAFETY & HEALTH

OVERVIEW

Our employees are our most valuable resource, and their safety is most important to us. You are expected to report all work-related injuries, illnesses, and accidents to your supervisor immediately, regardless of severity. You are also expected to exhibit safety awareness behaviors, including, but not limited to:

- Obeying safety rules.
- Following safe job procedures and not taking shortcuts.
- Keeping work areas clean and free from slipping or tripping hazards.
- Using prescribed personal protective equipment (PPE), including safety shoes.
- Reporting all safety hazards or malfunctions to a supervisor immediately.
- Using care and proper technique when lifting and carrying objects.
- Observing restricted areas and all warning signs.
- Knowing and following emergency procedures.
- Reporting unsafe conditions to supervisors.
- Reporting every accident and injury to a supervisor or Human Resources promptly.
- Following the care prescribed by the attending physician when treated for a work-related injury or illness.
- Attending all employee safety meetings.
- Cooperating fully in accident investigations; serving on safety committee or other loss control activities as needed.

If you have reported a safety issue to your supervisor and you feel that the issue has not been appropriately addressed, you should report the issue to Human Resources.

To maintain a safe and healthy workplace, all employees must work diligently together to promote safety.

PERSONAL SAFETY

At Ryzec Building Group the safety of our employees is a top priority. We will make every reasonable effort to ensure the safest working environment possible. If you have suggestions or concerns, discuss them with your immediate. If you feel you are in danger performing your job duties, stop working and report the hazard to your immediate supervisor. Failure to comply with all health, safety and environmental policies and procedures may result in disciplinary action, up to and including termination.

VISITORS

Due to the nature of our business, security clearances and non-disclosure agreements with some of our clients, visitors are not allowed in production or restricted project areas. All visitors who are not visiting for business purposes will be restricted to the main entrance of a project site or an approved safe neutral area. All business visitors must have authorization to enter production areas. See your immediate supervisor for authorization. Notify a supervisor immediately if you become aware of any unauthorized visitors.

WEAPONS IN THE WORKPLACE

RYZEC strives to provide a safe and secure workplace for employees, clients, customers, and visitors. The Company has zero tolerance for, and, unless allowable by state/local law, forbids the possession of any type of weapon, firearm, explosive, and/or ammunition while on company property or conducting company business. For the purposes of this policy, company property includes, but is not limited to, all company facilities, client job sites, and equipment that are either leased or owned by the Company or a company client.

Possession of firearms or other weapons while conducting RYZEC business, may be cause for disciplinary action, up to and including immediate termination of employment. In enforcing this policy, RYZEC reserves the right to request inspections of any employee and their personal effects while on company property, to the extent allowable under applicable law. Any employee who refuses to allow an inspection will be subject to the same disciplinary action as having been found in possession of firearms

or other weapons.

In the event an employee lawfully possesses a firearm, the employee may store the firearm in the employee's personal vehicle while in company-provided parking areas; however, the firearm must be stored in the employee's locked vehicle and hidden from plain view.

Employees share the responsibility of identifying violators of this policy. If you either witness or suspect another individual of violating this policy, you should immediately report this information to your supervisor.

WORK-RELATED ILLNESSES, INJURIES, & ACCIDENTS/ WORKERS' COMPENSATION INSURANCE

All work-related accidents, injuries, illnesses, potential safety hazards, and health and safety related issues **must be reported immediately** to your supervisor and/or Human Resources.

If you or another employee is seriously injured, immediately contact outside emergency response agencies.

The federal law, Occupational Safety and Health Administration (OSHA), along with a number of state laws, requires that we keep records of all illnesses and accidents which occur during the course of employment.

If you experience a work-related illness or injury, no matter how insignificant it may seem at the time of occurrence, you MUST notify a supervisor AND Human Resources.

