



EMPLOYEE HANDBOOK



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1.0 – Mission, Vision and Values

Our Mission – To provide excellent employment opportunities in a safe, financially stable company.

Our Vision – We will be recognized for our service, innovation, and dependability. We will grow only as necessary to fulfill our mission.

Guiding Values at Transystems

Safety – We are responsible for our own safety and that of the people we work and share the road with. Safety means self-respect and respect for others.

Respect – We treat each other as we want to be treated. Respect earns trust.

Trust – We trust our customers and they can trust us. Transystems people trust one another.

Union-Free – We deal person-to-person without barriers. We treat one another fairly, safely and openly so there is no need for outsiders to represent the interests of Transystems people.

2.0 – Purpose of Resource Guides

When hired, all line employees will receive:

- The Line Employee Handbook
- Functional Job Description
- Job-specific Handbook

This handbook is meant to act as a resource guide for line employees regarding policies and procedures that apply to all Transystems employees regardless of role within the company. Manuals, handbooks and written procedures specific to the individual employee’s job provide information about that position.

Transystems expects all employees to read and acknowledge reading this handbook and the job-specific handbook and manuals applicable to each employee’s job.

What this guide is:

- A resource guide to instruct employees on policies and procedures.
- A source of information for Transystems rules and expectations.

What this guide is not:

- A contract. At any time Transystems may change policies contained in this guide.
- A guarantee. Transystems does not guarantee employment, working conditions, pay or benefits.
- A set guide on corrective action. Transystems applies correction on a case-by-case basis.

Transystems retains discretion to apply changes or modifications to this resource guide.

3.0 – Job Performance Standards

Transystems expects all employees to adhere to the standards, policies, and procedures described in the job description for their positions, as well as any handbooks, manuals, and procedures associated with their positions or job functions. Employees who violate these standards are subject to discipline up to and including termination of employment.

3.1 – Personnel File

The company provides access to personnel files as required by law.

3.2 – Proof of right to employment

People employed in the US must provide proof of right to employment by completing a Form I-9.

3.3 – Employee Commitments

As part of corrective action, employees at times may be asked to commit to following a policy or procedure. Refusal to commit to following a policy or procedure may be deemed as resignation by the employee.

3.4 – Licensure, employment status, and unemployment claims

Transystems expects all employees whose jobs require licenses and other credentials to obtain those licenses and credentials and maintain them in good standing.

Licenses include appropriate endorsements. Credentials include required waivers.

For example, a commercial motor vehicle driver covered by the Federal Motor Carrier Safety Administration (FMCSA) must have a valid commercial driver's license issued by the state in which the driver resides. That license must include all endorsements for the types of equipment operated and cargo transported.

Transystems considers failure by an employee to obtain and maintain all required licenses and credentials to be resignation of employment by Transystems.

3.5 – MVR

An employee's motor vehicle record (MVR) reflects the employee's commitment to personal responsibility. The MVR includes both public records and Transystems records of performance.

An employee with a record of frequent violations of driving regulations or license suspensions is not likely to be as dependable as an employee with a clear driving record. Managers consider an employee's MVR rating when determining whether to retain or advance the employee. This applies to employees in all positions.

Employees must also note that any actions do not need to be publicly recorded or caught by law enforcement to affect the MVR. If an employee is observed violating safety protocols or showing irresponsible behavior, their MVR will be affected even if nothing appears on their driving record.

In the event of deterioration of the MVR rating, the company considers the impact of such deterioration on continued employment at Transystems.

3.6 – Timekeeping

Transystems expects all employees to accurately record hours worked. To this end, many jobs use an electronic system to record and manage hours spent working and on duty. Employees should refer to the appropriate job specific handbook, or a manager for further details in which electronic timekeeping system to use.

In the event that the electronic system goes down or is unable to track an employee's hours, Transystems expects employees to contact a manager for an alternative until the electronic system returns.

4.0 – General Safety Rules for all Employees

4.1 – Safety Policy Statement

Transystems commits to operate safely and to instill this commitment throughout the organization.

