

TCI COMPANIES, INC.
EMPLOYEE HANDBOOK

EFFECTIVE AUGUST 2017
THIS EMPLOYEE MANUAL IS NOT A CONTRACT

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I. WELCOME

Welcome to TCI Companies, Inc. This handbook has been prepared to assist you in understanding what we expect of our employees and to help us ensure the safe, pleasant, and efficient operation of TCI Companies, Inc. We hope your employment with TCI Companies, Inc. will be pleasant and productive.

If you have questions at any time about your job or any TCI Companies, Inc. policy, please ask your supervisor or the Human Resources Department.

In order to have the most pleasant, productive, and safe work environment possible, we need to hear your questions, suggestions, and constructive ideas. Mutual understanding is important to doing the best job possible; cooperative attitudes lead to productive teamwork.

II. AT-WILL EMPLOYMENT

This Manual is not a contract of employment and the policies and procedures in it are not promises. Employment by TCI Companies, Inc. is “at will” which means that it may be terminated by TCI Companies, Inc. or by the employee at any time with or without reason, with or without notice, and with or without procedural formality or progressive discipline. No existing or past practice or procedure, and no representation, written or oral, express or implied, including without limitation those contained in this personnel manual, forms part of any employment contract between you and TCI Companies, Inc. so as to alter the at-will character of your employment. No representative of TCI Companies, Inc., except its President *in writing*, shall have the authority to make any promise or representation contrary to the foregoing.

The policies and procedures in this Manual are not a binding employment contract. Moreover, no policies can adequately cover, or predict, every situation that may arise. For these reasons, except for its policy of employment at-will, this Manual and the policies in it are intended to suggest guidelines that TCI Companies, Inc. may, in its sole discretion, choose whether or not to follow. Except for the at-will policy, TCI Companies, Inc. reserves the right, in its sole discretion, to vary from the terms of any of the policies contained herein, and/or to change or revoke this Manual and/or any policy in it at any time and for any reason, with or without advance notice. In the event of change or revocation, employees' continued employment shall constitute consideration for the change. TCI Companies, Inc. also reserves the right to take such action as it, in its sole discretion, deems appropriate in any situation not covered by this Manual.

The policies contained herein may be subject to provisions of a collective bargaining agreement. To the extent the policies contained herein contradict your collective bargaining agreement, the terms of the collective bargaining agreement will control.

III. EMPLOYMENT CLASSIFICATION

A. **Non-Exempt Employees:** Employees who are required to be paid overtime at the rate of one and one-half times their regular hourly rate of pay for all hours worked beyond 40 hours in a workweek, in accordance with applicable wage and hour laws.

B. **Exempt Employees:** Employees who are not required to be paid overtime for work performed beyond 40 hours in a workweek, in accordance with applicable wage and hour laws. Exempt employees are paid on a salaried basis.

IV. EQUAL EMPLOYMENT OPPORTUNITY

TCI Companies, Inc. is committed to equal employment opportunity for all persons regardless of race, color, religion, gender, age, marital status, national origin, disability, protected veteran status, sexual orientation, or any other basis protected by law. Equal opportunity extends to all aspects of the employment relationship including hiring, training, promotion, compensation, and other terms and conditions of employment.

Any employees with questions or concerns about any types of unlawful discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make good faith reports without fear of reprisal. Anyone found to have engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

V. HOURS OF WORK

TCI Companies, Inc. normal office hours are 7:30 A.M. through 4 P.M., unless otherwise stated by management. Crews are regularly scheduled from 6 A.M. to 3 P.M., but work hours may vary from time to time dependent on the circumstances. Management reserves the right to change regularly scheduled hours as is necessary for business operations.

Unless other arrangements are made with your supervisor or unless your collective bargaining agreement provides otherwise, you are expected to work these established hours, with a ½ hour unpaid meal break. During your ½ hour meal break, during which you are relieved of all job duties.

You may be assigned a different work schedule in response to the business needs of TCI Companies, Inc. or your personal needs. Changes in your schedule, including the *requirement* to work overtime, may be made at the discretion of TCI Companies, Inc. and normally are announced as far in advance as practical. Overtime, whether at the beginning or end of your shift must be pre-approved by your supervisor and worked as scheduled. Overtime may not be worked unless approved in advance by management.

A. Arrival and Departure

You should be on the premises only during your scheduled hours of work. You should arrive for work in time to begin productively working at your scheduled starting time but not so early as to create overtime unless your early arrival was pre-approved by your supervisor. You should depart promptly after the quitting time scheduled by your supervisor.

B. Breaks

Your one-half hour meal period should be taken at a time approved by your supervisor, and should be taken so as not to disrupt the work flow or interfere with customer service. If you work five hours or longer, a 30-minute meal period is mandatory.

VI. ATTENDANCE

Your absence, including *reporting late* or *quitting early without authorization*, means less service to our customers and additional workloads for other personnel. As such, regular attendance is an essential function of each employee's job.