A First Report of Injury or Damage Report must be completed as soon as possible following a work-related illness or injury or accident and submitted to the employee's supervisor. The report should include all pertinent details of the accident including injured worker specifics, cause of incident, location, etc., as well as listing any witnesses and including supporting documentation such as photos, etc. In addition, the injured worker should acknowledge by signature their selection of medical provider for initial response or waive the selection on the Panel Listing form and submit to the employee's supervisor and Human Resources with the **First Report of Injury Form**.

Failure to report a work-related illness, injury, or accident in a timely manner could result in a loss or delay of workers' compensation benefits.

OSHA also provides for your right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor or Human Resources for more information.

All employees receive, have access to, and will comply with all policies and procedures as laid out in the RYZEC Safety Program Manual.

Questions regarding workers' compensation insurance coverage should be directed to your supervisor or Human Resources.

TECHNOLOGY & OPERATING MACHINERY

Employees are **NOT PERMITTED** to use any type of wireless device when operating any type of machinery on a job site.

SMOKE-FREE ENVIRONMENT

RYZEC prohibits smoking in its offices, company-owned or rental vehicles, and on job sites (except in designated smoking areas) and will comply with all state and local laws that apply to employees who fall within the jurisdiction of such law(s).

The prohibition related to smoking also applies to all smoking substitutes such as e-cigarettes, vapes, etc. It does not include smoking cessation products such as gums and other items designed to curb or end smoking. Additionally, employees should not re-charge e-cigarettes in our offices.

The smoke-free environment applies to all employees, suppliers or service providers, customers, and visitors of RYZEC.

Employees who violate the smoke-free environment policy may be subject to disciplinary action, up to and including termination of employment. Visitors should be asked courteously to comply with the Company's smoke-free environment. Visitors who do not comply should be reported to management for consideration of further action.

SECTION 10 - EQUIPMENT, COMMUNICATION, & DATA

TECHNOLOGY EQUIPMENT

Employees whose assignments require the use of laptops, cell phones, cameras, or digital devices will be issued the necessary equipment. Each employee is expected to care for their company-issued equipment and protect it from data breach and being lost or stolen.

At the end of employment with RYZEC, whether voluntary or involuntary, the employee must return ALL company-issued equipment. See the End of Employment section of this handbook for details.

Use cell phones prudently and always use professional etiquette to show respect. Employees are strictly prohibited from using ANY technological device, (i.e., cell phones, earbuds, i-Pads, laptops, etc.) while interacting with clients unless the devices are needed to perform job duties while working with clients.

COMPUTER, EMAIL, & INTERNET USAGE

RYZEC computer systems allow us to be more productive but can cause problems if used improperly. It's extremely important that all employees make good business judgment when using the computer systems.

Computer hardware, software, electronic mail, Internet connections, and all other computer or electronic communication or data storage systems used by RYZEC are the property of RYZEC. **Employees have no right of personal privacy in their use of RYZEC computer and electronic communication systems.** Both the use and communications over company systems may be reviewed or monitored (except generally for the content of telephone calls) by RYZEC and/or its designees.

Incidental personal use of these systems is permitted, provided it does not violate RYZEC policy or interfere with RYZEC business. Personal use does NOT include conducting outside business or furthering personal financial gain.

RYZEC strives to maintain a workplace free of harassment and is sensitive to the diversity of our employees. Therefore, RYZEC prohibits the use of computers and the email system for bullying, harassing, discriminating, or other unlawful misconduct.

You are personally liable for all communications and information you publish online. The Company may be liable for online activity that uses company assets, a company email address, or any email address that can be traced back to the Company's domain, which generally is an Internet address affiliated with the Company. Using your name and a company email address may imply that you are acting on the Company's behalf. Because social media and networking activities are public, your company email address and company assets should be used only to perform job-related activities, which may include professional networking, but do not include personal social networking.

RYZEC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, RYZEC does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. RYZEC prohibits the illegal duplication of software and its related documentation.