Transystems uses the term “loss” when referring to safety-related events. Transystems does not use the term “accident” because that term suggests that some safety-related events are unavoidable.

Transystems' ultimate goal is to eliminate all losses.

Transystems employees are responsible not only for their own safety, but also for the safety of those around them, even if those individuals do not work for Transystems.

Transystems expects its employees to possess the skills and judgment required to operate safely under most conditions. If conditions are unsafe, employees should cease operation until safe conditions resume. If an employee chooses to cease operations, for any reason, he or she should contact their manager as soon as possible. The inability to work productively in poor weather

conditions or challenging work environments may affect an employee's continued employment. In certain circumstances, poor weather conditions are part of the standard working environment.

4.2 – Safe Equipment Maintenance

Regardless of job or role, before operating any piece of equipment, Transsystems employees must ensure that the equipment is in good repair and safe to operate. All safety features and warning devices must be in good working condition.

All employees should focus on keeping not just equipment clean, but also their workspaces. For example, drivers should keep the interior of their cab clean and free of clutter such as trash or food and other workers should keep their spaces tidy and free of clutter as much as possible.

4.3 – Dress

Dress codes serve to maintain professionalism and to maintain a safe work environment.

Employees should refer to their functional job descriptions and to job-specific handbooks and manuals for exact rules regarding dress codes for their positions and locations.

4.4 – Personal protective equipment (PPE)

Employees must wear appropriate PPE when required. In addition to PPE that Transsystems requires, customers may have PPE requirements.

Employees should refer to their functional job descriptions and job-specific manuals for PPE requirements.

PPE includes seat belts.

Failure to wear all prescribed PPE may be considered a resignation of employment by Transsystems.

4.5 – Personal Hygiene

Transsystems expects employees to report for duty clean and well groomed personally and wearing clean clothing.

One employee's poor personal hygiene affects others who share work space such as a tractor cab, loader cab, and shop.

Managers determine whether an employee's personal hygiene meets the Company's standards.

5.0 – Policy

5.1 – Harassment

Transsystems is committed to providing a workplace free of harassment of any type, including harassment based on sex, race, national origin, ancestry, age, medical condition, disability and

veteran status. Transsystems does not tolerate harassment of or from employees by managers, supervisors or co-workers. In addition, Transsystems protects employees from harassment from those who work for customers and suppliers and other non-employees in the workplace.

Harassment includes verbal, physical and visual conduct that creates an intimidating, offensive or hostile working environment or that interferes with work performance. Some examples include racial slurs; ethnic jokes; posting or circulating offensive statements, posters or cartoons; disparaging correspondence; or similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual or physical conduct of a sexual nature.

If an employee witnesses any incident of harassment, they should immediately report to a supervisor or manager. In cases of harassment, employees are not required to complain to their immediate supervisor, and Transsystems encourages employees to report harassment to any member of management. Reporting harassment is more important than following reporting lines. Transsystems encourages employees reporting harassment to do so in writing, which assists management; however this is not a requirement.

In addition to its regular line managers, Transsystems has designated a company contact person (ombudsman) to receive complaints of harassment from employees who may be more comfortable reporting harassment to her than to other managers. The company bulletin boards will have contact information for the current company ombudsman. Any employee with a complaint of harassment also may contact the President of Transsystems.

The company ombudsman and the president may be reached toll-free at 1-800-548-9864 24 hours a day, seven days a week. Outside office hours calls to this number are answered by operators who can connect callers directly or take messages. This is not a computerized voice mail system.

Transsystems thoroughly and promptly investigates every reported complaint of harassment with as much respect to confidentiality as possible in the circumstances.

Transsystems does not tolerate retaliation against any employee for making a complaint of harassment or reporting incidents of harassment.

In the case of Transsystems employees, if harassment is established, Transsystems disciplines the offender. Disciplinary action for violation of the Company's policy against harassment can range from warnings up to and including termination. Transsystems reserves the right to remain flexible matters of corrective action and discipline. In connection with acts of harassment by employees of customers or suppliers, corrective action will be taken after consultation with the management of the customer or supplier.

TRANSYSTEMS CANNOT DEAL WITH HARASSMENT UNLESS IT IS REPORTED.