Unexcused absences, arriving late, or leaving early may result in counseling or disciplinary action up to and including suspension or discharge.

A. Reporting Your Absence

If you cannot report for work, you are to *personally* report your absence to your supervisor, as far in advance as possible, but in no case later than 15 minutes after your scheduled starting time. You must properly notify TCI Companies, Inc. *each day* you are absent. Failure to do so may be interpreted by TCI Companies, Inc. as abandonment of your position and resignation from employment. A failure to call in or report for work for two or more consecutive workdays will be construed as a resignation of employment.

B. Proof of Absence

If your absence is due to illness or injury, TCI Companies, Inc. may require you to provide a physician's note documenting the necessity of your absence and/or your ability to return to work. TCI Companies, Inc. may also require that you be examined by a physician appointed by TCI Companies, Inc. If your absence is the result of personal emergency other than illness or injury, we may require appropriate documentation showing that your absence was necessary.

C. Emergency Time Off

For a personal emergency, you may, with the *prior approval* of your supervisor, be granted excused time off. Medical and other personal appointments should be scheduled at times when they do not interfere with your work. Requests should be infrequent and limited to emergency situations.

Excessive emergency time off may be considered in performance evaluations and may result in disciplinary action, up to and including termination of employment, in accordance with applicable law.

VII. YOUR PAY

A. Paydays and Work week

The regular work week is Thursday to Wednesday.

Employees are issued paychecks each Friday.

B. Paychecks

In situations where the normal payday falls on a holiday, your paycheck will be available the first regularly scheduled workday following the holiday or weekend.

Employees also have the option to have their paycheck deposited directly into their bank account. Human Resources have the forms necessary for utilizing direct deposit.

Report immediately any error in your check. You must pick up your paycheck unless written authorization has been given for another person to do so.

C. Prohibited Deductions

It is our policy to comply with the salary basis requirements of the FLSA for exempt employees. Therefore, all TCI Companies, Inc. managers are prohibited from making any improper deductions from the salaries of exempt employees.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Human Resources Department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

D. Payroll Advances

Because you are expected to maintain your personal financial matters separate from the workplace, advances against payroll are not possible.

E. Overtime

Overtime pay for nonexempt employees will be calculated for hours worked in excess of 40 hours in a work week. Hours worked do not include hours for which you are paid for not working (e.g., vacation hours).

F. Pay Transparency Nondiscrimination Provision

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

VIII. YOUR DUTIES

TCI Companies, Inc. may ask you to help with other work in addition to your normal daily job assignment. If asked to participate, your assistance will be expected. From time-to-time, TCI Companies, Inc. may give you additional responsibilities or transfer you to a position other than the one to which you are presently assigned.

IX. DRUG AND ALCOHOL POLICY

The goal of TCI Companies, Inc.'s drug-free workplace policy is to balance a respect for individuals with a need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it while sending a clear message that illegal drug use and alcohol abuse are incompatible with working at TCI Companies, Inc. The use of controlled substances is inconsistent with the behavior expected of employees and subjects all employees and visitors to our facilities and job sites to unacceptable safety risks and undermines TCI Companies, Inc.'s ability to operate effectively and efficiently.

All employees are expected to understand and actively participate in this program. TCI Companies, Inc. encourages its employees to take a proactive approach in identifying potential problems or violations by promptly reporting them to their supervisor. It is the employees' responsibility to be aware of the following violations:

1. It is a violation of our policy for any employee to possess, sell, trade, manufacture or offer for sale controlled substances or otherwise engage in the use of controlled substances or alcohol on the premises or engaged in TCI Companies, Inc. business off the premises. Any of the actions are strictly prohibited.

2. It is a violation of our policy for anyone to report to work under the influence of controlled substances or alcohol. That is, an employee cannot report to work with controlled substances or alcohol in his/her body.

3. It is a violation of our policy for anyone to use prescription drugs illegally. It is not a violation of our policy for an employee to use legally prescribed medications, but the employee should notify his/her supervisor if the prescribed medication will affect the employee's ability to perform his/her job.

4. It is a violation of our policy for an employee to use a controlled substance during non-working time to the extent that in the opinion of TCI Companies, Inc., it impairs an employee's ability to perform on the job or threatens the reputation or integrity of TCI Companies, Inc.

5. Violations of TCI Companies, Inc.'s Drug-Free Workplace Policy are subject to disciplinary action up to and including termination.

6. Employees convicted of controlled substance related violations in the workplace, including pleas of no contest, must inform TCI Companies, Inc. within five (5) days of such conviction or plea. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including an unpaid suspension or termination.

At its discretion, TCI Companies, Inc. may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program and undergo random, periodic drug screens as a condition of continued employment.

If you have any uncertainty regarding the contents of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the TCI Companies, Inc. Drug-Free Workplace Policy.

Required Drug and Alcohol Testing

TCI Companies, Inc. will employ four different types of drug and alcohol testing. The drug testing policy is applicable to all employees of TCI Companies, Inc. A summary of these tests and the obligations of all parties involved are stated below.

a. Pre-Employment Testing: TCI Companies, Inc. may conduct pre-employment testing designed to prevent the hiring of applicants who currently use a controlled substance or illegal drug. TCI Companies, Inc. will test applicants/new hires at the job site prior to the applicant/new hire performing any work.

Employees returning from a layoff greater than four weeks may also be subject to a drug test by TCI Companies, Inc. Failure to submit to a drug test may result in the employee being removed from the layoff recall list.

b. Reasonable Cause Testing: An employee must submit to a drug and alcohol test if, in the opinion of TCI Companies, Inc., there is cause to believe the employee is using or under the influence of an illegal drug or alcohol. Cause to suspect an employee is under the influence of illegal drugs and/or alcohol will include, but is not limited to, the following:

1. Excessive or pattern absenteeism or tardiness;
2. Declining productivity or quality of production;
3. Abnormal, unusual, or suspicious behavior that suggests the employee may be impaired;
4. Involvement in a work-related accident.

TCI Companies, Inc. will generally test employees at the job site by collecting saliva via an Oral Fluid Screen. Upon a positive test, the sample collected will be sent to a medical lab for confirmation.

If an employee tests positive under this paragraph during the initial screen at the site, the employee shall be subject to suspension from work, without pay, until the confirmation results of the applicable test are available. Should the employee's confirmation test results prove negative; the employee will be compensated for the work time missed.

c. Post-Accident Testing: TCI Companies, Inc. will require an employee who sustains a work-related injury requiring off-site medical attention to submit to a drug and alcohol test. The test will be administered as soon as possible after the accident. In addition, even though an employee may not have sustained a work-related injury requiring off-site medical attention, an employee may be required to submit to a drug and alcohol test if, in the sole discretion of TCI Companies, Inc., the employee had any involvement in a workplace accident. When applicable, this test will be administered as soon as possible after the accident.

An employee who is seriously injured and cannot submit to a drug and alcohol test shall subsequently provide the necessary authorization for obtaining hospital records and other documents that would indicate whether there were any illegal drugs or alcohol in his/her system.

d. Random Drug Testing: TCI Companies, Inc. may also conduct random drug testing for all covered employees. The random testing will be conducted as follows:

1. A company-wide selection process which will randomly select all covered employees without any input by management;
2. Random drug testing will be performed on employees holding a Commercial Driver's License ("CDL") in accordance with current laws as set by the Administrator of the Federal Motor Carrier Safety Administration from time to time pursuant to federal regulations.
3. Random drug testing will be performed on at least 10% of all non-CDL employees on an annual basis.

e. Testing After Rehabilitation: An employee who tests positive for drugs or alcohol or who voluntarily acknowledges a drug or alcohol problem and who returns to work after undergoing rehabilitation recommended by a licensed physician and approved by TCI Companies,

Inc. shall be subject to follow-up drug or alcohol testing, at the discretion of TCI Companies, Inc., without prior notice.

Procedures for Drug Testing

Employees holding a CDL will be tested in accordance with TCI Companies, Inc.'s Alcohol and Controlled Substance Policy for Commercial Motor Vehicle Operators.

TCI Companies, Inc. reserves the right to test non-CDL new hires and/or employees in the manner that it deems reasonable and fit given the circumstances. Generally, TCI Companies, Inc. will test new hires and/or employees at the job site by collecting saliva via an Oral Fluid Screen. Upon a positive test, the sample collected will be sent to a medical lab for confirmation. A confirmed positive result of a new hire will result in the withdrawal of the conditional offer of employment. A confirmed positive result for an employee will result in disciplinary action up to and including termination.

If a new hire and/or employee tests positive under this paragraph during the initial saliva test at the site, the new hire will be prohibited from working until the confirmation results of the applicable test are available. Should the new hire's confirmation test results prove negative, the new hire's offer of employment will be reinstated and the new hire will be compensated for the work time missed. Should a new hire refuse to take the pre-employment test, it will be considered a positive test, and the conditional offer of employment given to the new hire will be withdrawn

If an employee tests positive under this paragraph during the initial saliva test at the site, the employee shall be subject to suspension from work, without pay, until the confirmation results of the applicable test are available. Should the employee's confirmation test results prove negative; the employee will be compensated for the work time missed. Should an employee refuse to take the test, it will be considered a positive test, and the employee shall be disciplined up to and including termination.

The results will generally be kept confidential, but TCI Companies, Inc. reserves the right to share the results with the employee's union.

X. ANTI-HARASSMENT POLICY AND PROCEDURES FOR COMPLAINTS

TCI Companies, Inc. is committed to providing a work environment free of unlawful discrimination and harassment. Discrimination or harassment of any kind based on an individual's sex, race, national origin or ethnicity, color, age, religion, disability, handicap, protected veteran status, marital status, sexual orientation, or any other legally protected characteristic or activity is absolutely prohibited. Any employee who feels that he or she has been subjected to any illegal harassment should follow the complaint procedure set out below. This policy applies to harassment by supervisors, co-workers, and non-employees such as customers or vendors.

Sexual harassment will not be tolerated. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct, visual matters such as posters, cartoons, or drawings, photographs, magazines, calendars, electronic hand-held devices

such as cell phones, and any other verbal or physical actions which may interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment. Sexual harassment includes, but is not limited to, situations where (1) submission to such conduct is made a condition of employment; or (2) submission to or rejection of such conduct is used as the basis for an employment-related decision such as promotion, performance evaluation, or discipline; or (3) such conduct creates a hostile working environment.

It is also the policy of TCI Companies, Inc. that all employees are entitled to work in an environment free from other forms of unlawful and/or discriminatory harassment. Racial, ethnic, or religious slurs or other verbal or physical conduct relating to an individual's race, color, national origin, ancestry, marital status, sexual orientation, age, handicap, disability, or veteran status may constitute discriminatory harassment when this conduct interferes with the individual's work performance or creates an intimidating, hostile, or offensive working environment.

Any employee, including supervisors and managers, who believes that behavior which could be perceived as sexual or other unlawful harassment has occurred must promptly report the incident(s) to Human Resources. Such conduct must be reported whether it occurs on or off TCI Companies, Inc. premises, during or outside of work hours, and whether committed by a TCI Companies, Inc. employee or by a person the employee encounters as part of his or her employment, such as a customer or vendor. Employees should report harassment at once, and not wait to make the report until it becomes severe or frequent. All complaints of unlawful harassment will be investigated.

Any supervisor who receives any report or complaint of harassment - whether formal or informal - must immediately make a full report to Human Resources even if the employee has asked that no action be taken on the report or complaint. TCI Companies, Inc. will investigate the situation. Each employee must cooperate in the investigation. Any employee who has been found to have engaged in sexual or other unlawful harassment or other inappropriate behavior will be subject to disciplinary action, up to and including termination of employment. Likewise, any supervisor or manager who has received a complaint of alleged harassment or who has knowledge of alleged harassment and fails to report the information to Human Resources will be subject to disciplinary action, up to and including termination of employment.

TCI Companies, Inc. will endeavor to maintain confidentiality with respect to any complaints and the investigation to the degree that can be maintained while TCI Companies, Inc. conducts a thorough investigation. To enable TCI Companies, Inc. to do so, each employee must maintain the confidentiality of any interviews, questions, or other related matters.

Employees can raise concerns and make good faith reports of sexual or other unlawful harassment without fear of reprisal. Retaliation by any person against a person making such a report or participating in an investigation is absolutely prohibited and will result in disciplinary action. This, of course, does not preclude disciplinary action against an employee who makes complaints in bad faith or provides false information during an investigation.

TCI Companies, Inc. hopes that it will be able to resolve all matters related to sexual or other unlawful harassment within the scope of the company policy. However, an employee has the right to contact an outside agency to file a formal complaint. A complaint must be filed at the

Illinois department of Human Rights with 180 days of the alleged incident, unless it is ongoing. A complaint may be filed at the EEOC up to 300 days from the alleged incident. These agencies may be contacted as described below:

IDHR
Springfield- 217.785.5100
Springfield TDD-217.785.5125
Chicago- 312.814.6200
Chicago TDD- 312.263.1579

EEOC
Chicago- 312.353.2613
Toll free in IL- 800.669.4000
Chicago TDD- 800.669.6820

XI. ELECTRONIC COMMUNICATIONS POLICY

TCI Companies, Inc. has established the following policy, which governs the use of its electronic communications systems, including all computer equipment, systems, and resources; voice mail; e-mail; and Internet access.

All communications and information transmitted by, received by or through, accessed from, created, or stored in TCI Companies, Inc.'s computer system, including e-mail messages, voicemail messages, records of Internet usage, and other electronic communications and files are and remain at all times the records and property of TCI Companies, Inc.

Employees have no right of personal privacy in any information, records, or matter stored in, created, received, accessed, or sent over TCI Companies, Inc. computers or TCI Companies, Inc. computer system. TCI Companies, Inc. specifically reserves the right, in its discretion, to review any employee's electronic files, messages, and usage, including Internet usage, to ensure that electronic media and services are being used in compliance with the law and with this and other TCI Companies, Inc. policies. Employees should therefore not assume electronic communications are private and confidential, and should transmit confidential or sensitive information in other ways.

Employees are to use the TCI Companies, Inc.'s computer resources, including e-mail and Internet, primarily for business purposes. Limited personal use is permitted so long as employees do not abuse this privilege or otherwise violate TCI Companies, Inc. policy. The personal use must occur in a professional manner and not interfere with business use. Please remember that personal e-mail messages and personal Internet usage, like business-related messages and Internet usage, may be accessed, deleted, monitored, or disclosed by representatives of TCI Companies, Inc. and third parties.

XII. SOCIAL MEDIA POLICY

TCI Companies, Inc. respects the right of employees to use online means of self-expression and communication during personal, non-working time, including email, instant messaging, text messaging, chat room postings, multi-media/social networking websites, personal and Company-sponsored websites and web logs ("blogs"). However, employees must also understand that

statements made online—even during personal, non-working time—can impact the TCI Companies, Inc., its employees, and the workplace.

Employees are reminded that they are prohibited from disclosing any confidential, sensitive, or trade secret information of TCI Companies, Inc. In addition, employees are expected to comply with all applicable TCI Companies, Inc.'s policies when engaged in online communication, including but not limited to the TCI Companies, Inc.'s Equal Employment Opportunity Policy, Anti-Harassment Policy and Procedure for Complaints, and Electronic Communications Policy.

In addition, employees should be mindful of the following guidelines:

- Employees should be aware that the TCI Companies, Inc. may, at any time, check the employee's online postings and blogs.
- Employees should not respond to negative feedback about the TCI Companies, Inc. Any official company response must be coordinated through the Chief Executive Officer.
- At no time (before, during, or after working hours) may employees make any postings while representing themselves as an employee of TCI Companies, Inc. or state/imply that the employee's postings are the position of, endorsed by, or condoned by TCI Companies, Inc. unless approved by management.
- An employee's online postings should reflect the employee's point of view. When posting an employee's point of view, the employee should neither claim nor imply the employee is speaking on TCI Companies, Inc.'s behalf, unless the employee receives prior authorization from Chief Executive Officer.
- An employee's Internet postings shall not include TCI Companies, Inc.'s logos or trademarks, and should respect copyright, privacy, fair use, financial disclosure and other applicable laws.
- Employees may also be liable if the employee makes postings which include confidential or copyrighted information (music, videos, text, etc.) belonging to third parties. Before posting someone else's material, employees should obtain the owner's permission. If the employee is unsure, he/she should not post it.
- Because the employee is legally responsible for the employee's postings, the employee may be subject to liability if the employee's online posts are found defamatory, harassing or in violation of any other applicable law.
- Employees should not post or publish confidential, private, or personal information about TCI Companies, Inc., employee's fellow employees, contractors, vendors, customers, clients, or visitors.
- Employees should not post or publish any information about any employees, contractors, vendors, customers, clients, or visitors of TCI Companies, Inc., whether or not the employee believes that the information is confidential.
- TCI Companies, Inc. shall not be held liable, under any circumstances, for any errors, omissions, losses, or damages claimed or incurred due to any of an employee's online postings.

Employees are prohibited from engaging in personal on-line communications while using TCI Companies, Inc.'s property or equipment and/or during working hours.

Nothing in this policy is intended to discourage or prevent an employee from engaging in concerted activity to discuss working conditions of the Company with his or her co-workers as allowed by the National Labor Relations Act.

Employees who violate this Social Media policy may be subject to disciplinary action, up to and including termination of employment. If an employee has questions about this policy or how it may apply to the employee's online communications, please contact the Human Resources Department.

XIII. WORKPLACE VIOLENCE POLICY

TCI Companies, Inc. is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States. In light of this concern, it is TCI Companies, Inc.'s policy to expressly prohibit any acts or threats of violence by any TCI Companies, Inc. employee or former employee against any other employee in or about the TCI Companies, Inc.'s facilities or elsewhere at any time. TCI Companies, Inc. also will not condone any acts or threats of violence against TCI Companies, Inc. employees, customers, or visitors on TCI Companies, Inc. premises at any time or while they are engaged in business with or on behalf of the TCI Companies, Inc., on or off the TCI Companies, Inc.'s premises.

In furtherance of this policy, employees have a "duty to warn" their supervisors, security personnel, or other managers of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, customers, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. TCI Companies, Inc. will not condone any form of retaliation against any employee for making a report under this policy.

XIV. TRI-COUNTY IRRIGATION & PLUMBING, INC.-OWNED PROPERTY

All items that have been issued to you during the course of your employment remain the property of TCI Companies, Inc. You are responsible for their care, security, and return. The cost of any such item not returned upon demand or returned in less than acceptable condition may be at your expense.

A. Records, Files, and Other Confidential Information

All records and files maintained by TCI Companies, Inc. are the property of TCI Companies, Inc. and are *confidential*. They are not to be copied or disclosed to any party except when authorized by management. Confidential information includes, but is not limited to, correspondence or any other information concerning transactions with customers, customer lists, personnel and payroll records of present or past employees, financial records and information of TCI Companies, Inc., records of purchases from vendors and suppliers, production methods and processes, future plans and/or business strategies, and any other information regarding the business affairs or operating practices or procedures of TCI Companies, Inc..

B. Removal of TCI Companies, Inc. Property

Before TCI Companies, Inc. owned property (equipment, special tools, scraps, waste, excess materials, etc.) may be removed from the premises, authorization must be obtained from an appropriate member of management.

XV. MISCELLANEOUS SUBJECTS

A. Cell Phone Policy

TCI Companies, Inc. prohibits the use of cell phones while driving without the use of a hands-free device. Employees should keep all calls while driving brief, and should end any call that distracts them from the road.

B. Personal Business and Telephone Calls

Personal business is not allowed during work hours. Personal telephone calls should only be made or accepted in the case of an *emergency* and must not interfere with your work; personal long distance calls may not be charged to TCI Companies, Inc.'s telephone number.

C. Documentation of on-the-job Injuries and Accidents

Any injury that occurs on the job should be reported immediately to the employee's immediate supervisor. If the injury requires medical attention, the employee or employees should take prompt action to have appropriate medical attention provided for the injured employee.

Every workplace injury must be immediately reported to their supervisor and an Injury Report completed as soon as possible after the accident but in no case greater than 24 hours after the injury occurred. An on the job accident may require the employee to be subjected to a drug and alcohol test at the behest of TCI Companies, Inc.

Damage to TCI Companies, Inc. equipment or property in excess of \$100, as well as damage to any other property while on the job, must be reported to their supervisor immediately, or as soon as feasible. Any incident of damage claims may require the employee to be subjected to a drug and alcohol test at the behest of TCI Companies, Inc.

D. Health

For your safety and the safety of others, you should inform your supervisor and the Human Resources Department if you have any health condition or are taking medication that may affect your ability to perform your job safely and effectively. You may be required to provide a statement from your physician or a physician appointed by TCI Companies, Inc. certifying your ability to work.

Employees are required to immediately report any injury they suffer at work to their supervisor, regardless of its severity,

E. Personnel Records

It is important that your personnel records be kept up to date at all times. Your current home address and telephone number and the name, address, and telephone number of your emergency contact must be on file with TCI Companies, Inc. If your marital status or dependents change, you may need to change the number of exemptions claimed for income tax purposes and/or add or delete members of your family to or from our group insurance plan. It is your responsibility to keep TCI Companies, Inc. informed of any such changes.

Employment information regarding any past or present employee may NOT be disclosed to any outside party except as specifically authorized by management. As such, any reference request should be referred to Human Resources or your supervisor. Non-supervisory employees are not to directly respond to such requests.

Each and every job-related training program which you are required by TCI Companies, Inc. to attend, or you otherwise attend that can be considered job-related training should be accompanied by a certificate of completion. TCI Companies, Inc. expects that a copy of the certificate of completion be furnished by the employee for inclusion into their personnel file (for those training programs required by TCI Companies, Inc.).

F. Posters/Bulletin Boards

Official items posted on the premises of TCI Companies, Inc. are not to be tampered with in any way. Approval of management must be granted before any personal, political, commercial, or promotional notice or material is posted on the premises or on a TCI Companies, Inc. owned vehicle.

G. Termination of Employment

All TCI Companies, Inc. owned property (keys, credit cards, special tools, etc.) must be returned at the time employment is terminated. If you choose to resign from employment, you are requested but not required to give advance notice to your supervisor.

H. Solicitations

Personal decisions regarding the purchase of goods or services, charitable contributions, or membership in an organization should not detract from the effectiveness of your work or create negative feelings.

Consequently, solicitation and distribution for any purpose is guided by the following rules:

1. Solicitation on TCI Companies, Inc. property by employees is permitted providing that no such activity is performed by an employee during working time. Non-work time would include break periods, mealtimes, or other specified periods during the work day when employees are not engaged in

performing their work tasks, and provided that the activity does not interrupt the work of another employee or disrupt TCI Companies, Inc. operations. Solicitation for any cause or distribution of literature of any kind, during work time is not permitted.

2. Distribution of literature on TCI Companies, Inc. property is not permitted.
3. Employees may not solicit any visitor for any purpose, nor shall any employee distribute any materials to visitors, except as directed by your supervisor or the Human Resources Department.
4. Solicitation and distribution of material on TCI Companies, Inc. premises by non-employees is expressly prohibited at all times.

These rules will be strictly enforced. An employee violating any of these rules will be subject to disciplinary action.

XVI. EMPLOYEE BENEFITS

TCI Companies, Inc. strives to provide an employee benefit program that is competitive in our area and industry. The time-off plans, insurance coverage, and other benefits outlined in this handbook represent a significant monetary value in addition to your regular income. TCI Companies, Inc. reserves the sole right and authority to amend or terminate any of the benefits outlined in this handbook, at any time, or to modify the cost to employees or co-pays required by employees for any benefits in accordance with applicable law.

A. Family and Medical Leave Policy

TCI Companies, Inc. will grant a leave of absence to eligible regular full-time and part-time employees for the care of a child after birth, adoption, or placement with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition, for an employee's own serious health condition. Federal law governs which employees may be eligible for family or medical leave and provides certain conditions and limitations.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition (regardless of cause and regardless of whether related to an on-the-job injury or otherwise) that involves either:

- any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**
- continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) due to:

- A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:
 - treatment two or more times by or under the supervision of a health care provider; **or**
 - one treatment by a health care provider with a continuing regimen of treatment; **or**
 - Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; **or**
 - A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; **or**
 - A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; **or**
 - Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

Leave under this policy will be granted for a period up to a maximum of 12 weeks within a calendar year period of January 1 to December 31.

1. Eligibility

To qualify for leave under this Policy, an employee (full-time or part-time) must have been employed by TCI Companies, Inc. for at least twelve months, and have worked at least 1,250 hours during the twelve-month period preceding the leave. Please check with Human Resources to determine your eligibility.

2. Military Family Leave Eligibility

Employees may also be eligible for FMLA leave under certain circumstances. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard and Reserves and the Regular Armed Forces in support of a contingency operation may use their 12 week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events (such as short notice deployment and post-deployment activities), arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, attending post-deployment reintegration briefings, caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered

active duty, or taking time for Rest and Recuperation (up to a maximum of 15 calendar days).

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12 month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves or a covered veteran. The covered service member may take time off due to a serious injury or illness incurred in the line of duty on active duty either of which that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or due to injuries or illnesses that existed before the beginning of the member's active duty and were aggravated by service in the line of duty on active duty in the Armed Forces; or due to being on outpatient status; or due to being on a temporary disability retired list.

3. Notification

When the need for leave is foreseeable or planned in advance (such as the birth, adoption or placement of a child and in cases of planned medical treatment) the employee must notify Human Resources at least 30 days in advance of the requested leave by completing the TCI Companies, Inc. Leave of Absence Request Form (available from Human Resources). When the leave is unexpected and 30 days advance notice is not practical, notice must be given as soon as possible after the employee learns of the need for the leave. All requests for leave must be submitted to Human Resources. When planning medical treatment, the employee should make reasonable efforts to schedule the leave so as not to unduly disrupt TCI Companies, Inc. operations.

4. Use of Paid Leave Required

You are required to use all accrued, unused paid leave, such as vacation days and sick days, during the leave period, and FMLA leave will run concurrently with those paid days. FMLA leave will also run concurrently with time off due to an on-the-job injury if the injury qualifies as a serious health condition under FMLA. When an employee has taken all available accrued paid leave, the balance of the leave will be without pay.

5. Benefits during Leave of Absence

All group health benefits will continue during the leave under normal conditions and requirements provided you continue to make your regular employee contributions. If you do not return to work after the completion of approved leave, you will be required to reimburse TCI Companies, Inc. for any premiums it paid to maintain your group health coverage unless the failure to return to work was for reasons beyond your control; you will be responsible for your portion of any premiums in any event. Other benefits will be governed in accordance with the terms of each plan.

Benefits that operate on an accrual basis, such as vacation days, will continue to accrue during any period of FMLA leave in accordance with the specific plan or policy.

5. Medical Certification

TCI Companies, Inc. requires medical certification verifying the need for leave if an employee requests leave on account of a serious health condition or to care for a seriously ill family member. If it is the employee's own health condition, the medical certification must include a statement from the treating physician that the employee is unable to perform the functions of his or her job. If leave is requested to care for a family member with a serious health condition, the medical certification must include an estimate of the amount of time the employee will be needed to care for the family member. Medical Certification Forms, which explain in detail what information is needed from the healthcare provider, are available from Human Resources.

Employees taking leave under this policy may also be required to provide additional physician's statements at reasonable intervals. Further, the employee or family member may be required to submit to medical examination by a physician designated by TCI Companies, Inc. at its expense.

Employees taking leave for the birth, or adoption, of a child or placement of a child with the employee for foster care must provide appropriate documentation to Human Resources.

6. Return to Active Employment

Upon return from approved family and medical leave, an employee will normally be returned to his or her previous position or an equivalent position. TCI Companies, Inc. cannot guarantee that an employee will be returned to his or her original position. A determination as to whether a position is an "equivalent position" will be made by TCI Companies, Inc.

When taking leave for your own serious health condition, you will be required to provide a certification from your physician that you are able to return to work.

7. Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a Family or Medical Leave will subject the employee to immediate termination unless an extension is granted.

8. Leave Schedule

Leave may be taken on a continuing or intermittent basis if medically necessary for a serious health condition of the employee or family member.

B. Military Leave

Leaves of absence without pay for military or Reserve duty are granted to regular, full-time and regular, part-time employees. If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, you should notify your supervisor or the Human Resources Department immediately, and submit copies of your military orders to him or her as soon as is practicable. You will be granted a military leave of absence without pay for a period of military service, in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training. You may choose to use paid vacation time or paid personal time for such period of training at your discretion. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

C. VESSA Leave

TCI Companies, Inc. also will provide leave under the Illinois Victims' Economic Security and Safety Act, as required by law.

D. Unpaid Medical Leave of Absence

Most employees who have a serious health condition and/or disability which necessitates time off will be allowed unpaid time off in accordance with TCI Companies, Inc.'s FMLA leave policy. There may be occasions where an employee needs unpaid time off as an accommodation for a disability, but the employee may not qualify for a leave of absence or the employee may need additional time off beyond the time allowed under the foregoing leaves of absences. Employees who need such unpaid time off to accommodate their disability may, in TCI Companies, Inc.'s sole discretion, be given a Medical Leave of Absence.

Any employee who believes he or she needs a Medical Leave of Absence shall submit a written request to the Human Resources Department stating the reason for, and the beginning and ending dates of, the proposed leave. The written request must be accompanied by a doctor's note supporting the employee's need for a Medical Leave of Absence. The doctor's note should state the employee's medical condition which necessitates the need for leave, state whether the employee needs an accommodation to perform the essential functions of his/her job due to the medical condition, and, if so, state the physician's opinions as to what reasonable accommodations TCI Companies, Inc. may provide to the employee to accommodate him or her (such as a leave of absence). The doctor's note should also state an expected return to work date, and if such date is unknown or indefinite, this should be stated on the doctor's note. Employees must provide sufficient information for TCI Companies, Inc. to determine if the leave may qualify as a disability and the anticipated timing and duration of the leave. TCI Companies, Inc. will evaluate the need for Medical Leave and reserves the right to grant or deny such a request in whole or in part on a case-by-case basis in accordance with applicable state and federal law.

The Medical Leave of Absence is unpaid time off. All Company benefits, including accrual of vacation, shall cease during the period of time an employee is on Medical Leave, provided, however, that eligible employees may maintain group health insurance coverage through COBRA

(if the employee's leave of absence is considered a qualifying event under COBRA), if they pay the full 100% monthly insurance premium and administrative costs, or as may otherwise be required by the summary plan description of the group health insurance.

Employees on Medical Leave are required to check in with the Human Resources Director to update TCI Companies, Inc. on his/her status at least once every two weeks during the Medical Leave. TCI Companies, Inc. reserves the right to request, at various times during the Medical Leave, a physician's note setting out the employee's status and return to work expectations.

Employees are required to provide a fitness for duty certification from their physician prior to returning to employment at the conclusion of their Medical Leave. If the physician certification provides that the employee may return to work with restrictions, the restrictions should be noted on the physician certification, and TCI Companies, Inc. will do its best to accommodate those restrictions.

Except as otherwise provided by applicable law, TCI Companies, Inc. does not guarantee that a position will be held open for a person who has been on Medical Leave, and TCI Companies, Inc. also does not guarantee employment will continue while an individual is on the Medical Leave of Absence. However, TCI Companies, Inc. will endeavor to place a person in a similar position when he or she is available to return to work, predicated upon current business conditions. Refusal of an individual to accept a position offered to him by TCI Companies, Inc. shall constitute, and be deemed to be, a voluntary resignation by that individual.

Employees who return from an authorized Medical Leave will retain all benefits they had earned or accrued at the commencement of their leave, but shall not earn or accrue any benefits, including vacation or holidays, while they are on unpaid Medical Leave.

XVII. DISCLAIMER

This employee handbook may be amended or revised from time to time at TCI Companies, Inc.'s sole discretion. Neither this employee handbook nor any of the individual policies contained herein create any contracts or contractual rights.

**RECEIPT AND ACKNOWLEDGMENT OF
TCI COMPANIES, INC.'s
EMPLOYEE HANDBOOK**

I have received a copy of the TCI Companies, Inc.'s Employee Handbook. I acknowledge my obligation to read and understand its contents, and further acknowledge and agree that:

- **This handbook is not a contract and does not create any contractual rights.**
- The handbook is only intended to provide a general overview of the personnel policies and does not necessarily represent all such policies or practices in force at any particular time.
- This handbook may be subject to provisions of an applicable collective bargaining agreement. To the extent the policies contained herein contradict your collective bargaining agreement, the terms of the collective bargaining agreement will control.
- Neither this handbook, nor any other written or unwritten policy or practice of the TCI Companies, Inc., creates, or is intended to create, an express or implied contract, covenant, promise, or representation that employment will continue for any specified period of time. Employment is “at-will,” which means that I may resign at any time without stating my reason or giving notice, or that TCI Companies, Inc. may terminate my employment at any time with or without cause or notice.
- TCI Companies, Inc. reserves the sole right to add, change, or rescind any policy or practice at any time except that any such modification shall not alter my right, or the right of TCI Companies, Inc., to terminate employment at any time with or without cause or notice.

Employee Signature

Date

Employee Name (Please Print)