RYZEC intends to prevent computer viruses and unauthorized use of copyrighted materials belonging to entities other than the Company. You should obtain prior approval before downloading any software. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action, up to and including immediate termination of employment or legal action by the copyright owner.

Abuse of this policy may result in disciplinary action, up to and including termination of employment. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images

- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization; wages and other conditions of employment are not considered to be confidential material
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the Internet for gambling or any illegal activities
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of RYZEC

Employees should notify their manager or any member of management upon learning of violations of this policy.

USE OF SOCIAL MEDIA

RYZEC respects the right of any employee to maintain a blog or web page or to participate in a social networking, (X) Twitter, or similar site, including but not limited to Meta (Facebook) and LinkedIn.

However, to protect company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees may not post on a blog or web page or participate on a social networking platform, such as (X) Twitter or similar site, during work time or at any time with company equipment or property.
- All rules regarding confidential and proprietary business information apply in full to blogs, web pages, and social networking platforms, such as (X) Twitter, Meta (Facebook), LinkedIn, or similar sites. Any information that cannot be disclosed through a conversation, a note, or an email also cannot be disclosed in a blog, web page, or social networking site.
- Whether the employees are posting something on their own blog, web page, social networking, (X) Twitter, or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions that could pose an actual or potential conflict of interest with the Company, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not the Company's position. This is necessary to preserve the Company's goodwill in the marketplace.
- Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, (X) Twitter, or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. Company policies apply equally to employee social media usage.

RYZEC encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult Human Resources. Failure to follow these guidelines may result in discipline, up to and including termination of employment.

Nothing in this policy or in any other company guideline and/or policy is intended to interfere with an employee's right under the National Labor Relations Act.

GENERATIVE ARTIFICIAL INTELLIGENCE AI CHATBOT USAGE

Introduction

At RYZEC, we recognize the increasing importance and potential of Artificial Intelligence (AI) in our operations. This policy aims to establish guidelines and best practices for the responsible and ethical use of AI by our employees. The purpose of this policy is to ensure that AI is used in a manner that aligns with our company values, respects privacy and security, and promotes fairness and transparency.

Responsible Use of AI

Ethical Considerations

Employees must consider the ethical implications of using AI technologies. They should strive to ensure that AI systems are designed, implemented, and used in ways that do not harm individuals, communities, or society as a whole. Discrimination, bias, and unfairness should be actively avoided.

- **Privacy and Data Protection** - Employees must adhere to relevant privacy laws and regulations when working with AI systems. They should protect the privacy and confidentiality of user data and ensure that data collection, storage, and processing are carried out in a secure manner. **Any data used for training or testing AI models must be obtained with proper consent and must be anonymized.**
- **Transparency and Explain Ability** - When deploying AI systems that directly impact individuals or decisions, employees should strive to make the decision-making process transparent and explainable. Users and stakeholders should be provided with information about how AI systems work, their limitations, and potential risks associated with their use.

Fairness & Bias

- **Avoiding Discrimination and Bias** - Employees must make efforts to ensure that AI systems are fair and unbiased. They should avoid using biased data or developing models that perpetuate or amplify existing biases related to characteristics such as race, gender, age, or other protected attributes. Regular testing and monitoring should be conducted to identify and address any unintended biases that may arise.
- **Diversity and Inclusion** - In the development and use of AI systems, employees should strive for diversity and inclusion. It is important to involve individuals from diverse backgrounds and perspectives in the design, development, and testing of AI technologies to mitigate the risk of bias and to ensure that AI systems work well for all users.

Compliance with Legal & Regulatory Requirements

Employees must comply with all applicable laws, regulations, and industry standards related to the use of AI. This includes but is not limited to data protection laws, intellectual property rights, and regulations governing AI use in specific sectors. Any concerns or potential legal issues related to the use of AI should be reported to the appropriate authority within the Company.

Continuous Learning & Improvement

Employees should stay informed about the latest developments, best practices, and ethical guidelines related to AI. They should engage in continuous learning and professional development to enhance their understanding of AI technologies and their responsible use. Sharing knowledge, experiences, and lessons learned within the organization is encouraged.