5.2 – Benefits

5.2.1 – Vacation Policies

Transystems provides vacation and holiday pay and time-off based on the specific location and job description of the employee. This information is in the specific handbook for that job and location. Please refer to the job-specific handbook for further details.

5.2.2 – Holidays and holiday pay

Transystems provides time-off and holiday pay based on the specific location and job description of the employee. This information is in the specific handbook for that job and location. Please refer to the handbook for further details.

5.2.3 –Leave Policies

Bone marrow donation

Paid leave of up to forty hours per year will be granted to full-time (20 or more hours per week) employees for the purpose of donating bone marrow.

School conferences

Unpaid leave up to sixteen hours per year is available to parents for the purpose of attending school conferences for students in grades kindergarten through 12. The employee may be required to provide evidence of attendance at such conferences.

Family and Medical

This policy outlines the conditions under which an employee may take time off without pay for a limited period with job protection and no loss of accumulated service provided the employee returns to work.

I. Definitions

A family or medical leave of absence is an approved absence available to eligible employees for up to twelve weeks of unpaid leave per year or four months in 24 months, whichever is greater, under particular circumstances that are critical to the life of the family. Leave may be taken: upon the birth of the employee’s child; upon placement of a child with the employee for adoption or foster care; when an employee is needed to care for a child, spouse, or parent who has a serious health condition; or when the employee is unable to perform the functions of his or her position because of a serious health condition.

For purposes of this policy the term “child” means a biological, adopted, or foster child; a stepchild; or stepchild of a person living in loco parentis when the child is either (1) under 18 years of age or (2) an adult dependent child.

II. Scope

The provisions of this policy apply to all family and medical leaves of absence except to the extent that such leaves are covered under other benefit policies for any part of the unpaid leave to which the employee may be entitled under this policy. If an employee is entitled to paid leave under another policy (for example, vacation pay) the employee must take the paid leave first.

III. Eligibility

In order to be eligible for leave under this policy an employee must have been employed for at least twelve months in total and must have worked at least 1,250 hours during the twelve month period preceding commencement of the leave.

Exception: if an employee on leave is a salaried employee and is among the highest paid ten per cent of employees within seventy-five miles of her or his regular reporting place and keeping the position open for the employee would result in substantial economic injury to the Company, reinstatement of the employee on leave may be denied.

IV. Basic regulations and conditions of leave

1. The Company will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent. For the employee's own medical leave the certification must include a statement that the employee is unable to perform the functions of his or her position. For leave to care for a seriously ill child, parent or spouse, the certification must contain an estimate of the time the employee is needed to provide care. In its discretion, the Company may require a second medical opinion and periodic re-certification at its own expense. If the first and second medical opinions differ, the Company, at its own expense, may require the binding opinion of a third health care provider appointed jointly by the Company and the employee.

2. If medically necessary for the serious health condition of the employee or her or his spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the Company may require the employee to transfer temporarily to an alternate position which better accommodates recurring periods of absence or a part-time schedule, provided the position has equivalent pay and benefits.

3. Spouses who are both employed by the Company are entitled to a total of twelve weeks (or four months in 24 month) of leave for the birth or adoption of a child or for the care of a seriously ill parent or child.

V. Notification and reporting requirements

When the need for leave is foreseeable, such as the birth or adoption of a child or planned medical treatment, the employee must provide reasonable prior notice and make efforts to schedule leave so as not to disrupt Company operations. In cases of illness, the employee is required to report periodically on his or her leave status and intention to return to work.

VI. Status of employee during leave of absence

1. Any employee who is granted an approved leave of absence under this policy is advised to provide for the retention of her or his health coverage by arranging to pay any contributions which may come due during the period of unpaid absence.

2. In the event an employee elects not to return to work upon completion of an approved unpaid leave of absence, the Company may recover from the employee the cost of any payments made to maintain the employee's benefit coverage, unless failure to return to work is for reasons beyond the employee's control. Benefit entitlement based upon length of service will be calculated as of the last paid work day prior to the commencement of the unpaid leave of absence.