Violations of the AI Policy

Any violations of this AI policy will be taken seriously and may result in disciplinary action, up to and including termination of employment. Employees are encouraged to report any concerns or potential violations of this policy through the designated reporting channels provided by the Company.

Policy Review & Updates

This AI policy will be reviewed periodically to ensure its relevance and effectiveness. Updates will be made as necessary to reflect changes in laws, regulations, industry standards, and best practices.

By adhering to this AI policy, employees contribute to the responsible and ethical use of AI within our organization, fostering trust among our stakeholders and ensuring that our AI systems contribute positively to our goals and values.

RYZEC reserves the right to modify, interpret, or revoke this policy at any time, at its sole discretion, without notice.

It is the expectation of RYZEC that these guidelines will be followed. Violation of this policy will lead to disciplinary action, up to and including termination of employment.

CONFIDENTIALITY OF BUSINESS INFORMATION

RYZEC is committed to protecting the confidentiality of information that we handle for our clients or customers. The general business affairs of our customers and clients should only be discussed with authorized individuals within RYZEC and not be discussed with anyone outside the organization except as required in the normal course of business.

Unauthorized individuals include former employees who have left RYZEC. Current employees should avoid reaching out to former employees in a business capacity for work-related matters once the former employee has left RYZEC. This is not intended to prohibit personal contact between current and former employees.

Confidential Information regarding our business includes, but is not limited to, inventions, discoveries, improvements, processes, formulas, software, apparatus, equipment, methods, trade secrets, research, client data, and information or cost or purchases of client's products or services and should not be disclosed to any party without the appropriate consent of the RYZEC. **Additionally, employees are not permitted to utilize Confidential Information for personal gain.**

This confidentiality provision applies even after employment with RYZEC ends.

SECTION 11 – VEHICLE SAFETY & COMPANY EQUIPMENT

GENERAL INFORMATION

Employees whose job duties require driving a motor vehicle must present and maintain a valid driver's license and a driving record that is acceptable to the responsible insurer. The employee must also inform their supervisor of any change in the status of their driver's license and driving record. RYZEC will review each employee's driving record and send a copy of the record to the insurer.

Accidents/Thefts

- Report accidents **immediately** to the local police department and your supervisor. Do NOT call the insurance company; the Internal Operations will handle this.
- Any employee who has an accident while operating equipment is subject to post-accident drug testing.
- Report vehicle/ equipment theft **immediately** to the local police department and to your supervisor. Employees should contact their insurance company to file a claim for stolen items, both personal and company items.

BACKGROUND CHECKS & DRIVING RECORDS FOR COMMERCIAL DRIVERS

RYZEC complies with all applicable state and federal regulations concerning its commercial drivers.

VEHICLE ACCIDENTS

All accidents are to be reported to management and HR **immediately** after the accident occurs. All accidents will be reviewed by the Safety Committee and classified as either preventable or non-preventable. A preventable accident is defined as an accident in which the driver failed to do everything reasonably possible to avoid it.

- Drivers who are involved in two preventable accidents in any rolling twelve-month period will be required to attend a defensive driving course or equivalent within sixty (60) days of the accident. Proof of completion must be submitted to your supervisor and HR in a timely manner.

These policy requirements following accidents do not relieve the employee of any other post- accident responsibilities that may be required by other parties.

VEHICLE/DRIVER SAFETY

The job duties of some employees may require them to regularly drive on company business. The following guidelines apply to those employees for whom driving is part of their job:

State Motor Vehicle Records, Driving Records, & Insurance

- State motor vehicle records (MVR) will be checked prior to the start of employment as part of the standard pre-employment background check, and annually thereafter, for any who drive on company business. Employees who drive on company business must meet MVR safety standard.
- Employees must immediately notify their supervisor if their license is suspended, revoked, or restricted or if there are any other changes that would make their driving record unacceptable.
- All employees using any vehicle for company business must have a valid driver's license and be insurable by the Company's automobile insurance carrier.

Personal Vehicles

Except as noted below, employees who use their personal vehicles for authorized company business will be eligible for a reimbursement for mileage based on the current IRS mileage reimbursement rate.

Employees who receive an auto or truck allowance as described below are not eligible for mileage reimbursement but may be eligible for a fuel per diem when worksite is 50 plus miles distance or may submit a request to be reimbursed for the cost of fuel **for business-related mileage only** as a business expense.

Employees who drive their personal vehicles regularly for company business acknowledge that physical damage

(Comprehensive, Collision or Specified Perils) to their own vehicle is the responsibility of the vehicle's owner and are required to provide proof of insurance coverage.

Safety

- The driver and all occupants must wear safety belts when the vehicle is in operation. The driver is responsible for ensuring that passengers wear their safety belts.
- The driver must not operate a vehicle at any time when their ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue, or injury.
- Employees should not use a listening device covering both ears while operating a motor vehicle.
- Drivers must abide by all applicable motor vehicle regulations, laws, and ordinances. RYZEC will not reimburse employees for the cost of any traffic citation incurred by the employee while on company business.
- Drivers are responsible for ensuring the vehicle is maintained in safe driving condition.
- Employees must use reasonable care and caution when driving.
- Illegal drugs are strictly prohibited in any vehicle (while on company business) at any time. Other substances that may be prohibited by state or local laws that are more restrictive are also prohibited.

Cell Phones

- By law, cell phones are not to be used while driving, unless hands-free devices are in use. Employees are encouraged to, when possible, use cell phones when the vehicle is safely parked.
- Rental cars will be contracted with hands-free capability whenever available.
- Use of a cell phone while driving for video calling, video live-streaming, Snapchat, gaming, looking at video or stored photos, non-navigation apps, reading texts, and scrolling or typing on the phone, etc. is strictly prohibited.

Consequences

Violation of any of these vehicle/driver safety guidelines may lead to disciplinary action, up to and including termination of employment.

TRUCK & Fuel ALLOWANCE

The Company will provide a monthly allowance to eligible field employees who use their personal truck for work-related purposes. The provision of a truck allowance is to enable field employees to meet the travel and job demands imposed by their position or job assignment.

The monthly allowance will be multiplied by 12 months and divided by 26 pay periods and included on each paycheck. The allowance is considered compensation for the use of a personal truck on company business and is subject to applicable taxes.

For those employees who receive a truck allowance, the following rules apply:

- Due to the nature of our business, the allowance is for actively employed employees who drive a full-size pickup truck. Cars, SUVs, motorcycles, etc. will not qualify unless specifically authorized from the VP of Construction.
- Each employee must have a valid driver's license and must provide their own vehicle insurance coverage.
- The Company reserves the right to discontinue the allowance if an employee is no longer able to use or required to use their truck for work purposes.
- The Company reserves the right to run MVR checks on an annual basis. If the employee is in violation of the MVR policy, the Company reserves the right to discontinue the truck allowance.
- The truck allowance will be reported annually on the W-2 form as additional income.

EXPENSE/CELL PHONE REIMBURSEMENT

Expenses incurred by an employee on behalf of RYZEC will be reimbursed to the employee provided the employee obtained approval prior to making the expenditure.

- **Traveling Per Diem** - Employees are eligible for a Traveling Per Diem allowance per day when traveling (over > 4 hours or overnight over 50 miles distance). This allowance is to cover personal meals and incidental expenses.

- **Employee Business Expense Report** – All expenses are processed through the accounting department.
 - Expense reports should be completed and submitted for approval, on the date and time designated by the Accounting Department.
 - **All items (except Per Diem) are required to have a receipt and must be submitted before an expense report is considered for reimbursement or to be paid.**
 - The policy is to pay expense reports in a timely fashion. Expense reports approved and received by a designated time will typically be paid the following week.
 - Materials/tools used on the job must be approved by your manager prior to purchase and are to be included in the current week's expense report with receipts attached.
 - Questions concerning your business expense report may be directed to your supervisor or the accounting department.