VII. Procedures

A request for a family or medical leave of absence must be originated by the employee and submitted to his or her immediate supervisor. If possible, the request should be submitted at least thirty days in advance of the date on which the leave is requested to commence.

All requests for leave under this policy must include the following information, where applicable:

- a. the date on which the serious health condition commenced;
- b. the probable duration of the condition;
- c. appropriate medical facts within the knowledge of the health care provider concerning the condition.

In addition, for purposes of leave to care for a child, spouse or parent, the certificate should give an estimate of the amount of time that the employee is needed to provide such care. For purposes of an employee's illness, the certificate must state that the employee is unable to perform the functions of his or her position. In the case of certification for intermittent leave or leave on a reduced schedule for planned medical treatment, the date on which such treatment is expected to be given and the duration of such treatment must be stated.

Military Service

Employees who are called to or volunteer for active military service are allowed leaves of absence of the frequency and of the length required to fulfill the employee's military obligations.

Transystems requests that employees give the Company as much notice of military service as possible. The Company understands that in some circumstances very little notice will be available to an employee.

Transystems reinstates employees returning from active duty to the positions they held prior to leaving for service or, when that position no longer exists, to a position with similar work requirements and pay and benefits. Veterans must notify the Company of their intent to return to

work within 14 days after separation for leaves of one to six months and 90 days for leaves of more than six months.

During their absence employees in military service continue accruing time toward eligibility for benefits. For example, an employee on leave for military service accrues time for eligibility to enroll in the Company-sponsored medical, dental, and 401(k) retirement plans upon return to active employment with the Company.

Employees who are enrolled in the medical or dental plans may continue that coverage at the employee rate during leave for military service.

Employees on active service may be entitled to health benefits under military plans and may want to review those options so that they do not pay for duplicate coverage.

Time on leave for military service counts toward the rate of accrual for paid vacation. For example, an employee who is on leave for military service for one year after completing two years of qualifying employment with Transystems would accrue paid vacation as if having been employed for three years. This policy affects only the rate of accrual. Paid vacation accrues only for paid time.

Jury Duty

Employees called to serve jury duty are entitled to unpaid leave for as much time as necessary to complete their service in the jury. Employees must provide evidence of jury service.

5.2.4 – Contributions for unemployment, social security, Medicare

Transystems provides contributions for unemployment, social security and Medicare for all employees.

5.2.5 – Medical and dental in certain positions (subject to Plan provisions)

For some positions, Transystems provides medical and dental coverage, subject to Plan provisions.

5.2.6 – Worker’s compensation

Transystems provides for worker’s compensation for illnesses and injuries that qualify for compensation.

5.2.7 – 401(k)

Transystems offers eligible employees the opportunity to participate in the Transystems Retirement Plan, a 401(k) tax-favored saving plan. The Company matches a portion of the employee’s contributions to the plan. The plan document provides further detail.

5.2.8 – Pay Error

Every effort is made to avoid errors in employee paychecks. If an employee believes an error has been made, he or she should notify a manager immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

Employees must advise their manager of pay errors within 60 days of the date of the pay error.

5.2.9 – Payroll Administration

Changes in payroll administration require two weeks' advance notice. Such changes include setting up, changing or discontinuing direct deposits and changes to IRS Form W-4 (withholding). Employees also should allow two weeks for changes in address.

5.2.10 – Pay Period & Hours

The payroll workweek begins on Saturday at 12:01 a.m. and ends on the following Friday at 12:00 midnight.

5.2.11 – Pay Cycle

Fiscal Pay Period / Bi-weekly:

Payday normally occurs on every other Friday afternoon for services performed for the two (2) week period ending the previous Friday.

Transsystems announces any changes in advance whenever holidays or closings interfere with the normal payday.