- **Cell Phone Reimbursement**- For employees who are required to be in routine close contact with the Company, clients, and/or vendors, RYZEC provides each employee a reimbursement toward their personal cell phone service. The expectation is that you will use your cell phone regularly for communication via call, email, text, Teams, RedTeam, and other platforms on a timely basis. If you are not being responsive on a timely basis, RYZEC will temporarily suspend your cell phone reimbursement until the issue can be resolved. The reimbursement is not an entitlement; the amount can be changed or withdrawn without notice at any time.

CORPORATE CREDIT CARD

RYZEC may provide certain employees with corporate credit cards that can be used for business-related expenses. This policy outlines the responsibilities for employees who are issued corporate credit cards and employees will be asked to sign an acknowledgment of the policy and agreement to comply prior to the issuance of a corporate credit card.

To be eligible for a corporate credit card, an employee must hold a position that requires frequent travel, purchase significant volumes of goods and services for use by the employer, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

The corporate credit card cannot be used to obtain cash advances, bank checks, traveler's checks, electronic cash transfers, or for personal expenses. Misuse of the card will result in cancellation of the card and withdrawal of the employee's corporate credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder.

Corporate credit card expenditures must be reconciled and submitted with original receipts to the Accounting Department on a weekly basis. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate.

Lost or stolen cards must be reported immediately to the employee's supervisor and the Accounting Department.

COMPANY TOOLS

Generally, employees are required to provide their own tools, however, at times, special tools may be required for a specific job. Employees must receive supervisory approval PRIOR to purchasing any special tools in order for the purchase to be approved.

Employees are responsible for guarding their tools to prevent theft while on job sites and in vehicles.

RYZEC is not responsible for lost or broken personal tools. Employees are not permitted to borrow company tools or equipment from RYZEC for non-work use.

SECTION 12 - TRAVEL TIME

TRAVEL TIME POLICY FOR NON-EXEMPT EMPLOYEES

The purpose of this policy is to outline pay rules that apply to non-exempt employees when traveling on company business.

“Travel time” is defined according to the type of travel involved:

- **Travel for a one-day assignment in another city-** An employee who regularly works at a fixed location and is given a special one-day assignment in another city and returns home the same day will be paid for the time spent traveling to and from the other city, except for the time the employee would normally spend commuting to and from the regular worksite.
- **Travel during the workday-** Time spent by an employee traveling as part of their regular job duties, such as travel from jobsite to jobsite during the workday, is work time and will be paid as such.
- **Travel away from home-** Travel that keeps an employee away from home overnight is travel away from home. When an employee travels between time zones, the time zone associated with the point of departure should be used to determine the length of travel time.

When travel away from home is required, RYZEC will compensate employees for their initial travel time from home to the assigned hotel at the beginning of the project and for the travel time for the final trip from the assigned hotel to home upon the completion of the project. RYZEC will not compensate for any interim trips home or the daily commute from the lodging to project site.

If flying, time spent traveling from home to an airport terminal or train station is considered commute time and is not considered as hours worked.

Travel Reason	Travel Time Paid
Home to Lodging at Project Start	Yes
Down Time	No
Lodging to Home upon Project Completion	Yes
Termination for Policy Violation	No

TRAVEL TIME CALCULATION & REPORTING TRAVEL TIME

All authorized travel will be treated as normal work hours. An employee will receive their regular hourly rate for all travel time. This time will be factored into overtime calculations.

In accordance with this policy, each employee is responsible for accurately tracking and reporting travel time on their timesheet. Employees will need to code their time as “travel” on their timesheet.

Travel time should be calculated by rounding up to the nearest quarter hour.