5.2.12 – Payment on Termination

In the event that Transsystems terminates an employee's employment, payment of final wages is determined by the state:

State	Type of Termination	Time for Payment
Idaho	Fired or Quit	The sooner of the next regular payday, or within 10 days (weekends and holidays excluded)
Minnesota	Fired or Laid off Quit	24 hours Next regular payday
Montana	Fired or Quit	Next regular payday due to order policy
North Dakota	Fired or Quit	Next regular payday
Oregon	Fired or Laid off Quit	24 hours 5 days
Washington	Fired or Quit	Next regular payday
Wyoming	Fired or Laid off Quit	5 days 5 days

5.2.13 – Payroll Advance

Employees who are newly hired or rehired by Transystems are able to obtain an advance on wages prior to the receipt of their first paycheck. Advances must be approved by the employee's manager and supported by a written authorization from the employee to withhold the amount of the advance from the employee's next payroll check. No advance will be paid before the signed authorization is received by the Great Falls Service Center.

Managers and supervisors are not permitted to make personal cash advances to employees.

Transystems allows only one payroll advance per employee per business year.

Procedure:

The employee requests a payroll advance from the Project Manager.

The manager asks the clerk to confirm that the amount requested does not exceed the unpaid wages earned during the current pay period and the employee has not received another payroll advance since the employee's last gap in employment.

An employee may receive a additional advance between employment gaps when the employee transfers to another project or summer construction.

It is the manager's responsibility to communicate to the employee whether the employee is eligible for an advance.

The manager completes the *Payroll Advance Receipt & Withholding Authorization* form. (With the manager's approval, employees have the option of re-paying the advance over the next one, two, or three paychecks.) The employee and the Project Manager sign the request form.

The Project Manager or clerk scans and emails the payroll advance request form to the division office for the Division Manager's approval. The division office forwards the request form to the Great Falls Service Center payroll specialist.

Payroll advance requests received by GFSC payroll clerk prior to 1:00 p.m. Mountain time will be processed the same day. Payroll advance requests received after 1:00 p.m. Mountain time will be processed the following business day.

When possible, the payroll advance will be deposited directly or a check will be printed at the division office. All other payroll advance checks will be sent by overnight mail service to the project office for delivery the following day.

If an employee is terminated, the full amount of an unpaid payroll advance will be deducted from the final paycheck.

5.3 – Secondary Employment

Transsystems expects full-time employees to consider their jobs at Transsystems as their primary employment. Secondary employment is permitted; however, at no time should the secondary employment interfere with or disrupt an employee's work with Transsystems. Employees may not take secondary employment with competitors of Transsystems.

If an employee plans on secondary employment, the employee must notify the employee's manager. The decision on whether or not secondary employment interferes with Transsystems work belongs to Transsystems. Managers consider not only working for competition, but how secondary employment will affect the employee's hours of service, safety and performance while at Transsystems.

5.4 – Non-fraternization

In order to promote the efficient operation of Transsystems and to avoid misunderstandings, complaints of favoritism, other problems of supervision, security, and morale and possible claims of sexual harassment, Transsystems forbids managers from dating or pursuing romantic or sexual relationships with employees whom they supervise, directly or indirectly.

5.5 – Nepotism

Transsystems promotes and hires based on experience, skill, and fit with the company's culture. When an applicant's or employee's familial relationship, by blood or by marriage, with another employee may lead to unfair or apparently unfair advantage the company may not hire an applicant or may terminate or reassign an employee.

5.6 – Use of Transsystems Property and Equipment

Transsystems expects all employees to use any equipment associated with their jobs in a safe and responsible fashion that is consistent with the prescribed use of that equipment. Without the express permission of the employee's division manager no employee may use or possess company property except on company business.

5.7 – Personal Equipment and Property

Transsystems is not responsible for the loss, theft or damage of employees' personal property.

5.8 – Weapons

Employees are forbidden from possessing weapons on Transsystems property and equipment and at customer work sites. This includes weapons in vehicles parked at Company sites.

Transsystems defines a weapon as any firearm (pistols, rifles or shotguns) as well as any knife with a blade longer than three inches. Transsystems managers decide whether any other object constitutes a weapon.

5.9 – Solicitation

Employees may engage in solicitation not for profit on Company premises only during their non-working time. Non-working time means time during breaks and before or after work.

Employees may distribute or circulate non-Company written materials only during non-working time and only in non-work areas. If an employee is not certain whether an area is a work or non-work area, he or she should consult his or her immediate supervisor for clarification.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on Company property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on Company property at any time.

Employees not on duty should limit time on Company premises to brief periods before and after work.

5.10 – Bulletin boards

The Company has bulletin boards located throughout its facilities for the purpose of communicating with employees. Postings on these boards are limited to Company-related materials including statutory and legal notices, safety and disciplinary rules, Company policies, memos of general interest relating to the Company, local operating rules, and other items. No postings are permitted for any other reason. All postings require the prior approval of a manager.

5.11 – Visitors

Transsystems limits visitors to its premises. Company premises include customers' sites where Transsystems conducts operations such as factory sites, piling grounds, and other loading sites.

Employees not on duty should limit time on Company premises to brief periods before and after work.

Representatives of vendors dealing with Transsystems may enter Company premises only on Transsystems business and only for the period of time necessary to conduct business. Business visitors may operate Company equipment only as necessary to perform their business-related activities such as servicing and repair of equipment.

Non-business visitors may not operate any Company equipment, including computers.

All visitors are subject to the limitations and restrictions established by the Company and Transsystems' customers.

All visitors must wear personal protective equipment (PPE) required by Transsystems and its customers. The Company does not provide PPE for vendors.

5.12 – Confidentiality

The employees of Transystems assume an obligation to maintain confidentiality, even after leaving employment with the Company. Any information about the business operations of Transystems and any related businesses is confidential. Such information includes, but is not limited to, customer lists, costs and expenses, operating procedures, and employment information and policies.

Such information is the property of Transystems and not any employee of the Company. Such information compiled in any form is not to be removed from the premises of Transystems. No person, other than an employee of Transystems who needs access to the information in connection with employment at Transystems, should be allowed to see, examine, or copy any such information.

No one is permitted to remove or make copies of any Company records, reports or documents without prior management approval.

5.12.1 – Recording

Transystems prohibits employees from making of recordings while on Transystems property, including in Transystems' equipment, or, if off of Transystems' property, during work time, with a tape recorder or other recording device (including, without limitation, a cell phone, smartphone, or any electronic device) unless prior written approval is received from the Division Manager or Chief Operating Officer. This policy prohibits both audio and video recordings.

The purpose of this policy is to eliminate a chilling effect to the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue, especially when sensitive or confidential matters are being discussed. The purpose of this policy also is to protect confidential and proprietary information of Transystems, Transystems' customers, and Transystems' employees.

Violation of this policy may result in discipline, up to and including termination.

5.13- Reporting Injuries or Illness on the job

Should an employee suffer an injury or illness on the job, the employee immediately must report the injury or illness to the manager on duty.

5.14 – Safety Audits

As part of their duties, all employees conduct regular safety audits of their equipment and working environment. The SOP for safety audits provides more detail on the auditing process.

The specific types of audits an employee conducts are detailed in the individual job description.

5.15 – Professionalism

Transsystems expects employees to conduct work and business in a professional and appropriate manner. All employees represent Transsystems, and thus are a reflection that both customers and the public see and on which they make judgments about Transsystems.

Inappropriate conduct even while off-duty may affect employment at Transsystems based on the severity of the conduct.

5.16 – Coarse Language

Transsystems prohibits the use of foul or coarse language by its employees. The use of coarse language degrades the professionalism of employees and demonstrates disrespect of others and of rules and regulations.

5.17 – Fighting

Transsystems forbids physical fighting and strong verbal arguments by its employees. Employees found to be fighting may be subject to corrective action up to and including termination.

5.18 – Clean work areas

Transsystems requires that employees keep their work areas clean at all times. Rules for cleanliness apply to all employees. The purpose for this is twofold. First, a clean work area is a safe work area; there is far less risk of tripping or falling objects that may injure someone. Second, a clean working area is both more efficient and professional looking.

5.19 – Theft and abuse of company property

Transsystems expects all employees to treat company property with respect and use it only in its appropriate fashion. This includes not only damaging or misusing company property, but theft as well. Employees found stealing or damaging company property will be subject to disciplinary action up to and including termination.

5.20 – Gratuities policy

Transsystems employees may not request any gift from a supplier or customer.

Employees of Transsystems may not accept gifts from any business associate, either supplier or customer when the gift creates or suggests an inappropriate relationship.

If offered an inappropriate gift, the Transsystems employee should decline the gift citing the Company's policy. The employee should advise the manager of the offer.

5.21 – Controlled Substances

Transsystems defines controlled substances as any drug or other substance that can affect a person's ability to work safely and effectively. This includes not only alcohol and illegal drugs, but prescription drugs as well.

Employees needing to use prescription drugs should consult with a manager to determine whether or not the employee is capable of working alertly and safely while using the prescription medication. Transystems may require a release from a medical provider authorizing the employee to work while using prescription medications.

Employees in certain positions may be subject to company and government mandated substance control and testing.

5.22 – Purchasing by employees

No employee may make purchases for Transystems except as authorized through the Transystems purchasing procedures.

5.23 – Cellphones

Transystems policy of the use of cell phones and other mobile devices in company equipment is as follows:

1. A cell phone may not be used in any moving company equipment, no matter the location of the equipment; and
2. A cell phone may not be used on a public road or parking area except in the case of a genuine emergency involving an immediate safety risk to a Transystems employee.

Any violation of the cell phone policy may be the basis for termination of employment.

7.0 – Attendance

Transystems expects all employees to report for work on the dates and at the times scheduled. Failure to report for duty as scheduled may leave company equipment idle and prevent other employees from using equipment and facilities.

Transystems considers failure to report for duty due to incarceration to be resignation of employment with the Company.

7.1 – Reporting time

Transystems requires all line employees to enter and register the time they begin and end work. This may take many different forms, from a paper slip filled in by hand to an electronic hours recording device. Regardless of the type of recording used, all employees must use the recording system described in their functional job description.

7.2 – On-duty time – when it begins and ends

Transystems defines “on duty” as beginning as soon as an employee has started recording his or her time and is ready to begin work. For example, an employee in the parking lot of a job site who has not clocked in is not considered to be on duty until he or she has punched in and is prepared to start working.

Likewise, “off duty” is when the employee has clocked out of the time recording system even when the employee remains on Company premises.

Employees should not be on company premises more than 15 minutes before the beginning of a shift or 15 minutes after completion of a shift.

7.3 – No show-no call deemed resignation

Should an employee fail to arrive at work and fail to contact a Transystems manager about the absence, Transystems considers the employee to have resigned.

7.4 – Personal business on company time

Transystems employees may not use “on the clock” time for personal business. In the event of a personal emergency requiring immediate attention, the employee should notify his or her manager and clock out before leaving work at Transystems.

8.0 – Communications

8.1 – Computers

Transystems provides computers at its work sites for employees, and expects them to be used for Company business, not personal use, such as personal email, web browsing or other non-work activity.

When using company computers, all policies (such as those on coarse language) apply.

Employees may not transfer or store company information on personal devices such as phones and tablets. Employees should minimize their personal business on company computers as well as their company business on personal computers.

When using computers, an employee may be given or asked to create a password or personal identification number (PIN). Employees should never share this information with others, and should ensure that any passwords are both strong as well as easy for that employee to remember.

Tips for a strong password:

- Use both uppercase and lowercase letters and numbers and symbols as well as letters.
- Do not use dates or names easily associated with personal events (such as birthdays)
- Change the password regularly

8.2 – Company radios and other internal communication systems

Transystems provides radios and expects them to be turned on and available for communication. Employees should limit the use of company radios for personal business. Employees should comply with policy on company radios.

8.3 – Phone Etiquette

In the event that an employee must take or place a call for Transystems, he or she should follow these guidelines for telephone etiquette:

- When making or receiving a call for business, the employee should identify himself or herself by name and as a Transystems employee.
- Employees should observe all policies on professionalism and language while using the telephone.
- Turn off phone/turn phone to silent mode before going into a meeting.
- Do not use offensive ring tones.
- Finish in-person conversations before answering a phone or text message.
- Use appropriate language when sending text messages.
- Maintain a professional demeanor when using text messages