SECTION 13 - END OF EMPLOYMENT

RESIGNATION/TERMINATION NOTICE

While we hope both you and RYZEC will mutually benefit from your continued employment, we realize that it may become necessary for the employment relationship to end.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- Resignation- Voluntary employment termination initiated by an employee. Employees who voluntarily terminate employment from RYZEC are requested to provide written notice at least two weeks before their anticipated last day of work.
- Termination- Involuntary employment termination initiated by RYZEC. In most cases, RYZEC will use progressive disciplinary actions before dismissing an employee. However, certain actions, at sole discretion, warrant immediate termination.
- Position Elimination- Involuntary employment termination initiated by RYZEC.

FINAL PAYCHECK

Unless otherwise required by law, generally any employee who is terminated or who has voluntarily ended their relationship with RYZEC will be paid on the next regularly scheduled pay date for all the Company's employees. RYZEC will comply with the provisions of this handbook and applicable laws in determining final pay. Unless otherwise required by state law, RYZEC does not pay out unused PTO upon termination of employment.

Unless otherwise required by law, final paychecks are delivered to the Franklin office and dispersed to employees upon return of all company equipment, materials, expense reconciliation, rental cars, hotel confirmation etc.

RETURN OF COMPANY PROPERTY

Any property issued to you by the Company such as software, computer and other equipment, databases, files, cell phone, keys, uniforms, parking passes, credit card(s), tools, or any other equipment must be returned at the time of termination. You will be responsible for any lost or damaged items. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction) for any lost or damaged company property.

EMPLOYEE BENEFITS

Employee benefits will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state, and local laws.
- Some benefits may be continued at the employee's expense, if the employee elects to do so, such as health care coverage.
- The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

REMINDER OF NON-SOLICITATION, & NON-DISCLOSURE AGREEMENT

RYZEC expects former employees to honor agreements that extend past their employment date with RYZEC.

Additionally, RYZEC takes the protection of confidential business information and trade secrets very seriously. To protect such information, employees may not disclose any confidential or proprietary information about the Company to any unauthorized individual.

Our clients also entrust RYZEC with important information related to themselves and their businesses. The nature of this

relationship requires maintenance of confidentiality.

This confidentiality provision applies even after employment with RYZEC ends.

EXIT INTERVIEWS

RYZEC may provide terminating employees with an opportunity to share feedback about their experience at RYZEC through an online survey. We encourage you to provide insights into areas for improvement for the Company and your specific position.

ACKNOWLEDGMENT- RYZEC EMPLOYEE HANDBOOK

This Employee Handbook is an important document intended to help you become acquainted with RYZEC. This handbook will serve as a guide that supersedes and revokes all previous handbooks or guides, past practices, or other written or oral statements of policy and procedure.

The contents of this handbook may be changed at any time at the discretion of RYZEC. Please read the following statements, check the boxes to acknowledge each item, and sign below to indicate your receipt and acknowledgment of the RYZEC Employee Handbook.

- I have received a copy of the RYZEC Employee Handbook, which supersedes and revokes any prior handbooks or guides, past practices, or other written or oral statements of policy and procedure, and I understand it is my responsibility to abide by the Employee Handbook policies. I understand that the contents of the handbook are subject to change at the sole discretion of RYZEC at any time.
- I understand that no contract of employment has been expressed or implied, and that no circumstances arising out of my employment will alter my employment relationship to anything other than "at-will" unless expressed in writing by an official of RYZEC.
- I am aware that during the course of my employment Confidential Information will be made available to me as described in the Employee Handbook. I understand that this information is critical to the success of RYZEC and that I may not disclose or use Confidential Information outside of the premises or with non-RYZEC employees.
- I understand and agree that my signature below indicates that I have read and understand the above statements, have received a copy of the RYZEC Employee Handbook, and agree to abide by the terms and conditions outlined within it.

Employee Name:

Employee Signature:

Date:
