



CMAC Roofing, LLC and its  
Subsidiaries, Partners, Affiliates,  
Successors, or Related Entities

## **EMPLOYEE HANDBOOK**

Effective: October 1, 2025

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# Purpose Of Employee Handbook

This Employee Handbook contains information about the employment policies and practices of CMAC Roofing, LLC a Texas LLC and its subsidiaries, partners, affiliates, successors, related entities, or assigns, referred to in this Employee Handbook as (“CMAC Roofing, LLC ” or “Company”). These policies reflect the Company’s values, and we expect each employee to read this Employee Handbook carefully as it is a valuable reference for understanding their job and their employment with CMAC Roofing, LLC.

This Employee Handbook supersedes all previously issued Employee Handbooks. Except for the policy of at-will employment, CMAC Roofing, LLC reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of this Employee Handbook.

This Employee Handbook does not constitute an express or implied contract guaranteeing continued employment for any employee. No manager or supervisor has any authority to enter into a contract of employment, express or implied, that changes or alters the fact that employment with CMAC Roofing, LLC is at-will. Only the COO of the Company or their authorized representative has the authority to enter into an employment agreement that alters the fact that employment with the Company is at-will, and any such agreement must be signed in writing by the COO of the Company or their authorized representative.

Not all of the Company’s policies and procedures are set forth in this Employee Handbook. We have summarized only some of the more important ones. If an employee has any questions or concerns about this Employee Handbook or any other policy or procedure, they should ask their supervisor or Human Resources.

Nothing in this Handbook or in any other document or policy is intended to violate any local, state, or federal law. Nothing in this Handbook is intended to limit any concerted activities by employees relating to their wages, hours, or working conditions, including the right to: communicate with others concerning wages, hours, benefits, and other terms or conditions of employment; self-organize, form, join or assist labor organizations; bargain collectively through representatives of the employees’ choosing; engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection; refrain from engaging in such activities; or engage in any other conduct protected by Section 7 of the National Labor Relations Act. Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission, National Labor Relations Board, Securities and Exchange Commission, or any other federal, state, or local agency charged with the enforcement of any laws.

This Handbook may apply to employees working in a state with greater or different rights, and the Company may provide a state-specific supplement to the Employee Handbook that provides information and policies applicable to employees working in that state. The Company complies with applicable laws, including state and local laws.

## Offer Letter Superseding Policies

Unless otherwise stated in a signed offer letter, the policies outlined in this handbook apply to all employees. If an offer letter includes terms or conditions that differ from those in this handbook, the terms



of the offer letter will govern for that individual employee. Any exceptions must be documented in writing and approved by company leadership at the time of hire.

# **At-Will Employment**

Employment with CMAC Roofing, LLC is at will unless state law provides otherwise. This means that employment may be terminated for any or no reason, with or without cause or notice, at any time by the employee or by the Company. Nothing in this Handbook or any oral statement shall limit the right to terminate at-will. This at-will employment policy is the sole and entire agreement between the employee and CMAC Roofing, LLC regarding the fact that employment with CMAC Roofing, LLC is at-will. No manager or supervisor has any authority to enter into a contract of employment, express or implied, that changes the fact that employment with CMAC Roofing, LLC is at will.

# General Information

## Welcome

On behalf of your colleagues, we welcome you to CMAC Roofing, LLC and wish you every success here. At CMAC Roofing, LLC, we believe that each employee contributes directly to the growth and success of the company, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should become familiar with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with CMAC Roofing, LLC.

We believe that professional relationships are easier when all employees are aware of the culture and values of the organization. This guide will help you to better understand our vision for the future of our business and the challenges that are ahead. We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

## Company History

Christian Viveiros (owner) was Division President for one of the largest turnkey roofing companies in the nation. He started and managed what became the largest division among 5 for over 10 years. After huge management changes, he decided to start his own company with the blessing of most of his staff, who later came along to join him. Since starting his company in 2020, CMAC Roofing, LLC has locations in: DFW, HOU, and ATX (San Antonio), Nashville, ATL, OKC. In just 5 years, CMAC Roofing, LLC has already accumulated over \$90 million in sales and was also named #56 in the TOP 100 Roofer Contractor. CMAC works with over 40 production builders across Texas and numerous custom builders. CMAC prides itself on service and being a true partner. CMAC understands the builder's mission and starts every day with a "get it done" attitude.

## Our Philosophy

CMAC Roofing, LLC's management philosophy is based on responsibility and mutual respect. Our wishes are to maintain a work environment that fosters personal and professional growth for all employees. Maintaining such an environment is the responsibility of every staff person. Because of their role, executive staff, managers, and supervisors have the responsibility and are expected to lead by example while fostering an environment of respect for every individual.

People are drawn to CMAC Roofing, LLC because we have built a work environment that promotes achievement, values hard work and integrity, and reflects our commitment to excellence in the roofing and construction industry. CMAC Roofing, LLC aims to become a leader in the construction industry. The cornerstone of our strategy will be to offer a level of client focus that is superior to that offered by our competitors.

To help achieve this objective, CMAC Roofing, LLC, seeks to attract highly motivated individuals who thrive in a team environment and are ready to share in the commitment, responsibility, and discipline

required to fulfill our vision. We aim to build a culture that values individual strengths and encourages decisive action. While our goals and expectations will be grounded in reality, we are committed to pursuing them with determination. As we grow and succeed, CMAC Roofing, LLC strives to offer competitive compensation and innovative benefits, which we believe are essential to attracting and retaining top talent and sustaining our position as an industry leader.

## **Our Mission Statement**

At CMAC we strive to create an environment defined by loyalty and respect, where servant leadership guides our actions. With pride in our values, we commit to uplifting each other and serving our customers, ensuring that every voice is heard and every contribution is valued.

## **Our Core Values**

At CMAC Roofing LLC, our core values are the foundation of everything we do, from how we serve our customers to how we support every member of our team. Together, they reflect our commitment to living *Life Unlocked*.

### **Loyalty**

We stay committed to each other, to our mission, and to doing what is right, even when no one is watching. Loyalty at CMAC means showing up with integrity, following through on commitments, and staying true to our people and values, especially when it's not the easiest or most convenient choice. We believe loyalty is built through consistency, trust, dependability, and putting the team's success ahead of personal gain.

### **Respect**

Every person matters. We honor each voice and value the unique experiences each person brings to the table. Respect shows up in how we speak, how we listen, and how we handle conflict with professionalism, empathy, and dignity. We assume good intent, communicate with honesty and care, and make space for disagreement without dismissing perspective. When people feel seen and valued, they are free to do their best work, and that freedom fuels everything we stand for.

### **Servant Leadership**

At CMAC, we believe that while titles reflect responsibility and earned achievement, great leaders are defined by how they serve others. We lead by example, put people first, and empower those around us to succeed. We share credit, take responsibility, and stay grounded in humility. Our leaders are the first to roll up their sleeves and the last to seek recognition. They lift others by being present, accountable, and committed to the success of the team.

### **Value-Driven**

We bring value to every interaction, project, and relationship. Whether through quality work, thoughtful communication, or efficient solutions, we strive to be people others can count on. Our decisions, actions, and standards are shaped by our mission statement and core values, not just convenience or profit. We measure success by the difference we make, not just the dollars we earn. Being value-driven means

delivering excellence with intention and creating an impact that lasts beyond any single job, project, or transaction.

## **Innovative**

We are not afraid to think differently, and we do not settle for “how it has always been done.” Innovation means staying curious, embracing change, and continuously improving our processes, services, professional growth, and mindset. It means challenging the status quo and building a better way forward for our team, our customers, and the industry. Every idea, every lesson, and every risk taken in good faith unlocks new potential to serve and succeed.

## **Human Resources (HR)**

Human Resources is your point of contact for any questions, concerns, or needs related to your employment. This includes topics such as payroll, benefits, policies, workplace concerns, time off, training and development, employee initiatives, and employee relations.

## **How to Contact**

Employees should contact HR directly by email or phone:

Jenn Ridgeway, Director of Business Operations and HR  
[jennr@cmacroofing.com](mailto:jennr@cmacroofing.com)  
469-230-9547

All reporting of employee concerns including issues related to conduct, workplace behavior, or policy violations should be directed to HR. If HR is unavailable and the matter is urgent, employees may notify their immediate supervisor, who will ensure the concern is escalated to HR.

## **Confidentiality**

All reports made to HR will be handled as confidentially as possible and in compliance with applicable laws. The Company strictly prohibits retaliation against any employee who, in good faith, raises a concern or reports an issue.

# Commitment to Diversity

## Equal Employment Opportunity and Policy Against Harassment, Discrimination, and Retaliation

CMAC Roofing, LLC is an equal opportunity employer and makes employment decisions on the basis of current needs and merit. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is a core value here. CMAC Roofing, LLC does not discriminate against or tolerate harassment by anyone on the basis of the following Protected Characteristics:

- Federally: race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 and older), military status, disability, and genetic information (including family medical history)
- Texas: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, disability, religion, national origin, age (40 and older), sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity, genetic information, and military service

CMAC Roofing, LLC also prohibits discrimination and harassment based on the perception that an employee falls within one of the categories of Protected Characteristics or based on the employee's association with a person who falls within or is perceived to fall within one of the categories of Protected Characteristics. These prohibitions apply in the workplace, on business trips, during business meetings, at business-related social events, and at any other location where a CMAC Roofing, LLC-sponsored event takes place.

## Harassment

Harassment is prohibited and can be unlawful when based on a protected characteristic. Harassment may take many forms, including *verbal harassment* (e.g., jokes, epithets, slurs, negative stereotyping, gossiping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or sexual practices); *physical harassment* (e.g., physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, or leering at a person's body); or *visual harassment* (e.g., offensive or obscene pictures or emails, gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material in the workplace that denigrates or shows hostility toward an individual because of a protected characteristic).

## Retaliation

Retaliation taken against any person for reporting incidents, making a complaint, or participating in an investigation of harassment or discrimination, or perceived harassment or discrimination is strictly prohibited.

## Complaint and Investigation of Discrimination, Harassment, and/or Retaliation

If employees believe they have been subjected to harassment, discrimination, or retaliation of any kind, they must immediately report the conduct to their supervisor, Human Resources, or both. If employees do not feel comfortable discussing the matter with their supervisor, employees should bring the matter to the attention of Human Resources, their second-tier supervisor, or another superior they trust. Employees should promptly bring the matter to the attention of CMAC Roofing, LLC so that it can be investigated and addressed appropriately. Supervisors must report any complaints of misconduct, including harassment, discrimination, or retaliation, to Human Resources or a sufficiently empowered CMAC Roofing, LLC employee or officer as soon as possible so CMAC Roofing, LLC can attempt to resolve the claims internally.

Individuals are encouraged to complete the COMPLAINT REPORT FORM – DISCRIMINATION OR HARASSMENT attached to this handbook when submitting a complaint.

All complaints will be promptly and thoroughly investigated by qualified personnel in a fair and impartial manner. The investigation will be documented and tracked. CMAC Roofing, LLC will keep confidential all information disclosed during the investigation, except as necessary to conduct the investigation, take any remedial action, or follow the law. All employees and supervisors have a duty to cooperate in the investigation of alleged harassment, discrimination, or retaliation. Failing to cooperate or deliberately providing false information during an investigation can result in termination of employment. If CMAC Roofing, LLC determines that a violation of this policy has occurred, it will take effective remedial action and steps to prevent any further violations.

## Additional Enforcement Information

In addition to the Company's internal complaint procedure, employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) and other independent state agencies investigate and prosecute complaints of harassment, discrimination, and retaliation.

- Information about the EEOC's complaint procedure can be found at [www.eeoc.gov](http://www.eeoc.gov) or by calling 1-800-669-4000 (English) or 1-800-669-6820 (TTY).
- Information about the Texas Commission on Human Rights can be found at [www.twc.texas.gov/partners/civil-rights-discrimination](http://www.twc.texas.gov/partners/civil-rights-discrimination) or by calling 888-452-4778.

Nothing in this policy is meant to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights>.

# Sexual Harassment Policy

CMAC Roofing, LLC is committed to maintaining a workplace free from sexual harassment and discrimination. Sexual harassment is offensive, a violation of CMAC Roofing, LLC policies, and unlawful. CMAC Roofing, LLC will penalize people who engage in sexual harassment or allow such behavior to continue.

This policy is one component of the Company's overall policy on equal employment opportunity and the prohibition of sexual harassment and retaliation. Any questions about this policy can be directed to Human Resources.

## Scope

This policy applies to all employees, applicants for employment, interns (whether paid or unpaid), contractors, vendors, and any other people conducting business with CMAC Roofing, LLC ("Covered Individuals").

## Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful. It is unlawful and a violation of CMAC Roofing, LLC policy to harass a person because of that person's sex, including the person's sexual orientation, gender identity, or pregnancy.

Sexual harassment includes any unwanted verbal or physical advances, sexually explicit derogatory statements, and sexually discriminatory remarks that are offensive or objectionable and cause the recipient discomfort or humiliation or otherwise interfere with the recipient's job performance. Sexual harassment also occurs when a person in authority tries to trade any job benefits for sexual favors. Sexual harassment also includes sexual misconduct, which means any behavior of a sexual nature that involves coercion or abuse of authority.

Harassment does not have to be of a sexual nature and can include offensive remarks about a person's sex if:

- The conduct creates a hostile work environment, including offhand comments that are minor by themselves but, as a whole, create a hostile work environment.
- The conduct interferes with a person's work performance or creates a hostile work environment;
- The conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the conduct is used as the basis for employment decisions affecting a person's employment.

## Examples of Sexual Harassment

Here are some examples of sexual harassment that are strictly prohibited:



- Physical acts of a sexual nature like touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body, poking another person's body, rape, sexual battery, molestation, or attempts to commit these assaults.
- Unwanted sexual advances or propositions like requests for sexual favors accompanied by implied or overt threats concerning a person's job performance evaluation, promotion, or other job benefits.
- Sexually oriented gestures, noises, lewd remarks, jokes, or comments that create a hostile work environment.
- Sex stereotyping is when a person's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas about how people of a particular sex should act or look.
- Sexual or discriminatory material in the workplace that is sexually demeaning or pornographic, including sexual displays on computers or cell phones in the workplace.
- Hostile actions against a person because of their sex, sexual orientation, or gender identity, or for being transgender, including bullying, yelling, name-calling, or interfering with the person's ability to perform the job; or bullying, yelling, or name-calling.
- Retaliation for complaining about sexual harassment.

## Targets of Sexual Harassment

Sexual harassment can occur between anyone, regardless of their sex or gender. Harassers can be a superior, subordinate, coworker, or anyone in the workplace, including an independent contractor, contract worker, vendor, intern, client, customer, or visitor.

## Locations of Sexual Harassment

Unlawful sexual harassment is not limited to the physical workplace. It can occur in a remote work environment, while employees are traveling for business, or at CMAC Roofing, LLC-sponsored events or parties. Calls, texts, emails, and social media usage by employees on work or personal devices during work or non-work hours can constitute unlawful workplace harassment, even if they occur away from the workplace.

## Reporting Sexual Harassment

Any Covered Individual who is subject to sexual harassment is encouraged to report that to their supervisor or Human Resources. Anyone who knows about potential instances of sexual harassment should report that immediately to their supervisor or Human Resources.

Reports of sexual harassment may be made verbally or in writing. Individuals are encouraged to complete the Complaint Report Form - Discrimination or Harassment attached to this handbook when submitting a sexual harassment complaint.

Victims of sexual harassment may also seek assistance outside of CMAC Roofing, LLC, as explained below in the section on Legal Protections and External Remedies.

## **Supervisory Responsibilities**

All supervisors who have any knowledge about instances of sexual harassment must report that to Human Resources.

Supervisors will be subject to discipline for failing to report suspected sexual harassment or allowing sexual harassment to continue. Supervisors will also be subject to discipline for engaging in any retaliation.

## **Retaliation**

Retaliation is any action that could discourage someone from making or supporting a sexual harassment claim. CMAC Roofing, LLC will not tolerate retaliation against anyone who, in good faith, reports information about suspected sexual harassment or otherwise assists in any investigation of a sexual harassment complaint. Retaliation includes job-related adverse actions or other actions outside of the workplace (e.g., threats of physical violence outside of work hours).

Retaliation is unlawful. The law generally protects any person who has engaged in a protected activity, such as:

- Opposing or making a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- Testifying or assisting in a sexual harassment proceeding under anti-discrimination law;
- Reporting that another person has been sexually harassed; or
- Encouraging someone to report sexual harassment.

This retaliation provision is not intended to protect people who make intentionally false charges of harassment.

All Covered Individuals who believe they have been subject to retaliation should inform their supervisor or Human Resources. They may also seek relief outside of CMAC Roofing, LLC, as explained below in the section on Legal Protections and External Remedies.

## **Complaint and Investigation of Sexual Harassment**

CMAC Roofing, LLC will investigate all complaints of or information about sexual harassment. Investigations will be prompt and thorough, commenced immediately, and completed as soon as possible. Investigations will be confidential to the extent possible. All people involved have a right to a fair and impartial investigation.

Employees may be required to cooperate in a sexual harassment investigation.

While the process may vary from case to case, investigations will generally occur in the following steps. CMAC Roofing, LLC will:

- Inform the reporter of the right to file a complaint or seek external remedies.

- Immediately review the allegations and take any necessary short-term actions (e.g., instructing the accused to refrain from communications with the alleged victim) as appropriate.
- Inform the alleged victim of the steps that will be taken (including when the accused will be notified of the accusation) and how their identity will be protected.
- If the complaint is verbal, encourage the reporter to complete the Complaint Form in writing. If the reporter refuses, CMAC Roofing, LLC will prepare the Complaint Form based on the verbal reporting.
- Take steps to obtain and preserve documents, emails, or phone records relevant to the investigation.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.
- Create written documentation of the investigation, which contains the following:
  - The complaint;
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action.
- Keep the written documentation in a secure and confidential location.
- Promptly notify the reporter and the accused of the final determination.
- Implement any corrective actions.

## **Legal Protections and External Remedies**

Sexual harassment is prohibited by federal, state, and local law (where applicable). Aside from the internal process at CMAC Roofing, LLC, Covered Individuals may also pursue legal remedies with the following governmental entities. Employees may seek the legal advice of an attorney in that process.

# Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (“EEOC”) enforces federal anti-discrimination laws. The EEOC generally has jurisdiction over private employers with at least 15 employees. A person can file a charge with the EEOC anytime within 180 days from the last instance of harassment (or 300 days if a state or local agency enforces a law that prohibits sexual harassment). There is no cost to file a charge with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the person to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action, including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

An employee alleging harassment at work can file a charge with the EEOC online by using the [EEOC's public portal](#) or in person at a local EEOC office. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov), or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

## *Contact the Local Police Department*

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Reporters should contact the local police department.

## Americans with Disabilities Act and Accommodations Policy

CMAC Roofing, LLC is committed to supporting people with disabilities and providing reasonable accommodations. The Americans with Disabilities Act (“ADA”) applies to employers with 15 or more employees, prohibits discrimination against applicants and employees with disabilities, and requires a company to provide reasonable accommodations for qualified employees with disabilities unless doing so would cause undue hardship for the Company. CMAC Roofing, LLC complies with all federal and state laws concerning the employment of people with disabilities and follows all regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

CMAC Roofing, LLC complies with all federal and state laws concerning the employment of persons with disabilities and follows all regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). CMAC Roofing, LLC is also committed to supporting pregnant employees. Under the Pregnant Workers Fairness Act (PWFA), CMAC Roofing, LLC will provide reasonable accommodations to employees with known limitations related to pregnancy, childbirth, or related medical conditions unless the accommodation will cause CMAC Roofing, LLC an undue hardship.

## Definitions

A “disability” refers to a person who has a physical or mental impairment that substantially limits one or more major life activities, a person with a history or record of such impairment, or a person who is perceived by others as having such impairment.

A “qualified employee” means an employee who satisfies the skill, experience, education, and other job-related requirements of the position and can perform the essential job functions of the position, with or without reasonable accommodation.

## Reasonable Accommodations

A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things are usually done that provides a qualified person with a disability an opportunity to perform at the same level of performance or to enjoy equal benefits and privileges that are available to an average similarly situated employee without a disability. A reasonable accommodation could include making existing facilities accessible, job restructuring, part-time or modified work schedules, acquiring or modifying equipment, or reassignment to a vacant position. A reasonable accommodation does not include removing essential job functions, creating new jobs, or providing personal items. In the case of a pregnancy-related accommodation, an accommodation may include eliminating one or more essential job functions for up to 40 weeks during pregnancy and additional time after its conclusion, as necessary.

CMAC Roofing, LLC, is not required to provide reasonable accommodation if it causes an undue hardship to the Company. An undue hardship means significant difficulty or expense to the Company, like financial difficulty, an unduly extensive, substantial, or disruptive change, or a fundamental alteration of the operation of the Company. Whether a reasonable accommodation creates an undue hardship is evaluated on a case-by-case basis, and CMAC Roofing, LLC will consider several relevant factors when evaluating an accommodation request.

## Requesting a Reasonable Accommodation

CMAC Roofing, LLC cannot provide reasonable accommodations unless it knows about an employee’s disability. Reasonable accommodations can be requested at any time during the application process or employment. Individuals should contact Human Resources to request a reasonable accommodation. Employees can also contact Human Resources to request an adjustment at work for a reason related to a medical condition. The request does not need to mention the ADA or use the phrase “reasonable accommodation.”

Once the accommodation is requested, CMAC Roofing, LLC will act promptly to engage in an informal process to clarify the employee’s needs and identify the appropriate reasonable accommodation. If the disability or need for accommodation is not obvious, CMAC Roofing, LLC may require that the employee provide medical documentation to establish that the employee has a disability, to show that the employee needs the requested accommodation, or to help determine effective accommodation options. In the case of a pregnancy-related accommodation, CMAC Roofing, LLC will only request reasonable documentation and will not request documentation related to lactation accommodations requests. CMAC Roofing, LLC may offer alternate suggestions for reasonable accommodations or choose among possible accommodations.

Employees who are denied an accommodation will be notified of the denial and the basis for the denial. Employees can appeal accommodation rulings.

## Confidentiality

All information obtained by CMAC Roofing, LLC concerning an employee's medical condition or disability will be kept confidential and maintained in accordance with law. That information will be kept separately from employee personnel files. It may be necessary to share some information with supervisors or other team members to facilitate the accommodation.

## Retaliation

CMAC Roofing, LLC will not retaliate against employees for requesting or receiving reasonable accommodation.

## Questions

Contact Human Resources for any questions about this policy.

## Religious Accommodation

CMAC Roofing, LLC values the religious beliefs and practices of all our employees, and we are committed to providing reasonable accommodation for religious observances if they do not impose an undue burden on the company's operations.

Employees who experience a conflict between their religious beliefs or practices and their job responsibilities, work schedule, company policies or guidelines, or any other aspect of their employment can request a religious accommodation. Employees should submit a written request to their direct supervisor detailing the nature of the conflict and their proposed accommodation. Although not required, submitting the attached Religious Accommodation Request Form will help facilitate the review of your accommodation request.

Upon receiving a request for a religious accommodation, the supervisor will review the request to determine whether a reasonable accommodation can be provided without causing undue hardship to the Company's operations. Possible accommodations include changes to job responsibilities, schedule changes, using paid or unpaid leave, exemptions to dress and appearance standards that do not compromise safety, or adjustments to other aspects of employment.

The supervisor and the employee will meet to discuss the accommodation request and the decision made. If the employee agrees with the proposed accommodation, the supervisor will put it into effect. If the employee does not accept the proposed accommodation, they may pursue an appeal through the company's established grievance policy and procedure. If employees have any questions about this policy, they should contact Human Resources.

## Pregnancy Accommodation

In accordance with the federal Pregnant Workers Fairness Act ("PWFA"), CMAC Roofing, LLC will make reasonable accommodations for known physical or mental limitations related to the pregnancy, childbirth, or related medical conditions of a qualified applicant or employee, unless the accommodation would impose an undue hardship on the operation of the Company's business.

“Known physical or mental limitations” are those that the applicant, employee, or their representative has communicated to the Company. Employees or applicants who wish to inform the Company of such a limitation and/or request a reasonable accommodation under this policy should contact their Human Resources representative, preferably specifying in writing what barriers or limitations prompted the request. Human Resources will evaluate the information provided regarding any reported or apparent barriers or limitations and will then communicate with the applicant or employee and engage in an interactive process to determine the nature of the limitation and what, if any, reasonable accommodation(s) may be appropriate. If, through this interactive process, the Company and the individual arrive at a reasonable accommodation that does not impose an undue hardship on the operation of the Company’s business, the Company will make that accommodation.

Employees who wish to request time away from work to accommodate a limitation related to pregnancy, childbirth, or a related medical condition should contact Human Resources. However, the Company will not require a qualified employee to take leave if another reasonable accommodation can be provided.

A number of states and localities have laws that apply to employees affected by pregnancy, childbirth, or related medical conditions. For individuals working in a jurisdiction that has a mandatory pregnancy accommodation law, the Company will comply with all legal requirements, including providing greater or different benefits than those indicated here.

The Company prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions. The Company also will not interfere with any individual’s rights under the PWFA or take adverse action against a qualified applicant or employee because they request or use reasonable accommodations in accordance with this policy, report or oppose discrimination under the PWFA, or participate in a proceeding involving an alleged violation of the PWFA. Individuals who believe they have been subjected to, or believe that another individual has been subjected to, prohibited discrimination or retaliation should report it immediately to any Human Resources Representative.

## **Lactation Accommodation**

Employees may request a lactation and/or breastfeeding accommodation by contacting Human Resources. CMAC Roofing, LLC will respond to those requests and provide the employee with reasonable accommodations as required by law. Generally, this means that CMAC Roofing, LLC will provide all employees who wish to express breast milk or breastfeed at work with a reasonable amount of break time and space to do so. This break time will run concurrently, if possible, with any paid break time already provided to the employee. In the event it’s not possible for the time to express milk and/or breastfeed to run concurrently with the paid break time already provided, the break time for expressing milk and/or breastfeeding will be unpaid (except as prohibited by law).

Employees will be provided with a place to express milk and/or breastfeed, other than a bathroom, which has an electrical outlet, is shielded from view, and is free from intrusion from coworkers and the public. The space will include a place for the nursing employee to sit, and a flat surface, other than the floor, to place a pump. Employees will be allowed to safely store milk while at work, such as in an insulated food container, personal cooler, or refrigerator. CMAC Roofing, LLC will make efforts to provide such a location near an employee’s work area. An employee’s normal work area may be used if it allows the employee to express milk and/or breastfeed in private.

CMAC Roofing, LLC is committed to supporting pregnant employees. Under the Pregnant Workers Fairness Act (PWFA), CMAC Roofing, LLC will provide reasonable accommodations to employees with

known limitations related to pregnancy, childbirth, or related medical conditions unless the accommodation will cause CMAC Roofing, LLC an undue hardship. Employees are encouraged to use the DISABILITY ACCOMMODATION REQUEST FORM to help facilitate the process. CMAC Roofing, LLC will not discriminate against an employee because of the employee's sex, pregnancy, breastfeeding, or lactation.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which CMAC Roofing, LLC will provide, as applicable.



# **General Employment Practices**

## **Employee Classifications**

Employees of CMAC Roofing, LLC are classified as either exempt or non-exempt under federal and state wage and hour laws and are further classified for administrative purposes. Employees will be informed whether their status is exempt or non-exempt and should consult their supervisor or Human Resources with any questions or concerns regarding this status.

The following designations are used throughout this Employee Handbook.

### **Exempt Employees**

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis.

### **Non-exempt Employees**

Non-exempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are NOT exempt from minimum wage and overtime pay requirements. Non-exempt employees are eligible to receive overtime pay for hours worked in excess of 40 hours in a given week, or as otherwise required by applicable state law.

### **Regular Employees**

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

### **Full-Time Employees**

Regular full-time employees are those who are scheduled to work and who do work at least 30 hours per week. Full-time employees are generally eligible for the employee benefits described in this Employee Handbook and are provided with benefits required by applicable law.

### **Part-Time Employees**

Part-time employees are those who are normally scheduled to work and who do work less than 29 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis

### **Temporary/Seasonal Employees**

Temporary employees are those who are employed for short-term assignments. Temporary employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific

project. These temporary employment assignments are of limited duration. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or non-exempt on the basis of job duties and compensation.

## **Employment of Relatives and Fraternization**

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Although CMAC Roofing, LLC has no prohibition against employing relatives of current employees or individuals involved in a dating relationship with current employees, we are committed to monitoring situations in which such relationships exist in the same area. In case of actual or potential problems, CMAC Roofing, LLC will take prompt action, and this can include reassignment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

## **Anti-Nepotism Policy**

The Company is committed to maintaining a fair and unbiased workplace. To avoid actual or perceived favoritism, conflicts of interest, or disruptions to workplace morale, employment decisions must be based solely on qualifications, performance, and business needs.

- Immediate family members (including spouses, domestic partners, parents, children, siblings, in-laws, and anyone residing in the same household) may not be hired into positions where one would directly or indirectly supervise, influence pay decisions for, or otherwise control the terms and conditions of the other's employment.
- Employees are required to disclose any familial relationship with a current employee during the hiring process or if such a relationship develops during employment.
- The Company reserves the right to reassign or take other appropriate action if a relationship creates a conflict of interest or the appearance of favoritism.

## **Introductory Period**

The probation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. CMAC Roofing, LLC uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on a probationary basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend the probation period by the length of the absence. If CMAC Roofing, LLC determines that the designated probation period does not allow sufficient time to thoroughly evaluate the employee's performance, the probation period may be extended for a specified period.

During the probation period, both parties may assess suitability for employment with the Employer. This also provides management with an opportunity to assess skill levels and address areas of potential concern. During the first 90 days of the probationary period, employment may be terminated by either party for any reason whatsoever, with or without cause, and without notice or payment in lieu of notice.

Please take note that your manager's role is to support you in developing and transferring your knowledge, skills, and abilities to be successful in your job. We suggest you take advantage of this resource.

Upon satisfactory completion of the probation period, employees enter the "regular" employment classification.

During the probation period, new employees are eligible for those benefits that are required by law, such as unemployment insurance and Social Security. After becoming regular employees, they may also be eligible for other CMAC Roofing, LLC-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for details on eligibility requirements.

At the conclusion of the 90-day period:

- The employee will complete a self-evaluation.
- The employee's manager will complete an evaluation of the employee's performance.
- Both evaluations will be reviewed by HR.
- HR will schedule a 90-day review meeting with the employee and manager to discuss feedback, progress, and next steps.

Please note that completion of the probationary period does not guarantee a raise or additional benefits. Any adjustments to pay or position will be based on overall performance, company needs, and management's discretion.

## Probationary Period Extensions and Rehires

- Rehired Employees: Employees who voluntarily leave the company and are later rehired will be subject to a new 90-day probationary period if their break in employment exceeds 90 days.
- Extended Probationary Periods: If an employee takes more than 5 days off during their initial 90-day probationary period, management may extend the probationary period to ensure the employee completes a full 90 working days.
- Management Discretion: Any extensions will be reviewed on a case-by-case basis and are at the sole discretion of management.

## **Personal Data Changes**

To better assist employees and/or their families in the event of personal emergencies, CMAC Roofing, LLC needs to maintain up-to-date contact information. Maintaining accurate information in our files is also important for recordkeeping, payroll, and benefits-related purposes.

Changes in name, address, telephone number, marital status, number of dependents, or changes in next of kin and/or beneficiaries should be updated in Gusto.

## **Employee Relocation**

When CMAC Roofing, LLC asks employees to relocate to a new area, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible transferred employee who must relocate to reside within 45 miles of the new place of work. For specific information regarding the terms and extent of relocation benefits, discuss with your immediate supervisor.

Employees must request relocation assistance for specific items in advance of the date the expenses are incurred. CMAC Roofing, LLC will reimburse expenses only if the employee has received advance approval, incurs reasonable expenses, and submits satisfactory proof of the expense within 30 calendar days of the date the expense was incurred.

CMAC Roofing, LLC extends these relocation benefits in an effort to contribute to the success of every employee's relocation. However, if an employee separates from CMAC Roofing, LLC service within one year of the relocation, the amount of the relocation reimbursement will be considered only a loan. Accordingly, the employee will be asked to reimburse all relocation expenses.

# Workplace Conduct

## Code of Conduct

The success of CMAC Roofing, LLC is created by everyday interactions at work. This policy, along with the rest of the Employee Handbook, establishes appropriate work behavior. When the workplace is respectful, safe, and professional, CMAC Roofing, LLC and its employees can thrive. For more information on any of the topics in this policy, see the referenced policy in the Employee Handbook. Nothing in this policy is meant to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA.

<https://www.nlr.gov/about-nlrb/rights-we-protect/your-rights/employee-rights>.

To ensure orderly operations and provide the best possible work environment, CMAC Roofing, LLC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. While it's not possible to list every example, certain behaviors are clearly unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Unauthorized use of telephones, email systems, or other company owned equipment
- Unauthorized disclosure of business secrets or confidential information
- Unsatisfactory Performance or conduct, including but not limited to:
  - Violation of company policies
  - Fighting or threatening violence in the workplace
  - Boisterous or disruptive activity in the workplace
  - Insubordination or other disrespectful conduct
  - Sexual or other unlawful harassment
  - Absence without notice
- Violation of Safety or Health rules
- Possession of weapons or other dangerous items in the workplace
- Negligence or improper conduct leading to damage of company owned or customer owned property

Respect is essential for employees to succeed at work. Employees should fulfill their job duties with integrity and respect toward others. All employees are expected to be respectful to everyone, including other employees, contractors, customers, and vendors. Communication should be friendly, professional, and collaborative. Employees should not disrupt the workplace or interfere with other employees' work or their ability to perform their jobs.

Team members must follow supervisors' and managers' instructions and complete their duties with skill and in a timely manner. Supervisors and managers are expected to use their authority responsibly and professionally.

CMAC Roofing, LLC maintains a zero-tolerance policy for harassment or discrimination of any kind. Employees should refer to the Equal Employment and Policy Against Harassment, Discrimination, and Retaliation for information about what qualifies as harassment and how to report it. For information about sexual harassment, specifically, employees should refer to the Sexual Harassment\_policy. This policy

defines sexual harassment and provides examples. All employees should report harassment in the workplace, even if they are not the target. Employees who report harassment will be protected from retaliation.

CMAC Roofing, LLC respects the rights of employees. The Protected Activity policy explains some of these rights and protections.

## **Reporting and Anti-Retaliation Policy**

### **We Encourage a Speak Up Culture**

Choosing to speak up about work-related concerns helps foster a healthy, ethical, and compliant workplace, an essential part of our culture at CMAC Roofing, LLC. To support this culture, the Company encourages employees to promptly raise any questions or concerns about situations that may violate our policies, procedures, applicable laws and regulations, or best practices in areas such as accounting, auditing, and financial reporting (collectively referred to as our “Code”).

Employees are encouraged to speak directly with their supervisor or reach out to Human Resources at any time to voice concerns or seek guidance without fear of retaliation.

For purposes of this policy, and because our Code captures standards of ethics and compliance at a broad level, references to our “Code” should also be read to encompass all of our obligations to perform our jobs in a manner that is consistent with the Company’s policies and procedures, as well as applicable laws. Our people are our most valuable asset. It benefits all of us if we raise our concerns so the Company may consider them carefully and address them properly.

CMAC Roofing, LLC is deeply committed to promoting a culture of ethical business conduct and compliance with:

- Our policies and procedures;
- The laws, rules, and regulations that govern our business operations; and
- Best practices in accounting, auditing, and financial reporting matters.

We expect all of our employees, officers, directors, and agents to follow this commitment in all aspects of their work.

### **Raise Good Faith Questions and Concerns About Conduct that May Violate Our Code**

Consistent with our commitment to ethics, compliance, and the law, we welcome your good-faith questions and concerns about any conduct you believe may violate our Code.

We promote an environment that fosters good faith communications when performing job duties and responsibilities for the Company. This includes conduct by employees, managers, supervisors, and third parties involved in the Company’s business operations, including, for example, contractors, suppliers, consultants, or clients.

## **We Do Not Tolerate Retaliation**

Coming forward with questions or concerns may sometimes feel like a difficult decision, but we are committed to fostering an environment that does not deter individuals from speaking up when they observe conduct that may violate our Code. For that reason, the Company will not tolerate retaliation of any kind because an employee in good faith raises a question or a concern about a violation or suspected violation of our Code or because the employee participates in or cooperates with an investigation of such concerns.

Retaliation is any conduct that would reasonably dissuade an employee from raising, reporting, or communicating about good faith concerns through our internal reporting channels or with any governmental authority or from participating in or cooperating with an investigation or legal proceeding raising such concerns.

Retaliation may occur through conduct or written communication and may take many forms, including actual or implied threats, verbal or nonverbal behaviors, changes to the terms or conditions of employment, coercion, bullying, intimidation, or deliberate exclusionary behaviors.

It is CMAC Roofing, LLC's policy to adhere to all applicable laws protecting our employees against unlawful retaliation or discrimination as a result of their raising good faith questions or concerns. If you are ever aware of an instance or threat of retaliation, please immediately report it.

## **How to Raise Questions and Concerns**

You can submit your good-faith questions or concerns about conduct you believe may violate our Code to:

- Your supervisor
- Human Resources
- Legal

When you raise a concern, the Company will maintain confidentiality to the fullest extent possible, consistent with applicable legal requirements and the need to conduct an adequate investigation or review.

When raising concerns, we ask that you provide as much detailed information as possible, including the background and history of the concern, names, dates, and places where possible, and the reasons why the situation is cause for concern. This is especially important for concerns raised anonymously, so that the Company may conduct an appropriate review and, if necessary, begin an investigation.

## **What the Company Will Do**

CMAC Roofing, LLC is committed to reviewing all reported concerns, conducting proper, fair, and thorough investigations tailored to the circumstances, and taking appropriate remedial and concluding steps as warranted. All action taken by the Company in response to a concern will necessarily depend on the nature and severity of the concern. This may include initial inquiries and fact-gathering to decide

whether an investigation is appropriate and, if so, the form and scope of the investigation. Note that an investigation into concerns raised is not an indication that they have either been confirmed or rejected. The Company complies with the law in conducting investigations and expects that employees will cooperate with an investigation, except when voluntary compliance with an investigation is being requested. Employees are expected to provide truthful information when participating in an investigation.

Remember, all good-faith concerns and reports raised under this policy will be taken seriously.

## **Adherence to This Policy**

Employees who believe that they have been subjected to any conduct that violates this policy may register a complaint using the procedures outlined above. Any employee who unlawfully discriminates or retaliates against another employee as a result of that employee's protected actions as described in this policy may be subject to corrective action, up to and including termination.

Please note as well that the Company does not prohibit anyone from electing to report concerns and to make lawful disclosures to provide documents or other information to or communicate with the Equal Employment Opportunity Commission, National Labor Relations Board, Securities and Exchange Commission, or any other federal, state, or local agency about conduct believed to violate laws or regulations. The Company also does not prohibit employees from participating in investigations or proceedings conducted by one of these authorities.

## **Confidential Company Information**

The Company's confidential and proprietary information is vital to its current operations and future success. Each employee should use all reasonable care to protect or otherwise prevent the unauthorized disclosure of such information.

Employees should never disclose or reveal confidential information within or outside the Company without proper authorization or purpose.

"Confidential Information" refers to a piece of information, or a compilation of information, in any form (on paper, in an electronic file, or otherwise), related to the Company's business that the Company has not made public or authorized to be made public, and that is not generally known to the public through proper means.

By way of example, confidential or proprietary information includes, but is not limited to, nonpublic information regarding the Company's business methods and plans, databases, systems, technology, intellectual property, know-how, marketing plans, business development, products, services, research, development, inventions, financial statements, financial projections, financing methods, pricing strategies, customer sources, employee health/medical records, system designs, customer lists and methods of competing. Additionally, employees who by virtue of their performance of their job responsibilities have the following information, should not disclose such information for any reason, except as required to complete job duties, without the permission of the employee at issue: social security numbers, driver's license or resident identification numbers, financial account, credit or debit card numbers, security, and access codes or passwords that would permit access to medical, financial or other legally protected information.



Confidential Information does not include information lawfully acquired by non-management employees about wages, hours, benefits, or other terms and conditions of employment, if used by them for purposes protected by Section 7 of the National Labor Relations Act such as: communicating with others; self-organizing; joining, forming or assisting labor organizations; bargaining collectively through representatives of the employees' choosing; engaging in other concerted activity for collective bargaining or other mutual aid or protection; refraining from engaging in such activities; or any other conduct protected by Section 7 of the National Labor Relations Act.

Confidential Information also does not include conduct that was, or that an employee reasonably believes to be, illegal; conduct that is recognized as against a clear mandate of public policy; or the existence of a non-confidential settlement involving any such conduct. Nothing in this Employee Handbook prohibits an employee from communicating with any governmental authority or making a report in good faith and with a reasonable belief of any violations of law or regulation to a governmental authority, or disclosing Confidential Information which the employee acquired through lawful means in the course of employment to a governmental authority in connection with any communication or report, or from filing, testifying or participating in a legal proceeding relating to any violations, including making other disclosures protected or required by any whistleblower law or regulation to the Securities and Exchange Commission, the Department of Labor, or any other appropriate government authority.

Further, employees are hereby notified that under the 2016 Defend Trade Secrets Act (DTSA): (1) no individual will be held criminally or civilly liable under Federal or State trade secret law for the disclosure of a trade secret (as defined in the Economic Espionage Act) that: (A) is made in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney; and made solely for the purpose of reporting or investigating a suspected violation of law; or, (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal so that it is not made public; and, (2) an individual who pursues a lawsuit for retaliation by an employer for reporting a suspected violation of the law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court or arbitration proceeding, if the individual files any document containing the trade secret under seal, and does not disclose the trade secret, except as permitted by order in that proceeding.

## **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image CMAC Roofing, LLC presents to customers and visitors.

During business hours or when representing CMAC Roofing, LLC, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult your supervisor if you have questions as to what constitutes an appropriate appearance.

Nothing in this policy is intended to prevent employees from wearing a hair or facial hairstyle that is consistent with their cultural, ethnic, or racial heritage or identity. This policy will be interpreted to comply with applicable local, state, or federal law.

The Company will reasonably accommodate exceptions to this policy if required due to an employee's religious beliefs, medical condition, or disability. Employees who need such an accommodation should contact their supervisor or Human Resources.

## **Attendance and Punctuality**

Employees are expected to be regular in attendance and to be punctual. If employees are absent, their job duties will need to be performed by others or go undone. To limit problems caused by employees' unapproved absences, we have adopted the following policy.

Employees are expected to report to work as scheduled, be on time, and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, or when required to leave on authorized Company business or other authorized reasons. Unapproved late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

If an employee is unable to report to work due to an unexpected or unplanned reason (such as illness or emergency), they must notify their supervisor at least one hour before the start of their scheduled shift, unless it is impossible to do so, in which case the employee must call as soon as possible thereafter.

Planned absences, including vacation, personal days, or foreseeable appointments, must be requested and approved in advance in accordance with the applicable time off policy. Calling an hour before a shift to request vacation or scheduled time off is not acceptable and may result in the request being denied and the absence considered unexcused.

Employees who need to leave early due to unforeseen circumstances must notify their supervisor as soon as they become aware they cannot complete their scheduled shift.

The Company may inquire about the general reason for an absence, tardiness, or early departure. Unless extenuating circumstances exist, employees must call in on each day of their absence unless they are on an approved leave of absence.

Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination of employment, unless the time off is legally protected or pre-approved. Examples of time off that are not subject to discipline include:

- Time off that was requested and approved in advance, including vacation.
- Time protected under federal, state, or local leave laws (e.g., paid sick leave, FMLA, jury duty, military leave);
- Leave granted as a reasonable accommodation under applicable law;
- Time off due to a work-related injury is covered by workers' compensation.

Each situation will be evaluated individually. Even a single unexcused absence or tardiness may be considered excessive depending on the circumstances. However, no disciplinary action or retaliation will occur for absences protected under applicable laws.

Employees who believe an absence should be excused or that discipline was applied in error should notify their supervisor or Human Resources as soon as possible. Any errors will be investigated and addressed.

Employees who fail to report to work and do not contact their supervisor for three (3) consecutive scheduled workdays will be considered to have voluntarily abandoned their position, unless extraordinary circumstances prevented communication.

## **Personal Devices**

Although the Company permits employees to bring personal electronic devices, including cellular phones and smartphones, into the workplace, employees are expected to remember that working time is for work.

Therefore, employees should generally only engage in personal phone calls and communications and other use of personal electronic devices during nonworking time, including breaks and meal periods. Outside of this time, personal phone calls and other personal device use should be kept to a minimum and for emergency use only.

## **Personal Calls**

While employees are at work, they are expected to perform their job duties and responsibilities. Personal calls should be made primarily outside of working time.

The Company may monitor the frequency and duration of an employee's usage of its telephones. Abuse of the Company's telephone service may result in discipline, up to and including termination of employment.

## **Contact with the Media**

To ensure that the Company communicates with the media in a consistent, timely, and professional manner about matters related to the Company, employees should notify the Director of Business Operations and HR that they have been contacted by the media whenever they are asked to speak on behalf of the Company so that the Company knows that a media inquiry has been made. Do not respond to media inquiries on the Company's behalf without authorization. This rule does not prevent employees from speaking with the media, but employees should not attempt to speak on behalf of the Company unless they have specifically been authorized to do so by an officer of the Company.

## **Conflicts of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which CMAC Roofing, LLC wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the President for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of CMAC Roofing, LLC.. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual

price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of CMAC Roofing, LLC business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to a supervisor of CMAC Roofing, LLC as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which CMAC Roofing, LLC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving CMAC Roofing, LLC.

Should you be in doubt as to whether an activity involves a conflict, you should discuss the situation with your manager.

## Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with CMAC Roofing, LLC. All employees will be judged by the same performance standards and will be subject to CMAC Roofing, LLC scheduling demands, regardless of any existing outside work requirements.

If CMAC Roofing, LLC determines that an employee's outside work interferes with performance or the ability to meet the requirements of CMAC Roofing, LLC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with CMAC Roofing, LLC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside CMAC Roofing, LLC for materials produced or services rendered while performing their jobs.

Employees who wish to engage in additional employment outside of CMAC Roofing, LLC must submit a written request to their supervisor and Human Resources explaining the details of the additional employment.

CMAC Roofing, LLC does not provide workers' compensation coverage or any other benefit for injuries occurring while working for another employer. Nothing in this policy is intended to restrict or discourage employees from engaging in legally protected activity, or to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA.

<https://www.nlr.gov/about-nlr/protect-your-rights/employee-rights>

## Protected Activity

Nothing in this Handbook limits or prohibits employees from engaging for a lawful purpose in any "Protected Activity." "Protected Activity" means:

- Discussing the terms, wages, and working conditions of employment,
- Disclosing information pertaining to any unlawful or potentially unlawful conduct; and
- Filing a charge, complaint, or report, or participating in any investigation or proceeding conducted by state, federal, local, or other governmental agency, including the Securities and Exchange Commission, the Occupational Safety and Health Administration, the Equal Employment Opportunity Commission, and the National Labor Relations Board ("Government Agencies").

In connection with any Protected Activity, employees are permitted to disclose documents or other information without giving notice to or receiving authorization from the Company. In making any disclosures, employees must take all reasonable precautions to prevent any unauthorized use or disclosure of any information that may constitute confidential information to any parties other than Government Agencies. "Protected Activity" does not include the disclosure of any attorney-client privileged communications or attorney work product, which employees must not disclose without the written consent of CMAC Roofing, LLC. This policy supersedes any prior or conflicting CMAC Roofing, LLC policy or communication.

Under the Defend Trade Secrets Act of 2016, an individual will not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that (a) is made in confidence to a federal, state, or local government official (directly or indirectly) or to an attorney solely for the purpose of reporting or investigating a suspected violation of law, or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. In addition, an individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the individual's attorney and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal and does not disclose the trade secret, except under a court order.

Nothing in this policy is meant to infringe on employees' rights to engage in concerted activity under Section 7 of the NLRA <https://www.nlrb.gov/about-nlrb/rights-we-protect/your-rights/employee-rights>.

# Performance Review Policy

CMAC Roofing, LLC believes in continuous growth, open communication, and regular feedback. Supervisors and employees are strongly encouraged to engage in ongoing, informal discussions about job performance and goals. In addition to this continuous feedback, formal performance evaluations are conducted to provide structured opportunities for discussion around job responsibilities, strengths, areas for improvement, and strategies for achieving goals.

## Platform and Process

All performance reviews are conducted and stored in an online performance management platform, currently Gusto. Reviews are initiated and overseen by Human Resources, who ensure consistency and timely execution across departments.

### Review Schedule and Requirements

- **90-Day Review:**  
Managers and supervisors are required to complete a formal performance evaluation at 90 days of employment for all new team members.
- **Quarterly One-on-Ones:**  
After the initial 90-day review, quarterly one-on-one evaluations must be held with each full-time team member to support accountability, development, and alignment with departmental goals.
- **Annual Review Process:**  
Annual performance evaluations are conducted by company leadership. These reviews are multi-step and require the following components:
  1. The employee completes a self-evaluation in Gusto
  2. The employee's direct supervisor completes a performance review in Gusto
  3. Both the self-evaluation and supervisor review are reviewed by company leadership as part of the annual performance process

These evaluations include a summary of progress, a review of objectives, and a discussion of results achieved. Throughout the year, both employees and supervisors are encouraged to reference evaluation documents to track development, address concerns, and highlight accomplishments.

## Annual Salary Review

Annual salary reviews are conducted at the end of each calendar year and are based on individual performance, company goals, and budget considerations. Compensation adjustments are not guaranteed but are reviewed based on the outcomes of the formal performance review process.

For any questions regarding performance reviews or the process in Gusto, please contact Human Resources.

# Payment of Wages

Employees will be paid semi-monthly on the 1<sup>st</sup> and 15<sup>th</sup> of each month by check or direct deposit. If the regular payday falls on a weekend or Company-recognized holiday, then employees will be paid on the workday before the regular payday.

## Paycheck Deductions

The Company is required by federal and some state laws to make certain deductions from your paycheck each pay period. Such deductions typically include taxes and Social Security. Depending on the state in which you are employed and the benefits you choose, additional deductions may occur.

The pay of some non-exempt employees may be subject to additional deductions. Such deductions will be made in accordance with state and federal law and will require written authorization from the employee.

The amount of all deductions will be listed on the employee's pay stub.

## Reporting Errors and Obtaining More Information

If any employee, exempt or non-exempt, has questions about deductions from their pay, believes they have been subjected to improper deductions, or believes that the amount paid does not accurately reflect the employee's total hours worked or salary, that employee should promptly contact their supervisor or Human Resources.

Every report will be fully investigated, and the Company will provide the employee with any compensation to which the employee is entitled in a timely fashion.

The Company complies with all applicable laws, including the Fair Labor Standards Act, and will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy or who cooperate in an investigation by the Company, even if the reports do not reveal any errors or wrongdoing.

## Direct Deposit

CMAC Roofing, LLC provides and encourages direct deposit of paychecks. This is a service that saves you time and provides added security. With this option, each paycheck will be automatically deposited into your checking or savings account as designated by you. Each payday, you still receive a pay stub for your records much like a voided check with all the same information, which would appear on your regular check except the face of the check is voided. No trips to the bank are necessary because your pay appears in your bank account on payday or, in some cases, the night before. Direct Deposit will be initiated one pay period following the receipt of the signed authorization form from you.

## **Pay Advances**

CMAC Roofing, LLC does not permit advances on paychecks or against paid time off that has not been accrued or earned.

## **Non-Statutory Deductions**

Other non-statutory deductions will be made upon your authorization for additional health and/or life insurance options, voluntary tax-deferred investment (401K) programs, credit union deductions, or other direct deposits into financial institutions, flexible spending account programs, or for payment of a debt to the Company.

## **Garnishments**

If the Company receives a court order for garnishment of your wages, CMAC Roofing, LLC will follow these guidelines:

- Advise you of the court order and the date the first deduction will be made;
- If you are subject to multiple garnishments, the Company will pay garnishment payments in the priority of the court orders; and
- The Company will retain a copy of the court orders in your personnel file as the legal basis for making the payroll deduction.

## **Workweek and Work Schedules**

The normal work schedule for all employees is 8 hours a day, Monday to Friday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

All employees are expected to be at their desk or designated work area at the start of their scheduled shift, ready to perform their work.

Supervisors will schedule meal and rest periods as appropriate. The Company complies with federal and state laws in this regard.

## **Meal and Rest Breaks**

It is the Company's policy to comply with all laws regarding meal and rest breaks.



All employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

## **Lactation Break Time**

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. Employees needing breaks for lactation purposes may use ordinarily paid rest breaks or may take other reasonable break times when needed. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed for the employee, the lactation break time will be unpaid for non-exempt employees.

Employees will be relieved of all work-related duties during any unpaid break. Where unpaid breaks or additional time are required, employees should work with their supervisor, a member of upper management, or Human Resources regarding scheduling and reporting the extra break time. When state law imposes more specific requirements regarding the break time or lactation accommodation, the Company will comply with those requirements.

Because exempt employees receive their full salary during the weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

For employees working in a jurisdiction that has a mandatory lactation accommodation law, the Company will comply with all legal requirements, including providing greater or different benefits than those indicated here.

## **Timekeeping**

### **Non-exempt Employees**

Employees who are classified as non-exempt must accurately record the time they start and stop work each workday as well as the time they start and stop each meal period.

When employees receive their paychecks, they should verify immediately that their working time was recorded accurately and that they were paid correctly for all hours worked.

Non-exempt employees must report all time worked and not work any time that is not authorized by their supervisors. This means non-exempt employees must not start work early, finish work late, work during a meal or rest break, or perform any other extra or overtime work unless directed to do so. Employees who have questions about when or how many hours they are expected to work should contact their supervisor.

It is a violation of the Company's policy for anyone to instruct or encourage another employee to work "off the clock," to incorrectly report hours worked, or to alter another employee's time records. If any employee is directed or encouraged to incorrectly report hours worked or to alter another employee's time records, they should report the incident immediately to a supervisor.

## Exempt Employees

Employees who are classified as exempt must record absences from work for reasons such as leaves of absence, sick leave, or vacation.

Exempt employees are paid on a salary basis. This means the employee regularly receives a predetermined amount of compensation each pay period, which cannot be reduced because of variations in the quality or quantity of the employee's work. In general, an exempt employee will receive their salary for any week in which the employee performs any work, regardless of the number of days or hours worked. However, an exempt employee will not be paid for days not worked in the following circumstances:

- When an exempt employee takes one or more full days off for personal reasons other than sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available paid time off (PTO) to make up for the reduction in salary;
- When an exempt employee takes one or more full days off from work due to sickness or disability, the employee will not be paid for such day(s) of absence, but the employee may use available sick time to make up for the reduction in salary;
- When an exempt employee works only part of the week during their first and last week with the Company, the employee will be paid only for the days actually worked;
- When an exempt employee takes unpaid leave under the Family and Medical Leave Act or corresponding laws, the Company will not pay for such days/hours of absence; and
- When an exempt employee receives an unpaid disciplinary suspension of one or more full days, imposed in good faith for a workplace conduct rule infraction, the Company will not pay for such days of suspension.

The Company may require an exempt employee to use available PTO as a replacement for salary when the employee takes less than a full day off from work.

An exempt employee's salary will not be reduced when the employee works part of a week and misses part of a week due to service as a juror, witness, or in the military or for lack of work, though deductions may be made to offset amounts an employee receives as jury or witness fees, or for military pay. The Company may also make lawful deductions from an employee's salary for penalties imposed in good faith for infractions of safety rules of major significance.

It is company policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. The Company prohibits any deductions from pay that violate the FLSA or applicable state law.

If an exempt employee believes that an improper deduction has been made from their salary, the employee should immediately report this information to Human Resources or their supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

# Time cards (or Timesheets)

## Non-Exempt Record Keeping

Non-exempt employees must complete a time card each week showing the number of hours worked that week. Time cards provide the information needed for payroll calculations and record the actual number of hours worked, as required by law for non-exempt employees. Accurate recording of time is essential. Timely submission of time cards is mandatory. Failure to submit time card information on time may result in disciplinary action. Falsification of hours on a time card may be cause for termination.

## Entries

Entries are made for the exact time you commence work each day; the time work stops for lunch; the time work resumes after lunch, and the time you stop work at the end of each day. You record this information daily and sign or electronically submit the time card at the end of each week. Time cards are submitted to the supervisor at the end of each workweek for review and approval by the supervisor.

In the event you are absent, you must make an explanatory notation on the time card, i.e., "vacation," "jury duty," or "illness."

Work outside normally scheduled hours must be authorized in advance by your supervisor and is recorded in the same manner as work performed during scheduled hours.

## Approval

Supervisors must review and approve all time cards prior to submission to Human Resources no later Monday at 12:00 PM CST of the week following the week being reported. Each employee must complete and sign their time card. Cards must not be completed or signed by anyone else, including the supervisor. Cards without the supervisor's signature are considered incomplete. Falsification of hours or signatures by you or your supervisor on a time card may be cause for dismissal. [DS3]

If a time card has not been prepared or an error has been made on a time card, you will notify your supervisor. Both you and your supervisor are required to initially correct time cards.

## Overtime Pay

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. Non-exempt employees will be paid one and one-half (1.5) times their regular rate of pay for all hours worked in excess of 40 in one workweek and as otherwise required by applicable state and federal law. Paid time off, such as sick pay, holiday pay, vacation pay, and jury duty pay (where applicable), will not count toward hours worked for the purpose of determining overtime pay.

All overtime work must be authorized in advance by the employee's supervisor. Working overtime without prior authorization may result in disciplinary action.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt employees.

## Meeting and Training Pay

CMAC Roofing, LLC will pay non-exempt employees for attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to your job;
- If you are required to attend such meetings, lectures, or training programs, you will be notified of the necessity for such attendance by your supervisor;
- Employees who perform productive work during attendance at meetings, lectures, or training programs will be compensated at the regular rate of pay.

Any hours in excess of 40 in a workweek will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

## Safe Harbor Policy for Exempt Employees

It is CMAC Roofing, LLC's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary that is intended to compensate them for all hours they may work for CMAC Roofing, LLC. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- Full-day absences for personal reasons;
- Full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy, or practice or after the employee has exhausted the leave allowance under the plan);
- Full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full or partial-day absences);
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- The first or last week of employment in the event the employee works less than a full week; and
- Any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental, or life insurance premiums; state, federal, or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability;
- An absence because the Company has decided to close a facility on a scheduled workday;
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness, or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Human Resources.

## **Compensation Compliance Policy**

CMAC Roofing, LLC complies with all laws, both state and federal, regarding pay practices. In the event of an inadvertent or improper pay deduction, overpayment, or error, you must immediately report your concern to Human Resources. The Company will review the situation thoroughly and make any corrections to your pay deemed necessary. Questions or concerns about the Company policy should also be addressed to your supervisor or the Human Resource Department.

## **Compensation Complaint Procedure**

1. If you believe your pay has been improperly calculated, you should immediately contact Human Resources and formally report your concern according to this complaint procedure.
2. You will be asked to specify in writing, using the guidance above, the specific circumstances of the pay miscalculation and whether it has occurred on other occasions.
3. The designated representative from Human Resources will then investigate the claim by reviewing pay records and likely interviewing other employees, supervisors, or managers, as well as the payroll representatives handling your pay, to determine the nature and scope of the issue.
4. If, according to this review, a compensation calculation is found to have been made in error, Human Resources will correct the error as expeditiously as possible.
5. If a compensation error is found, the designated representative will further determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the Company. If warranted, Human Resources may make retroactive corrections to ensure that compensation calculations are completed in compliance with both state and federal laws.
6. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed in the employee's records.
7. Human Resources may, from time to time, establish a practice to regularly audit employee pay records.
8. Employees who utilize this complaint procedure shall not be retaliated against for making use of this policy. If you have questions concerning this policy, you are encouraged to contact Human Resources.

# Business Expense Reimbursement Policy

This policy is intended to provide employees with a clear understanding of the Company's policies and procedures related to the reimbursement of business-related expenses. Employees should review and adhere to these guidelines. It's important for employees to always use good judgment, exercise careful stewardship over the Company's assets, and make good decisions about incurring and submitting business expenses.

## Eligible Expenses

Employees must exercise common sense when incurring and submitting expenses on the Company's behalf. CMAC Roofing, LLC may refuse to reimburse an expense if it's found to be unnecessary for conducting business. The Company will reimburse an employee for business expenses that are:

- Directly related to CMAC business
- Necessary for job performance
- Reasonable and not excessive
- Properly documented and submitted in a timely manner
- Approved in accordance with this policy

Whether an expense is deemed "necessary" for the performance of the employee's job will be determined by CMAC Roofing, LLC in its reasonable, good-faith discretion and may differ depending on the state where the employee works. CMAC Roofing, LLC will reimburse any expenses that may be required under applicable state and local law. To the extent possible, employees should contact their supervisor or Human Resources with questions about reimbursement for a particular expense prior to making any purchase.

## Pre-Approval Requirement

All expenses over \$500 must be pre-approved in writing. Pre-approval does not guarantee reimbursement if the expense is later deemed non-compliant.

## Submission Guidelines

- Submit by the 3rd day of the month by 12:00 PM CST
- Use the designated reimbursement form or platform (Concur)
- Receipts are required
- Reimbursements will be paid via the regular reimbursement method

## Required Documentation

All reimbursement requests must be supported by itemized receipts that clearly show what was purchased. Summary receipts or credit card statements showing only the total amount will not be accepted. Reimbursement requests submitted without the required documentation will be the responsibility of the purchaser and will not be reimbursed by CMAC. To ensure proper review and compliance, include the following details with every submission:

- Amount of the expense
- Date and location of the purchase
- Business purpose of the expense
- Detailed description of the items purchased (e.g., Amazon, Costco, or parts invoices must list specific products or services)
- Vehicle repairs must include the vehicle information (year, make, model, or license plate)
- Job-related purchases must include the job address
- Meal expenses must include the names and roles of attendees (e.g., builder, employee, subcontractor)

Reimbursements will not be processed without complete documentation as outlined above.

## Business Travel and Reimbursement

The Company will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance. Once approved, employees should make travel arrangements and seek reimbursement in accordance with the guidelines in this policy.

When approved, the actual cost of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Company. Employees are expected to limit expenses to reasonable amounts. Reimbursement of nonstandard expenses (including the purchase of alcoholic beverages) incurred on business trips is within the sole discretion of the Company. Mileage will be reimbursed at the official IRS rate, excluding travel to and from the employee's normal place of business (normal place of business is the main office location).

Employees should ask their supervisor or Human Resources for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues. Travel expenses must be turned in by the 1st and the 15th of each month. You may obtain expense reports from Robin Garner for Finance and Accounting.

Exempt employees will be paid their regular salary for any weeks in which they travel. Non-exempt employees will be paid for travel time in accordance with company policy and with federal and state wage and hour laws.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, may result in disciplinary action, up to and including termination of employment.

# **Travel Time for Non-Exempt Employees**

## **Overnight and Out of Town Trips**

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during normal working hours, on days they are scheduled to work, and on unscheduled workdays (such as weekends). Non-exempt employees will also be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

## **Out-of-Town Trips for One Day**

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between your home and the local railroad, bus, or plane terminal; and meal periods.

## **Local Travel**

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when you go directly home from the final job site unless it is much longer than the regular commute home from the regular work site. In such a case, the portion of the trip home in excess of the regular commute is compensable.

## **Commuting Time**

Under the Portal-to-Portal Act, your travel from home to work and from work to home is generally non-compensable. However, if you are a non-exempt employee who regularly reports to a worksite near your home but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked, non-exempt employees will be compensated at an overtime rate of one and one-half (1-1/2) times the regular rate. To the extent that applicable state law provides greater benefits, state law applies.



# Credit Card (and/or Gas Card) Policy

## Purpose of Credit Cards

Credit cards are available and issued to certain positions. The cards are used for business expenses while conducting Company business on behalf of CMAC Roofing, LLC . Charges are billed directly to the Company. Credit cards will be approved and issued by a principal only. Credit cards are not transferable between individuals.

Employees are expected to use company credit cards responsibly and only for legitimate, job-related purchases. All expenses must be:

- Directly related to CMAC business
- Necessary for job performance
- Reasonable and not excessive
- Properly documented and submitted in a timely manner
- Approved in accordance with this policy

## Cardholder Liability

The cardholder is responsible for the proper use of the card within the stated guidelines of this policy. Failure to comply with these guidelines, policies, and procedures may result in the permanent revocation of credit card privileges. Use of the card for personal purchases constitutes fraud under state law. Misuse of the card may result in the employee's termination. Additionally, the Company will pursue the matter to the extent the law allows.

## Cardholder Responsibilities

Misuse of the card will subject the cardholder to disciplinary action up to and including termination. The cardholder must:

- Ensure the card is only used by the employee to whom the card is issued.
- Use the card for business expenses only.
- Secure the card in a safe location at all times.
- Return the credit card to Robin Garber upon the termination of employment with CMAC Roofing, LLC.

## Pre-Approval Requirement

All purchases over \$500 must receive written pre-approval from the appropriate manager or Director of Business Operations and HR. Pre-approval does not override documentation requirements or policy compliance.

## Submission Guidelines

To ensure timely reconciliation and compliance, cardholders must:

- Upload all receipts by the 3rd day of the following month by 12:00 PM CST
- Submit via the designated credit card reconciliation platform or process (e.g., Concur, email, or spreadsheet as directed)
- Attach itemized receipts — summary or credit card-only receipts will not be accepted
- Provide clear and complete information for each expense

## Required Documentation

To ensure proper review and compliance, include the following details with every submission:

- Amount of the expense
- Date and location of the purchase
- Business purpose of the expense
- Detailed description of the items purchased (e.g., Amazon, Costco, or parts invoices must list specific products or services)
- Vehicle repairs must include the vehicle information (year, make, model, or license plate)
- Job-related purchases must include the job address
- Meal expenses must include the names and roles of attendees (e.g., builder, employee, subcontractor)

Failure to provide the required documentation may result in the employee being held responsible for the charge.

## Non-Allowable Expenses

The following charges are not permitted on a company credit card:

- Personal or non-business-related purchases
- Any expense found to be unnecessary or not aligned with this policy
- Cash advances or gift cards (unless explicitly approved)

Improper or unauthorized use of a company card may result in personal liability and disciplinary action. Late-submitted documentation (more than 60 days after the charge) may result in the employee being liable for expenses.

## Cardholder Termination

Your card will be terminated when you (a) move to a new position, in which a card is not required, (b) terminate employment, or (c) for any of the following reasons:

- The credit card is used to make purchases for non-business-related activities.
- The cardholder allows the card to be used by an unauthorized individual.

## Lost, Misplaced, or Stolen Purchasing Cards

Cardholders are required to immediately notify Robin Garner name of a lost or stolen card at the first opportunity during normal business hours.

## Erroneous Declines

Should a seller erroneously decline a credit card, you should immediately contact Robin Garner. If the purchase is being made outside normal business hours, the employee must find an alternate payment method or terminate the purchase.

# Company Apparel & Merchandise Policy

To ensure consistency in our brand and quality standards, all company-branded apparel and merchandise must be purchased exclusively through the Company's online ProShop (available beginning January 1, 2026).

- **Approved Source:** Branded items purchased outside of the Company's ProShop will not be considered eligible for reimbursement as a business expense.
- **Employee Allowance:** Each employee is provided with a one time allowance of up to \$250 for personal items they wish to have embroidered or printed with the Company's logo. All designs must use approved Company artwork.
- **Reimbursement Reference:** For additional details regarding eligible and ineligible expenses, please refer to the Business Expense Reimbursement Policy.

This policy is intended to maintain a unified brand image while still allowing employees the flexibility to personalize apparel and items that represent the Company.

# Time Off and Leaves of Absence

## Holidays

The Company offers paid time off for the observance of specific holidays each calendar year. Full-time employees are eligible for paid holidays.

The Company observes the following paid holidays:

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

If a holiday falls on a weekend day, the Company usually observes the holiday on the preceding Friday or the following Monday.

Holiday observances are typically announced in advance. Employees on continuous leave of absence are not eligible for holiday pay.

The Company's holidays are subject to change based on suppliers' observed holidays. Changes to holidays will be announced in writing as soon as Human Resources is made aware of any date changes.

## PTO

CMAC Roofing LLC provides Paid Time Off (PTO) benefits to support employee well-being, encourage rest and rejuvenation, and recognize long-term service. This policy applies to all regular full-time employees who meet the eligibility requirements outlined below.

### Eligibility and Accrual

Full-time employees begin accruing PTO on their date of hire, with PTO benefits renewing once per year annually on the employee's anniversary date.

Part-time, hourly, and temporary employees are not eligible for PTO benefits.

- PTO is paid at the employee's base hourly rate at the time the time off is taken. It does not include overtime, bonuses, commissions, or any other special compensation.
- PTO is granted/renewed once per calendar year on the employee's anniversary date.
- PTO is not cumulative. Any unused PTO does not roll over into the next year.

PTO is granted based on length of service with CMAC Roofing LLC:

- Year 1 – 40 hours of paid time off
- Year 2 and beyond – 80 hours of paid time off

## PTO Use and Request Process

- All PTO requests must be submitted through Gusto under the PTO request type.
- Requests should be submitted in advance, no later than 7 days before the first requested day off, and are subject to supervisor approval based on business needs and staffing coverage. Requests must be submitted at least seven days prior to the first requested day off and are subject to supervisor approval, contingent upon business needs and staffing availability.
- CMAC Roofing LLC reserves the right to deny PTO requests or require employees to use accrued PTO during furloughs, leaves of absence, or other qualifying periods, at its discretion and in accordance with applicable laws.

## Payout Upon Termination

Accrued but unused PTO will not be paid out upon termination of employment unless otherwise required by state law.

## Sick Time

All regular full-time employees at CMAC Roofing LLC are eligible for sick leave benefits under this policy, unless covered by a jurisdiction-specific sick and safe time or mandatory paid leave policy under their state or local law.

## Eligibility and Accrual

Full-time employees who successfully complete their 90-day probationary period will receive 40 hours of paid sick leave.

- Sick leave is granted/renewed once per calendar year, on the employee's anniversary date.
- Unused sick time does not roll over into the next year.
- Sick time is not cumulative and is not paid out upon termination or resignation.

## Use of Sick Leave

Sick leave may be used for:

- The employee's own illness or injury
- The illness or injury of the employee's child, parent, or spouse

Sick leave may not be used as additional vacation or personal time and is intended solely for health-related absences.

## How to Request Sick Leave

- All sick leave must be requested in Gusto under the Sick Time request type.
- Requests should be submitted as soon as possible, ideally before the start of the scheduled workday.
- For multi-day absences, daily check-ins with your supervisor are required unless otherwise approved.
- Your supervisor must be notified as soon as reasonably possible that you are unable to work due to an illness or sick leave related reason.

If an absence extends three or more consecutive days, the employee may be required to provide a physician's statement verifying the illness or injury and expected return-to-work date. CMAC Roofing LLC reserves the right to request documentation for any sick leave absence.

## Pay and Benefit Coordination

Sick leave is paid at the employee's base hourly rate and does not include bonuses, commissions, or shift differentials. If an employee qualifies for short-term disability, workers' compensation, or other income replacement programs, sick leave may be used to supplement those benefits, but total pay may not exceed the employee's regular weekly earnings.

## Work from Home (WFH)

At CMAC Roofing LLC, we support flexible work arrangements while maintaining accountability and high performance. This policy outlines the eligibility, expectations, and process for requesting to work from home.

### Eligibility

Full-time employees who have successfully completed their 90-day probationary period are eligible to request work from home arrangements.

Eligible full-time employees are provided with 40 hours of paid work-from-home time per calendar year.

- WFH time is not cumulative and does not roll over into the following year.
- WFH is renewed each calendar year on October 1st.
- WFH time may not be used in place of Sick Time.

### Request Process

- All work from home requests must be submitted through Gusto under the Work From Home Policy (WFH) request type, in advance, no later than 7 days before the beginning of the WFH time, and are subject to supervisor approval based on business needs and staffing coverage.
- Requests must include the date(s) and reason for working from home.
- Requests must be approved before working remotely, unless in the case of an emergency.
- Approval is granted on a case-by-case basis and is not guaranteed.

## Work Expectations

- Employees approved to work from home must be available and responsive during standard business hours: 7:30 AM to 4:30 PM, with a one-hour lunch break.
- Employees are expected to fulfill their regular job responsibilities, attend virtual meetings, and maintain clear communication with their team and supervisor.
- A reliable internet connection and access to necessary company systems are required. Employees must ensure they are working from a professional, distraction-free environment.

## Non-Compliance

Failure to adhere to this policy — including unresponsiveness, unapproved remote work, or lack of productivity — may result in disciplinary action and/or revocation of WFH privileges.

## Birthday Day Off

As CMAC's gift to its team, regular full-time employees are eligible to take a paid day off on their birthday each year. To use this benefit, the following conditions apply:

- The day off must be communicated to and approved by the employee's direct supervisor in advance.
- Employees must ensure no critical work responsibilities, deadlines, or jobsite/project requirements require their presence on the requested day.
- If business needs prevent the employee from taking their birthday off, an alternate date may be selected with supervisor approval.
- If the employee's birthday falls on a weekend, they may choose to take off the preceding Friday or the following Monday.

This time off will be treated as a paid birthday holiday and will not be deducted from regular PTO.

## Family and Medical Leave

### Federal Family and Medical Leave Act (FMLA)

CMAC Roofing, LLC provides family, medical, and military family leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). Any leave taken under the FMLA may run concurrently with leave taken under applicable state law, where the statutes allow for leave for the same reasons.

### Eligibility

Employees are eligible for FMLA leave if they: (i) have worked for CMAC Roofing, LLC for at least 12 months (which does not need to be consecutive) before the leave, (ii) have worked at least 1,250 hours during the 12-month period before the leave, and (iii) are employed at a workplace that has 50 or more employees within a 75-mile radius. Please contact Human Resources with questions regarding eligibility.

## Eligible Reasons and Amount of Leave

Eligible employees may take up to 12 weeks of unpaid time off in any 12-month period (except as provided below) for the following reasons (the “Eligible Reasons”):

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent with a serious health condition;
- For an employee's serious health condition which renders the employee unable to perform any of the essential functions of the employee's position; or
- Employees who have a spouse, domestic partner, child, or parent who is a current member of the U.S. Armed Forces, or who has been called to active duty status, (a “qualifying military exigency”), which includes attending certain military events, arranging for alternative (but not routine) childcare and attending to certain child-related emergencies, addressing certain financial and legal arrangements, attending certain counseling sessions, addressing certain care-related needs of the parent of a service member who is unable to care for themselves, and attending post-deployment reintegration briefings. Leave also may be taken immediately prior to a service member's short-notice deployment (up to seven days) and during a service member's short-term rest and recuperation leave (up to 15 days)

In addition, eligible employees may take up to 26 weeks of unpaid time off in a single 12-month period, beginning on the first day of FMLA leave, to care for a spouse, son, daughter, parent, or next of kin who is a covered service member or member of the armed forces (as applicable) for any qualifying reason, including having a serious injury or illness related to active-duty service. Such leave will run concurrently with any military leave the employee is eligible to take so long as the employee qualifies for leave under both the FMLA and military leave law. For leave to care for a covered service member, the 12-month period for that leave will start on the first day the employee takes the leave.

Please contact Human Resources with any questions about limits on FMLA leave applicable to married employees.

## Intermittent Leave

Employees may take FMLA leave on an intermittent (in blocks of time, or by reducing their normal weekly or daily work schedule) or reduced work-schedule basis: (i) if medically necessary because of the employee's serious health condition, to care for a covered family member with a serious health condition, or to care for a covered service member with a serious injury or illness; (ii) for the birth of a child or placement of a child for adoption or foster care; or (iii) if the leave is due to a qualifying exigency.

The smallest increment of time that can be used for such leave is the smallest increment used for time-keeping purposes and other leaves, provided that any increment cannot be greater than one hour. Any leave taken for the birth, adoption, or foster placement of a child must be approved by CMAC Roofing, LLC and must conclude within 12 months after the birth, adoption, or placement of the child.

## Calculating Leave

The Department of Labor provides the following information about calculating FMLA leave. Only the amount of leave actually taken may be counted against an employee's FMLA leave entitlement. Where an employee takes FMLA leave for less than a full workweek, the amount of FMLA leave used is determined



as a proportion of the employee's actual workweek. The amount of FMLA leave taken is divided by the number of hours the employee would have worked if the employee had not taken leave of any kind (including FMLA leave) to determine the proportion of the FMLA workweek used. For example, an employee who normally works 30 hours a week but works only 20 hours in a week because of FMLA leave would use one-third of a week of FMLA leave. An employer may convert the FMLA leave usage into hours so long as it fairly reflects the employee's actual workweek.

Time that an employee is not scheduled to report for work may not be counted as FMLA leave. If an employer temporarily stops business activity and employees are not expected to report for work for one or more weeks (e.g., a school that closes two weeks for the winter holiday, or a plant that closes for a week for repairs), the days the employer's business activities have stopped do not count against the worker's FMLA leave.

When a holiday falls during a week in which an employee is taking the full week of FMLA leave, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

When an employee's schedule varies so much that the employer is unable to determine how many hours the employee would have worked during the week the employee takes FMLA leave, the employer may use a weekly average to calculate the employee's FMLA leave entitlement. The weekly average is determined by the hours scheduled over the 12 months prior to the beginning of the leave and includes any hours for which the employee took any type of leave.

Required overtime hours that are not worked by the employee because of an FMLA-qualifying reason may be counted as FMLA leave. However, voluntary overtime hours not worked due to an FMLA-qualifying reason may not be counted as FMLA leave.

## Notice of Leave

Employees must provide at least 30 days' advance notice before the leave begins, if foreseeable. If 30 days' notice is not practicable, notice must be given as soon as practicable. Employees must consult with CMAC Roofing, LLC to schedule any planned medical treatment or supervision to minimize disruption to the Company's operations, subject to the approval of the healthcare provider of the person undergoing treatment. If the leave is for a qualifying military exigency, employees must provide notice as soon as practicable, whether the need for leave is foreseeable or not.

Failure to comply with these rules may result in deferral of leave until the employee complies with this policy. If an unforeseen need for leave arises, employees must follow the Company's standard absence notice procedures, unless unusual circumstances prevent the employee from doing so. Employees who fail to follow the Company's standard absence notice procedures may be subject to discipline, possibly including termination of employment.

## Certification of Leave

CMAC Roofing, LLC may request that employees provide certification of leave within 15 days of their request for leave, unless impracticable. If CMAC Roofing, LLC determines a medical certification is incomplete or insufficient, CMAC Roofing, LLC will provide the employee with written notice of the

deficiencies, and they will have seven days to repair the deficiency. If the employee does not repair the deficiency within the allocated time frame, CMAC Roofing, LLC may deny the leave request.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from a health care provider that states the: (i) date of commencement of the serious health condition; (ii) probable duration of the condition; (iii) estimated amount of time the health care provider will provide care; and (iv) confirmation that the serious health condition warrants the participation of the employee.

If the leave is needed for an employee's serious health condition, the employee must provide certification from a health care provider that states: (i) the date of commencement of the serious health condition; (ii) the probable duration of the condition; and (iii) that the employee is unable to perform one or more of the essential functions of the employee's position because of the employee's serious health condition. If CMAC Roofing, LLC has reason to doubt the veracity of the certification, CMAC Roofing, LLC may require, at its expense, a second opinion from a health care provider designated by the Company. If the second opinion differs from the first opinion, CMAC Roofing, LLC may require, at its expense, that employees obtain the opinion of a third healthcare provider designated or approved by CMAC Roofing, LLC and employees. The opinion of the third healthcare provider will be final and binding.

CMAC Roofing, LLC may also request medical certification for other leave-qualifying reasons to the extent not prohibited by applicable law. CMAC Roofing, LLC requires certification by an employee's health care provider that the employee is fit to return to work. Failure to provide this certification will result in the denial of reinstatement until the certificate is obtained. If employees do not provide the certification within three business days after the employee's scheduled return date, they will be considered to have voluntarily resigned. CMAC Roofing, LLC may ask for recertification from the employee's health provider in accordance with applicable law. For example, if an employee's medical condition lasts longer than one year, CMAC Roofing, LLC may request a new certification from the employee's healthcare provider every 12 months. If an employee is absent from work due to an ongoing medical condition covered under this policy, CMAC Roofing, LLC may ask for a new certification from the employee's healthcare provider every six months.

## Leave Timing

Any FMLA leave provided to eligible employees under this policy will be considered part of the 12-work week per 12-month entitlement. This 12-month period is a "rolling" 12-month period measured backward from the date an employee uses any leave, such that their leave entitlement is the balance of the 12-workweek entitlement that has not been used during the preceding 12 months. Leave taken to care for an employee's newborn child or a child placed with them for foster care or adoption must be concluded within one year of the child's birth or placement. Employees cannot carry over unused leave from one "rolling" 12-month period to the next "rolling" 12-month period.

## Leave Is Unpaid

Leave under this policy is unpaid. Employees may substitute any unused vacation/PTO/sick leave for unpaid FMLA leave. However, during any part of FMLA leave when an employee is receiving disability, workers' compensation, or paid family leave benefits, available paid time off can only be used to supplement those benefits if the employee and CMAC Roofing, LLC mutually agree, and so long as state law permits that. The substitution of paid leave for unpaid FMLA leave does not extend the length of the FMLA leave period.

## Benefits During Leave

Employees will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of FMLA leave for up to 12 weeks. Employees must continue to pay their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, premium payments may be paid in one lump-sum at the beginning of FMLA leave or monthly. In some instances, CMAC Roofing, LLC may recover premiums paid to maintain health coverage for employees who fail to return to work following FMLA leave. If paid leave is substituted for unpaid FMLA leave, CMAC Roofing, LLC will deduct the employee's portion of the health plan premium as a regular payroll deduction.

## Reinstatement

Upon return from FMLA leave, employees will be reinstated to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions subject to any defense to reinstatement allowed under the law. Using FMLA leave will not result in the loss of any employment benefit that an employee earned or was entitled to before FMLA leave. As fully described below, employees on FMLA leave will not continue to accrue employment benefits, such as PTO, during unpaid FMLA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees in the following circumstances: (i) if those employees are among the highest paid 10% of salaried employees within 75 miles of the central workplace; (ii) when the refusal to reinstate is necessary because the employee's reinstatement will cause substantial and grievous economic harm to the Company's operations; and (iii) when the employee is notified of the Company's intent to refuse reinstatement at the time CMAC Roofing, LLC determines it is necessary. If leave has already begun, CMAC Roofing, LLC will give the employee a reasonable opportunity to return to work following the notice described above.

## Other Employment

Employees on leave are not permitted to take on any other employment, even on a temporary basis, without written authorization from the Company. To do so will result in termination of employment.

## Reporting While on Leave

If an employee takes FMLA leave because of a serious health condition or to care for a covered relative, they must contact CMAC Roofing, LLC at least every 14 business days regarding the status of the condition and their intention to return to work. In addition, employees must give notice as soon as practicable (within two business days if feasible) if the dates of leave change, are extended, or initially were unknown.

## Non-Discrimination

CMAC Roofing, LLC will not discriminate against employees or applicants for requesting or taking FMLA leave. CMAC Roofing, LLC will not interfere with, restrain, or deny employees' exercise of (or attempts to exercise) any rights provided by the FMLA.

The Company will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although the federal and state laws sometimes have different names, the Company refers to these types of leaves collectively as “FMLA Leave.” In any case, employees will be eligible for the most generous benefits available under applicable law.

## **Workers’ Compensation Disability Leave**

### **Eligibility and Duration**

You are eligible for a workers’ compensation disability leave under the Americans with Disabilities Act (ADA) if you sustain an injury or illness that results in lost work time and the injury/illness is deemed to be job-related, arising out of employment, and occurs in the course of employment.

### **Notification**

To ensure that you receive any workers’ compensation benefits to which you may be entitled, you are required to do the following if you sustain a work-related injury or illness:

- Immediately report any work-related injury or illness to your supervisor.
- Complete a written Employee’s Claim Form and return it to Human Resources.

### **Effect on Benefits**

An employee on workers’ compensation disability leave will be allowed to continue participating in the Company’s group health plans, retirement plans, and other benefit programs in which you enrolled before the first day of the leave, up to a maximum of four (4) months, and at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. During your workers’ compensation disability leave, CMAC Roofing, LLC shall continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins.

You are responsible for paying the Company for your portion of benefit plans and programs. You are also responsible before the start of any leave for making arrangements for submitting payment to the Company when payroll deduction is not possible. If a prior arrangement is not possible, you should make a payment arrangement as soon as it is feasible to do so. For more information, you should contact Human Resources or Payroll.

If the leave extends beyond four (4) months, you will be responsible for the full cost of your group health coverage and will be required to reimburse the Company for the full cost of plan premiums each month beyond the four (4) months.

If, after the four (4) month period, you fail to reimburse the Company for benefit premiums while on leave, you will be offered retiree continuation coverage.

If you fail to return from the leave for a reason other than the recurrence or continuation of the health condition that brought about the leave or other circumstances beyond your control, the Company can

recover any health premiums paid by CMAC Roofing, LLC on your behalf during any unpaid periods of the leave.

Employees on workers' compensation disability leave accrue employment benefits when paid leave is being substituted for unpaid leave and only if they would otherwise be entitled to such accrual.

## Effect on Reinstatement

Employees returning from workers' compensation disability leave are entitled to reinstatement to the same or comparable position consistent with applicable law and subject to any applicable defense (including but not limited to, business hardship). Additional rights to reinstatement may exist if you are a qualified person with a disability under the Americans with Disabilities Act (ADA) and you can perform the "essential functions" of a position with or without "reasonable accommodation," unless that reinstatement would cause "undue hardship" or constitute a "direct threat" to the health and safety of coworkers or the employer.

Before permitting you to return to work, CMAC Roofing, LLC may also require you to provide medical certification that you are able to return to work.

## Other Terms and Conditions of Leave

Employees who are injured in a work-related incident will be referred to the Company's medical clinic for medical treatment for up to 30 days unless, before a work-related injury, CMAC Roofing, LLC has received from you a written notice that you wish to be treated by your physician. In all cases, you may seek treatment from your physician after 30 days, should you so desire.

If you have pre-designated a physician for work-related injuries/illnesses, you must provide CMAC Roofing, LLC with certification from your healthcare provider regarding the need for workers' compensation disability leave, as well as a return-to-work certification upon your eventual return from the leave.

Employees are not permitted to use a medical leave of absence for personal vacation or leisure time. The sole purpose of a designated medical leave is to provide job-protected leave to address serious medical issues, not for additional time off for a vacation or personal leave. Any other use of a designated medical leave of absence is grounds for immediate termination of employment.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment, a fine not exceeding double the value of the fraud, or both. Additional civil penalties may also apply.

# **Military Service Leave**

## **General Applicability**

CMAC Roofing, LLC provides military leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Family and Medical Leave Act (FMLA) (to the extent CMAC Roofing, LLC is required to provide leave under the FMLA), and any applicable state laws.

## **Employee Eligibility**

Under USERRA, full-time, part-time, and probationary employees absent from work because of service in the uniformed services are covered by USERRA's military leave and reemployment provisions. USERRA does not cover employees whose employment before military service was for a brief, non-recurrent period, or when there was no reasonable expectation that the employment would have continued for a significant period.

All employees who are members of state uniformed services, including, but not limited to, the National Guard, Space Force, any State Militia, or any State Defense Force are eligible for leave under this policy.

The federal FMLA requires covered employers to provide eligible employees with unpaid, job-protected leave for family or medical reasons, including to care for a family member (parent, child, spouse, or next of kin) who is a qualifying covered service member with a serious injury or illness, or for a qualifying exigency due to the employee's spouse, child, or parent being on or called to cover active duty. The FMLA defines "serious injury or illness" as one that was incurred while on active duty or an injury that was aggravated by service while on active duty and that may render the service member medically unfit to perform the duties of the service member's office, grade, rank, or rating.

All military leave is unpaid. If CMAC Roofing, LLC provides other paid leave benefits that are comparable to the unpaid military leave benefits under this policy, the employee may be entitled to similar paid leave benefits for military leave.

## **Leave Entitlements**

Employees eligible for leave under USERRA may take leave to serve in the uniformed services. Employees who are members of state uniformed services are eligible for leave for as long as they are on active duty.

Employees may take military leave for training and other non-active-duty activities in accordance with applicable law.

## **FMLA Leave**

Employees may take leave under the FMLA or applicable law.

## Procedure

When the need for military leave is foreseeable, employees must notify their supervisor as far in advance as possible. If employees have written authorization from their military branch for the leave, they should provide it when they request leave. An employee is generally only entitled to rights and benefits under USERRA if CMAC Roofing, LLC receives advance notice of the employee's intent to take military leave unless giving advance notice is impossible or unreasonable.

## Benefits

Employees on military leave whose service period is 30 days or less may continue their health insurance benefits and will only be required to pay their normal share of the premium. If employees must serve for longer than 30 days, they may elect to continue their health insurance benefits for a period of 24 months after the absence begins or the length of the time of the service, whichever is shorter. In the event of such a longer service, employees will be required to pay the entire employer (and employee) premium. Employees will not be deprived of any accrued leave due to taking leave under this policy. Employees may choose to use any available paid leave concurrently with military leave.

## Reinstatement

Upon completion of duties, unless the Company's circumstances have changed so as to make it unreasonable, a returning employee will be reinstated into their former position or another position of equal seniority, status, pay, and benefits. Employees who are no longer qualified for their jobs will be placed in another position with appropriate seniority, status, pay, and benefits. Employees may be reinstated to the seniority, status, pay, and benefits that they would have had if they had not taken leave under this policy. Employees should report back to work within a reasonable amount of time after returning from their duties or recovering from injuries sustained in the line of duty.

## Jury Duty Leave

CMAC Roofing, LLC encourages all employees to report for jury duty and provides employees with unpaid time off for jury duty service, unless paid time off is required by applicable law. Employees should contact Human Resources when they receive notice to serve on a jury or attend jury selection to determine whether they will be entitled to paid time off. Exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset the amounts employees receive as jury duty fees. CMAC Roofing, LLC will not require or request that employees use flexible time off or sick leave for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

After receiving a summons for jury duty, employees must provide CMAC Roofing, LLC with advance notice of the summons as soon as reasonably possible. CMAC Roofing, LLC may request reasonable documentation providing proof of jury duty service to the extent permitted by law. CMAC Roofing, LLC will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

## **Witness Duty and Court Appearance Leave**

When an employee receives an order or subpoena to serve as a witness in a court proceeding, the employee must notify their supervisor of the need for time off upon receipt of the subpoena or order from the court. Time off for witness leave will be unpaid except where required otherwise by applicable state law and, except that exempt employees will not incur any reduction in pay for a partial week of absence due to serving as a witness.

Employees may be required to provide verification of witness service from the court clerk. Any employee on witness service leave is expected to report or return to work for the remainder of the work schedule when dismissed from witness service.

## **Crime Victim Leave**

Texas employees who are victims of crime may take unpaid time off if the prosecuting attorney of the crime notifies CMAC Roofing, LLC that the victim's cooperation is needed in a proceeding that requires an absence from work.

Employees must provide CMAC Roofing, LLC with reasonable advance notice of the need to take time off under this policy. CMAC Roofing, LLC may request reasonable documentation of the need for such leave.

CMAC Roofing, LLC will treat all information related to an employee's leave pursuant to this policy as confidential. CMAC Roofing, LLC will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available PTO during otherwise unpaid time off taken under this policy.

## **Voting and Election Official Leave**

Employees who are eligible to vote in an election may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off of work while the polls are open.

Employees who are eligible to participate in or are delegates to a political convention may take unpaid time off to participate in the convention. Employees will not be punished or penalized for taking this leave.

Employees must provide CMAC Roofing, LLC with reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday unless otherwise specified by CMAC Roofing, LLC. The Company will comply with all applicable state and municipal voting time laws.

## **Bereavement Leave**

Employees who require taking time off due to the death of an immediate family member should notify their supervisor and Human Resources immediately.

a) Five (5) working days in the case of the death of an employee's spouse, child or the employee's spouse's child.



b) Five (5) working days in the case of the death of an employee's father, mother, sister or brother.

c) Three (3) working days in the case of the death of an employee's grandfather, grandmother, uncle, aunt, nephew, niece, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandson, grand-daughter (except the uncle, the aunt, the brother-in-law, the sister-in-law, the grandfather, the grandmother, the nephew and the niece of the spouse).

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Employees who are on an unpaid leave of absence, such as parental leave, medical leave, preventive withdrawal, or parental leave, are not eligible to receive this benefit during the leave period. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

## **Marriage Leave**

Marriage Leave is limited to one occurrence per calendar year and does not reduce an employee's accrued Paid Time Off (PTO), but rather is provided in addition to it and must be requested no later than 7 days in advance of the first day of absence.

- Two (2) paid working days may be utilized for the marriage of the employee or their child.
- One (1) paid working day may be utilized for the marriage of a parent or sibling.

### **Eligibility and Duration**

Employees must provide Human Resources with a copy of their marriage certificate upon return from Marriage Leave. Failure to do so may result in the time being deducted from the employee's PTO balance. This leave is only available to regular full time nonexempt employees.

## **Parental Leave**

This policy provides paid parental leave to employees employed for 12 months or more who are birthing and non-birthing parents regardless of gender or how they became a parent to support bonding with a new child following birth, surrogacy, adoption, or foster placement (first placement). This leave is in addition to any leave an employee may be entitled to under federal family and medical leave laws. Texas does not currently mandate paid parental leave; this policy is a company-provided benefit that extends beyond legal requirements.

### **Eligibility and Duration**

CMAC Roofing provides eligible birthing and non-birthing parents with eight (8) weeks of paid parental leave to be used within 90 days of a child's birth, adoption, or placement. This leave is available to all eligible employees regardless of gender or family structure and applies equally to biological, adoptive, and foster parents.

## Wage Replacement

CMAC Roofing will pay eligible employees 100% of their base salary, not to exceed their regular base pay, during the eight-week parental leave period.

## Benefits and PTO

Employees on parental leave will remain eligible to participate in all CMAC Roofing benefit plans, subject to the terms and conditions of those plans.

## Request Process

Employees should provide at least thirty days' notice of their intention to take parental leave, including anticipated start and return dates. If advance notice is not possible due to unforeseen circumstances, employees should notify Human Resources and their direct supervisor as soon as practicable.

## Job Protection

During parental leave, employees' positions will be held in accordance with applicable federal laws, including the Family and Medical Leave Act (FMLA). Upon return, employees will be reinstated to the same or a comparable position unless continued absence beyond the protected leave period occurs or reinstatement is not required under applicable law.

## Non-Discrimination and Non-Retaliation

CMAC Roofing strictly prohibits and will not tolerate any form of discrimination or retaliation against employees or applicants based on their use of, or request for, parental leave.

## Miscarriage Leave

- If a miscarriage occurs, the employee must notify management as soon as possible and provide a medical certificate confirming the miscarriage or the urgency.
- If there is a danger of miscarriage that requires the employee to stop working, the employee is entitled to special parental leave for the period stated in the medical certificate.
- If the miscarriage occurs before the 20th week of pregnancy, the employee is entitled to sick leave.
- If the employee delivers a stillborn child after the 20th week of pregnancy, they are entitled to 6 weeks of parental leave.

## Special Parental Leave

If there is a danger of miscarriage or a danger to the health of the mother or child due to pregnancy that requires the employee to stop working, the employee is entitled to special parental leave for the period stated in the medical certificate, which must also include the expected due date.

## Preventive Withdrawal

- If there is a danger of miscarriage or a danger to the health of the mother or child due to the employee's working conditions, the employee should request reassignment to duties that do not involve such risks.
- If no safe alternative duties are available, the employee may request a preventive withdrawal. In this case, parental leave will begin on the expected due date.

## Inactive Status

After all legally required leaves have been exhausted, you will be classified as Inactive Status. At that time, the Company will review your employment status. Due to business necessity or other circumstances, there will be times when positions cannot be held open, and, therefore, the Company does not guarantee reinstatement. Depending on the circumstances of your need for additional leave and the expected date of return from leave, the Company will evaluate your continued employment to operate its business effectively and efficiently.

# Employee Benefits

## Benefits Overview

Eligible employees at CMAC Roofing, LLC are provided a wide range of benefits. Several programs cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Human Resources can identify the programs for which you are eligible.

## Health Insurance

CMAC Roofing, LLC health insurance plan provides employees and their dependents access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between CMAC Roofing, LLC and the insurance carrier.

All employees will receive information about the cost of coverage and enrollment details prior to their eligibility date. Contact Human Resources for questions regarding eligibility or benefit offerings

## Workers' Compensation

When work-related accidents, injuries, or illnesses occur, employees may be eligible for workers' compensation insurance benefits. The Company provides a comprehensive workers' compensation insurance program at no cost to employees and in accordance with applicable state law. This program covers most injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits or, if the employee is hospitalized, treatment immediately.

## Reporting Work-Related Injury or Illness

Employees who sustain a work-related injury or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

## Leaves of Absence/Accommodation

Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under the Company's leaves of absence or reasonable accommodation policies. Employees should consult Human Resources for additional information.

## Return to Work

Employees who are ready to return to work following a workers' compensation-related leave of absence must supply a certification from a healthcare provider confirming the employee's ability to return to work.

## Fraud

The Company will notify the workers' compensation insurance company if we have reason to believe an employee has supplied false or misleading information in connection with a claim and/or has filed a fraudulent claim. Workers' compensation fraud is a crime and may also be grounds for disciplinary action, up to and including termination of employment.

## Conversion/Post-Employment Insurance Options (COBRA)

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and dependents may be entitled to continue insurance coverage if they lose their group health coverage benefits because of a reduction in their hours of employment or the termination of their employment with CMAC Roofing, LLC for reasons other than gross misconduct on your part. Any questions concerning your rights under COBRA should be directed to Human Resources.

## Notification of Life-Changing Events

Human Resources is responsible for maintaining complete and up-to-date employment records for all current employees. You are responsible for notifying Human Resources within 30 days of the occurrence of any "life-changing event," as the event may impact insurance coverage and eligibility. These events consist of:

- Change in your marital status (such as marriage, divorce, annulment, or legal separation)
- Termination of your spouse's or registered domestic partner's full-time employment
- Loss of your spouse's or registered domestic partner's coverage under another employer's benefits plan (allows you to change only the coverage lost, e.g., medical, dental)
- A change in your family status, such as gaining or losing an eligible dependent.
- Spouse or registered domestic partner gaining benefits through a new employer or first offer of benefits through a spouse's or registered domestic partner's current employer (open enrollment periods excluded)

You should also promptly notify Human Resources of any changes in your name, home address, phone number, and insurance or retirement plan beneficiaries.

# Technology Use and Privacy

## Business Equipment and Information Systems Usage

The Company has significantly invested in telephone services, copiers, computers, laptops, tablets, mobile phones, messaging systems, hardware, Internet access, e-mail, software, networks, computer accounts, data storage, voicemail, and all other types of business equipment and electronic resources provided by the Company (collectively “Business Equipment and Information Systems”). The Company’s Business Equipment and Information Systems are vital to keeping our operations flowing smoothly and effectively.

## Monitoring of Business Equipment and Information Systems; No Expectation of Privacy

The Business Equipment and Information Systems provided by the Company and all information and electronic communications transmitted through, received by, or stored on the Business Equipment or Information Systems are the exclusive property of the Company.

**Important Note:** The Company (and/or through its authorized representatives) has the right, without notice, in its sole discretion, to monitor, review, retain, disclose and/or take any other appropriate actions regarding (collectively, “Monitoring”) any information and electronic communications transmitted through, received by or stored on its Business Equipment and Information Systems – including e-mails and messages sent or received (whether such e-mails and messages are related to personal or business matters and/or whether they are sent or received using a Company mail account, a non-Company Internet-based account, such as yahoo.com, hotmail.com, gmail.com, or a social networking website), faxes, voicemails, Internet and Intranet communications, access and usage, and documents, files or programs stored on the Company’s Business Equipment and Information Systems to the fullest extent permitted by law. The Company’s rights regarding Monitoring its employees’ use of the Business Equipment and Information Systems exist whenever an employee uses the Company’s Business Equipment and Information Systems, regardless of whether they are working in the office, at home, or at another location, and whether or not such use is during official office hours or relates to the Company’s business. Thus, at no time should employees believe that they have any expectation of privacy while using any of the Company’s Business Equipment and Information Systems.

Employees’ use of the Company’s Business Equipment and Information Systems constitutes their consent to Monitoring by the Company (and/or its authorized representatives). Therefore, employees should not expect privacy or confidentiality in anything they create, download, display, store, send, or receive on the Company’s Information Systems, even if it has been deleted, password-protected, encrypted, or is marked “confidential,” “private,” “personal,” “privileged” or other words or phrases intended to convey it is private. In addition, the use of passwords to gain access to the Company’s Business Equipment and Information Systems is intended solely to protect the security of the Company’s business and does not confer an expectation of privacy for individual employees. If an employee wishes to avoid the Company potentially accessing and reviewing their personal communications, documents, files, or data, then they should not use the Company’s Business Equipment and Information Systems for personal purposes and should not save personal material on the Company’s Business Equipment and Information Systems.

## Acceptable Use

This policy describes the Company's general guidelines for using its Business Equipment and Information Systems.

Employees should use the Company's Business Equipment and Information Systems with the understanding that these resources are provided for the benefit of the Company's business. Employees may use Company e-mail for personal use during nonworking time, as long as such use complies with Company rules and policies and applicable laws. Employees should never use the Company's Business Equipment and Information Systems for personal use in a manner that degrades the functionality of those systems or interferes with their work duties or responsibilities to customers.

The following guidelines, which are not all-inclusive, have been established to ensure that employees understand expectations with regard to the use of the Company's Business Equipment and Information Systems:

- Employees must comply with the password and other security provisions of the Company's Business Equipment and Information Systems. Employees must not use codes or passwords to gain unauthorized access to other employees' files or to Company files. Employees must not provide access to the Company's Business Equipment and Information Systems to anyone other than employees of the Company who are authorized users and other authorized users.
- Sending, saving, accessing, or viewing obscene or vulgar material on the Company's Business Equipment and Information Systems is prohibited. Messages stored and/or transmitted by the Company's Business Equipment and Information Systems must not contain content that may reasonably be considered to be obscene or other patently offensive material, including but not limited to, sexual comments, jokes, or images; racial slurs; gender-specific comments; or any comments, jokes or images that would discriminate against or harass someone on the basis of their race, color, sex, age, national origin or ancestry, disability, or any other category protected by federal, state or local law. Any use of the Company's Business Equipment and Information Systems to engage in harassment or discrimination prohibited by Company policies is unlawful and strictly prohibited.
- The Company's policies apply fully to the use of the Company's Business Equipment and Information Systems. Any use of the Company's Business Equipment and Information Systems that violates a Company policy is prohibited.
- The Company's Business Equipment and Information Systems must not be used for solicitation purposes during working time. The Company's no-solicitation rule applies to the use of the Company's Business Equipment and Information Systems.
- Employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements.
- Employees may not download software and install it on Company Business Equipment and Information Systems. The Company reserves the right to audit any Company computer or equipment to determine what software is installed on the local drive(s).

Violators of this policy may be subject to discipline, up to and including termination of employment.

## Computer and Systems Security

All Company Business Equipment and Information Systems and the data stored on them are, and remain at all times, the property of the Company. As such, all messages created, sent, or retrieved over the Internet or the Company's Business Equipment and Information Systems are the property of the Company and should be considered Company information. The Company reserves the right to retrieve and read any message composed, sent, or received using the Company's Business Equipment and Information Systems for any business reason, including but not limited to, ensuring compliance with this and all Company policies.

Employees should be aware that even when a message is deleted or erased, it is still possible to re-create the message; therefore, the ultimate privacy of a message cannot be ensured to anyone. Accordingly, the Internet, email, and other messages are not private. Furthermore, all communications, including but not limited to text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Employees should also be aware that duplicates of email or other messages transmitted through a personal, web-based email account using Company equipment could be stored on the Company's Business Equipment and Information Systems; likewise, information regarding Internet sites that an employee has accessed may also be stored.

## Email and Message Content Screening

The Company maintains the right to screen all inbound and outbound email and other message (e.g., instant messages) content sent or received on the Company's Business Equipment and Information Systems. Messages or attachments that contain obscene or vulgar material may be quarantined and held from transmission or receipt until the sender or recipient can verify the message or attached document is work-related.

If an employee wants to communicate with an attorney or send an otherwise confidential piece of communication that they do not want the Company to monitor, the employee should consider using a personal email address and personal computer equipment. If an employee does use Company Business Equipment or Information Systems, the employee consents to any monitoring by the Company and should understand that there is no right to privacy with respect to such communications to the extent permissible under applicable law.

## Social Media

CMAC Roofing, LLC respects the right of employees to maintain blogs or web pages or participate in social media, including: Facebook, Instagram, LinkedIn, and similar sites. However, to protect the Company's interests, employees must adhere to the guidelines below that apply to all social media activity by employees.

## Definitions

- **Internal Media Sites:** Any internal social media maintained by the Company for its employees to communicate (e.g., Slack, Microsoft Teams, etc.).



- Social Media: Any Internet-based media created through social interaction, where users primarily produce and contribute to (rather than just consume) the content. Social Media includes social or professional networking websites, blogs, virtual worlds, photo-sharing websites, and video-sharing websites.
- Social Media Activity: Any form of communication through Social Media that the employee controls that relates in any way to the Company's operations, employees, customers, suppliers, or competitors.

## Company Policies

All the Company's policies – including protection of confidential and proprietary information, unlawful harassment and discrimination, workplace violence, standards of conduct, and acceptable use of computing resources – apply to employees' Social Media Activity.

## Using a Disclaimer

Employees should make clear that the views they are expressing are theirs alone and do not reflect the views of the Company when engaging in Social Media Activity that gives the appearance that such activity is on the Company's behalf, except when expressly authorized by the Company. If employees' Social Media Activity gives the appearance that it is expressly authorized by the Company, employees should specifically state: "The content I have contributed to this site is my own and does not necessarily represent the views or opinions of my employer."

Employees may reference the Company as their employer and include contact information on social and professional networking sites only, such as LinkedIn and Facebook, without posting a disclaimer.

## Confidentiality Obligations

Employees are obligated to adhere to their confidentiality obligations to the Company, subject to their rights to engage in protected activity under Section 7 of the National Labor Relations Act or any other legally protected activity under applicable law. Employees should not discuss confidential intellectual property information, financial information, customer details, or anything else that is subject to confidentiality obligations.

## Others' Privacy

Employees should not disclose personal or non-public contact information or post photographs or videos of employees, suppliers, or competitors without their prior written permission and the Company's prior written approval.

## Additional Considerations

Employees should not allow Social Media use to interfere with work performance. Employees should not use their CMAC Roofing, LLC email address to register for Social Media.

## Internal Media Use

The purpose of Internal Media Sites is to give employees an opportunity to better collaborate and communicate with each other and to access information, developments, and announcements related to the Company. Employees using Internal Media Sites should use their best personal and professional judgment before contributing content.

The following guidelines apply to the use of Internal Media Sites:

- Do not post confidential information, including information about finances, strategy, trade secrets, and any other information that has not been released to the public or the Company at large.
- Use professional judgment when linking to external websites, text, pictures, or videos.
- Be professional.
- Do not use Internal Social Media Sites for spamming, for personal or commercial advertisements, or to transmit junk mail or bulk communications.
- Do not use Internal Media Sites to promote any outside business ventures, charities, political campaigns, religious groups, or other membership organizations. The use of Internal Social Media Sites to promote approved activities requires the prior approval of the Company.

The Company will monitor all content posted on Internal Media Sites and may make editorial decisions regarding the content. The Company may edit or remove content from the Internal Media Sites that it determines to be harassing, discriminatory, unlawful, or otherwise in violation of this or any other policy. The Company may also edit or remove content that contains spam, is inaccurate, or includes unauthorized disclosure of confidential information.

## Enforcement

Employees will be held accountable for engaging in Social Media Activity that violates this policy. Failure to comply with this policy may result in disciplinary action, including termination. The Company may report suspected unlawful conduct to law enforcement.

## Limitations

This policy will not be applied in a manner that interferes with employees' rights under Section 7 of the National Labor Relations Act or with their right to engage in any other legally protected activity. Nothing in this policy will prohibit employees from discussing their wages, benefits, or other terms and conditions of their employment. Furthermore, nothing in this policy will in any way limit or prohibit employees from disclosing information pertaining to sexual harassment or any other unlawful conduct in the workplace.

# Workplace Violence Prevention

The safety, security, and well-being of our employees and others on company premises are of vital importance. CMAC Roofing, LLC is committed to maintaining a workplace free from violence, threats, intimidation, harassment, and any other behavior that disrupts a safe working environment. Accordingly, the Company has adopted a zero-tolerance policy regarding workplace violence.

This policy applies to all employees, supervisors, managers, temporary workers, contractors, clients, vendors, and any third parties interacting with the Company, whether on Company property or during work-related activities off-site.

## Prohibited Conduct

Prohibited behaviors include, but are not limited to:

- Physical acts of violence, assault, or fighting
- Threatening physical contact or harm
- Verbal threats or intimidation, including veiled or indirect threats
- Bullying, harassment, or coercion
- Stalking or menacing behavior
- Destruction or threats of destruction to property
- Harassment based on protected characteristics (e.g., race, sex, age, religion)
- Endorsement or discussion of the inappropriate use of weapons or firearms
- “Horseplay,” roughhousing, or other conduct that may endanger others

This policy also prohibits any such conduct occurring off-duty or off-premises if it affects the safety, well-being, or business interests of the Company or its employees.

## Reporting Procedure

All employees are expected to help maintain a violence-free workplace. Any threats or acts of violence—whether direct or indirect—must be reported as soon as possible to a supervisor, a member of management, or Human Resources.

Reports should be as specific and detailed as possible. Employees are also encouraged to report any suspicious individuals or activities without placing themselves in danger. If you witness a disturbance, do not attempt to intervene; notify the appropriate personnel immediately.

## Company Response and Investigation

The Company will promptly and thoroughly investigate all reports of threats, violence, or suspicious activity. In some cases, employees may be suspended with or without pay pending the outcome of the investigation.

The identity of individuals making reports will be protected to the extent practical. The Company will make a case-by-case determination regarding the appropriate response and any corrective actions.

## **Disciplinary Action**

Any employee found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

## **Prevention and Early Resolution**

Employees are encouraged to bring disputes or interpersonal concerns to the attention of their supervisor or Human Resources before the situation escalates. The Company is committed to supporting conflict resolution and will not discipline employees for raising concerns in good faith.

## **Legal Protections**

This policy does not restrict employees from engaging in lawful, protected activities under state or federal law, including rights protected by Section 7 of the National Labor Relations Act. Nothing in this policy alters the at-will nature of employment.

# Health and Safety

CMAC Roofing, LLC takes seriously the health, safety, and welfare of its employees and any contractors or visitors who enter the workplace. Employees must comply with the Company's rules and guidelines, including any federal, state, and local laws regarding workplace safety. Failure to follow the Company's health and safety protocols may result in discipline, including termination.

To help CMAC Roofing, LLC maintain a safe and healthy workplace, employees must:

- Be responsible for working safely and carrying out their duties with the skill and care necessary to not injure themselves or anyone else;
- Monitor their health on a daily basis and stay home if they are feeling sick, except to get medical care;
- Avoid close contact with people who are sick;
- Always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow;
- Wash their hands often with soap and water
- Clean and disinfect frequently touched surfaces often;
- Keep their work area clean, organized, and free from clutter or tripping hazards;
- Use any tools and equipment designated for their work and ensure the tools are kept in good condition;
- Report any unsafe conditions, potential hazards, or other safety concerns (whether they exist on the Company's premises or employees' home offices) to their supervisor; and
- Report any workplace injury, accident, illness, or near miss.

Employees must report any unsafe conditions, injury, or illness as soon as possible, but no later than eight hours after becoming aware of the issue. The report must be made to the employee's supervisor. If the supervisor is unavailable, report to Human Resources. CMAC Roofing, LLC prohibits any form of discipline, discrimination, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations. CMAC Roofing, LLC or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's participation in any off-duty activity that is not part of the employee's work-related duties.

## Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

## **Work-Related Injuries**

An employee who sustains a work-related injury or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Employees who sustain work-related injuries may receive workers' compensation benefits. See the Company's Workers' Compensation Insurance policy for more information. Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under the Company's leaves of absence or reasonable accommodation policies. Employees should consult with Human Resources for additional information.

## **Smoke-Free Workplace**

The Company provides a work environment that is smoke-free. Smoking and the use of all tobacco-related products, including but not limited to, smoking, the use of chewing tobacco or other smokeless tobacco, and the use of e-cigarettes or vaping, is strictly prohibited inside the building. Employees who observe other individuals smoking or using tobacco products in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

Smoking, vaping, consuming, or otherwise possessing cannabis on the Company's premises is strictly prohibited, including in designated smoking areas. Employees should refer to the Company's Drug and Alcohol-Free Work policy.

Employees, including those who work remotely, may not smoke while on video conferences.

Employees who violate this policy or who tamper with "no smoking" signs may be subject to disciplinary action up to and including termination.

## **Weapons in the Workplace**

The Company strictly prohibits employees or any other person providing services to the Company or located on the Company's premises, from possessing weapons of any kind at the workplace. The workplace includes any property owned or leased by the Company or occupied by groups of Company employees or persons providing services to the Company. Unless this prohibition is contrary to state or local law, the workplace specifically includes Company parking areas. It is not a violation of this policy for employees who are licensed or otherwise authorized by the state to legally store a concealed Weapon in a personal vehicle while parked on company property.

Employees are not permitted to transport or store weapons in vehicles owned or leased by the Company and used by the employee for work purposes. This policy prohibits the possession of concealed weapons as well as weapons carried openly.

This prohibition specifically includes guns, rifles, and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles, and similar devices that, by their design or intended use, are capable of inflicting serious bodily injury or lethal force.

This is an employment policy governing CMAC Roofing, LLC's employees. Building owners where the company conducts business may be exempt from this policy as allowed by law.

CMAC Roofing, LLC's policy conforms to and will follow both federal and state weapons laws for each state in which it conducts business.

Employees who violate this policy will be subject to disciplinary action, up to and including employment termination.

## **Visitors**

Restricting access to Company premises helps maintain safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguard employee welfare, and avoid potential distractions and disturbances. For this reason, only authorized visitors are allowed in the workplace, and all approved visitors, including friends, family, and former associates, must be escorted at all times by a Company employee.

Employees being visited are responsible for the actions of their guest(s). Should a guest of an employee act in such a manner that disrupts the normal working conditions of the Company or threatens the security of the Company and/or its employees, the employee accompanying the guest may be held responsible for the guest's actions and subject to disciplinary action up to and including termination of employment.

The Company reserves the right to verify the contents of packages, bags, and briefcases brought onto the Company premises by visitors.

If an employee suspects or becomes aware of any unusual situation, they should immediately notify Security and/or Human Resources.

## **Emergency Evacuation**

In the event of a fire, the emergency fire alarm system should be activated by pulling one of the fire alarms. The source of a potential fire or hazardous material emergency should not be investigated. Any employee who suspects an emergency should report it immediately. In any emergency, reporting is the first essential step to protecting oneself and others.

When the emergency fire alarm system is activated, all employees and visitors are expected to evacuate the building by exiting in an orderly manner through the nearest exit.

When exiting, employees should not use elevators and should descend stairwells in an orderly manner. After exiting, employees should report to the area away from the building exits, which is designated as the meeting location. Once employees arrive at the designated area, they should immediately report to their supervisor or other designated representative and remain at that location until they are accounted for and authorized to leave.

No re-entry to the building will be permitted until an official all-clear notification is given.

Employees should review this policy and the evacuation procedures and notify their supervisor or Human Resources if they believe they might require accommodation or assistance to comply with these procedures in the event of an emergency.

## Emergency Closing

At times, emergencies, such as severe weather, fires, or power failures, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, we will pay the regular salary rate in case of an emergency closing.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

## Drug and Alcohol Abuse

CMAC Roofing, LLC is concerned about the use of alcohol, illegal drugs, and controlled substances and their effect on the workplace. Use of these substances, whether on or off the job, can adversely affect employees' work performance, efficiency, safety, and health and seriously impair employees' value to CMAC Roofing, LLC. In addition, the use or possession of these substances on the job constitutes a potential danger to the safety of other employees. It exposes CMAC Roofing, LLC to the risks of property loss, damage, or injury to other people. CMAC Roofing, LLC strictly prohibits:

- being impaired by alcohol while performing work for CMAC Roofing, LLC ;
- driving a CMAC Roofing, LLC vehicle while under the influence of alcohol or a controlled substance;
- distributing, selling, or purchasing an illegal or controlled substance while performing work for CMAC Roofing, LLC or on the Company's property;
- possessing, using, or being under the influence of an illegal or controlled substance while on CMAC Roofing, LLC premises or while performing work for CMAC Roofing, LLC; and
- working while impaired by a prescription or over-the-counter drug if that impairment affects the employee's ability to perform the job safely or sufficiently or affects the safety of others.

CMAC Roofing, LLC will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability unless undue hardship would result or as otherwise required by applicable federal or state law. CMAC Roofing, LLC reserves the right to require employees to submit to drug and/or alcohol testing under circumstances permitted by law.

Testing may be conducted:

- As a condition of employment (pre-employment screening).
- When there is reasonable suspicion of substance use that could impact safety or job performance.
- Following a workplace accident or incident.
- As otherwise required or permitted by applicable law.

Refusal to submit to testing or a confirmed positive result may result in disciplinary action, up to and including termination of employment.



## Counseling and Rehabilitation

Employees who voluntarily seek help for substance abuse (self-referral) by contacting the Company will be provided an opportunity to pursue counseling and rehabilitation. The Company will make available to these employees information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available vacation, sick leave, or, if eligible, family and medical leave. Health insurance often covers the costs of such services, but the employee must pay costs not covered. The employee cannot return to work until released by a treatment provider to do so and upon receiving a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing for a period following the return to work.

An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action. However, the individual may be transferred, given work restrictions, or placed on leave as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to any drug or alcohol test or is discovered to have otherwise violated this policy.

Violation of this policy may result in disciplinary action, including termination. CMAC Roofing, LLC may also bring the matter to the attention of appropriate law enforcement authorities.

# **CMAC Roofing, LLC Property**

All CMAC Roofing, LLC property must be maintained in good working order and in accordance with the Company's rules and regulations. CMAC Roofing, LLC may inspect all property to ensure compliance with its rules and regulations without notice to employees or in employees' absence. Prior authorization must be obtained before any CMAC Roofing, LLC property may be removed from the premises. Personal property brought onto CMAC Roofing, LLC premises is subject to inspection as permitted by applicable law.

Upon termination of employment or request by CMAC Roofing, LLC, employees must (i) return all CMAC Roofing, LLC property immediately and (ii) conduct a thorough search of their homes, personal computers and phones, cars, cloud accounts, tablets, external drives, personal emails, and any other place where CMAC Roofing, LLC property may reside and return CMAC Roofing, LLC property immediately. Employees who fail to comply with this policy may be subject to discipline or legal action.

## **Company's Right to Search**

The Company wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the Company prohibits the control, possession, transfer, sale, or use of such materials on its premises to the extent permitted by applicable law. We require the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices are provided for the convenience of employees but remain the sole property of the Company. Employees have no reasonable expectation of privacy for items placed therein. Accordingly, any agent or representative of the company can inspect desks, lockers, and other storage devices, as well as any articles found within them, at any time, upon reasonable suspicion, either with or without prior notice.

As an employer, the Company is charged with the duty to protect employees and others from injuries at the hands of employees who pose a known risk of bodily harm to others. Accordingly, to ensure the safety and security of those individuals and to protect our legitimate business interests, we reserve the right to, upon reasonable suspicion, question and inspect or search any employee or other individual entering or leaving Company premises or job sites. The inspection or search may include any packages or items that the individual may be carrying, including briefcases, handbags, backpacks, and shopping bags. Any non-exempt employee present during any search or inspection must report the time spent during the search or inspection as working time.

These items are subject to inspection and search, upon reasonable suspicion, at any time, with or without prior notice. Employees may be required to consent to reasonable inspection of their personal property and/or person while on duty or on the Company's premises, to the extent permitted by applicable law. Any inspection of an individual's person will be limited to a self-inspection, whereby they will be requested to self-inspect their personal property or person by displaying the contents of any packages and/or turning out their pockets, etc., in the presence of a representative of the Company, typically a management employee of the same sex or gender.

For the purposes of this policy, reasonable suspicion is defined as specific and articulable facts, taken together with rational inferences from those facts, that the individual is in possession of drugs, contraband, or other illegal materials.

## **Use of Company Equipment and Resources**

From time to time, the Company will furnish the tools and equipment needed to complete job assignments. All tools and equipment purchased by the Company are the property of CMAC Roofing, LLC and represent a very valuable asset of the Company. It is your responsibility to whom tools and equipment are assigned to maintain and safeguard these assets as if the tools and equipment were your personal property. When leaving a work area, it is required that all tools be placed back in designated storage areas or removed from the work area and secured in locked storage where available.

An inventory of tools and equipment will be made periodically. If the Company determines that you are grossly negligent in the proper storage of tools, materials, or supplies or have been misplaced or stolen due to your dishonesty, willfulness, or act of gross negligence, you will be asked to replace the same tools, materials, or supplies at fair market value or will be asked to sign a Payroll Deduction Authorization Form authorizing the Company to deduct the fair market value of the missing or damaged tools, materials, or supplies. If you unreasonably fail or refuse to replace or pay for the missing or damaged property or authorize a payroll deduction, you may be subject to disciplinary action up to and including termination and may be subject to a civil suit for recovery of the Company's property.

When using Company equipment, vehicles, or other property, employees are expected to exercise care, maintain the property in safe working order, and follow all operating instructions, safety standards, and guidelines.

Employees should notify their supervisors if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent the deterioration of equipment and possible injury to employees or others. Employees who have questions about their responsibility for maintaining and caring for equipment or vehicles used on the job should consult their supervisor.

All employees are expected to comply with all local, state, and federal laws while operating Company vehicles and other equipment. The Company may discipline employees who engage in unlawful conduct.

## **Driving for Company Business**

The Company may provide Company-owned vehicles for approved selected employees to drive on Company-designated business. Employees are to use their Company-owned vehicle for work-related purposes only but may run incidental, personal errands during their commute to and from work or during their meal break. This commuting and meal break time is the employee's time. Employees are not allowed to use Company vehicles outside of normal work hours unless specifically authorized by senior management.

Company vehicles are to be driven by authorized employees only, except for repair testing by a mechanic.

Drivers are responsible for the security of Company vehicles assigned to them. Whenever the vehicle is left unattended, the engine must be shut off, the ignition keys removed, and the doors locked.

All employees are expected to comply with all local, state, and federal laws while operating Company vehicles and other equipment or driving a personal vehicle for business purposes. The Company may discipline employees who engage in unlawful conduct. For example, employees who are assigned to

drive a Company-owned vehicle or otherwise required to drive as part of their job duties are required to have and maintain a valid driver's license, wear seat belts, and travel at a safe speed. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Accidents in Company vehicles or while driving on Company business, regardless of severity, must be reported immediately to the police and Human Resources. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action up to and including termination of employment.

## **Off-Duty Use of Facilities**

You are prohibited from remaining on CMAC Roofing, LLC premises or making use of Company facilities while not on duty. You are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use.

## **Housekeeping**

You are expected to keep your work areas clean and organized. People using common areas such as breakrooms and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

# Company Vehicle and Driving

If you are required to drive a CMAC Roofing, LLC vehicle or your vehicle on company business, you will be required to show proof of a current valid driving license and current effective insurance coverage before the first day of employment.

The Company participates in a system that regularly checks state Department of Motor Vehicles (DMV) records if you drive as part of your job.

CMAC Roofing, LLC retains the right to transfer you to an alternative position, suspend, or terminate if your license is revoked if you fail to maintain personal automobile insurance coverage or if it is uninsurable under the Company's policy.

For the safety of themselves and others, the Company's employees who are issued a cell phone or use a personal phone for business use are prohibited from using a phone while driving, including reading, writing, or sending a text message. If your job requires that your cell phone be turned on while driving, you must use a hands-free device and are encouraged to safely pull off the road before conducting Company business. If you are charged with traffic violations resulting from the use of a phone while driving, you will be solely responsible for any liability resulting from such action.

CMAC Roofing, LLC will provide up to \$25 expense reimbursement for an Uber, Lyft, or a cab if you are not safely able to drive home from a business function. If you are charged with traffic violations resulting from the use of alcohol while driving, you will be solely responsible for any liability resulting from such action.

## Distracted Driving Policy

Operators of any motor vehicle should be able to hear traffic and be aware of any driving hazards around them. This means eliminating any distractions while driving, including cell phones, earbuds, or headphones. For the safety of all employees, their families, and others sharing the road, each driver's attention must be dedicated to driving the car.

## Driving Distractions

Your primary responsibility while operating a vehicle is to drive the vehicle safely. For your safety and the safety of others, it is our policy that you do not engage in activities that cause you to become distracted from this responsibility.

The following policies apply:

- Cell phones should not be used while driving on company business.
- If you receive a call or text while driving on Company business, regardless of whether it is a Company-issued device or personal device, allow the call to go to voicemail. You may then pull over safely, park, and then return the call/text message.
- If you need to make a Company-related call, you must also pull over safely, park, and then place the call. Placing a call while driving a vehicle on company business is strictly forbidden.

- Sending or reading text messages while driving a vehicle on company business is strictly forbidden.
- Checking email, checking social networks, using the Internet, using smartphone apps, or reading printed materials while driving on company business is strictly forbidden.
- GPS navigation devices may be used while driving on company business as long as they are set up in a manner that does not obscure your view. Always select your destination on a GPS navigation device before beginning a trip, and do not attempt to enter a new destination into the device while driving.
- Cell phones may be used as navigation devices if the phone is placed in a support device so that the driver does not need to hold or unlock the phone while driving in order to receive directions.
- Eating while driving a vehicle on company business is strictly forbidden.
- Activities such as drinking beverages, adjusting radio controls, or adjusting climate controls should only be done if traffic conditions permit and when you can do them without taking your attention away from driving.
- Any accident the driver is involved in while using a wireless communication device will be deemed avoidable. If you are involved in an accident while operating a vehicle on company business, and you are conducting a call, texting, or accessing and using Internet transmissions, you may be subject to disciplinary action, up to and including termination.

This policy ensures the safety of employees, other motorists, and property. Employees who are charged with traffic violations or cause accidents or injuries resulting from their use of personal or Company-issued phones or other electronic devices while driving will be solely responsible for all liabilities, fines, etc., that result to the extent permissible under the law. Employees who violate this policy will be subject to disciplinary action, up to and including employment termination.

## **Toll Tag Policy**

Toll tags are intended for toll roads only (i.e., George Bush Tollway) and are not intended for use on express lanes. Toll tags may only be used for work-related travel. If an employee changes vehicles and does not notify Robin Garner within 7 days of vehicle purchase, so a new tag can be ordered, CMAC is not liable for toll road charges incurred. If an employee misuses a toll tag, the employee is subject to having their pay deducted for the toll charges, and toll tag privileges may be revoked.

# Leaving The Company

## Notice of Resignation

Should an employee decide to end their employment with the Company, the Company requests that the employee provide a written resignation letter. Resignations should be submitted to Human Resources.

Nothing in this policy alters the Employment-At-Will Policy in this Handbook.

## Voluntary Termination

CMAC Roofing, LLC will consider that you have voluntarily terminated your employment if you do any of the following:

- Elect to resign from the Company;
- Fail to return from an approved leave of absence on the date specified by the Company;
- Fail to cooperate with a reasonable and lawful reassignment or transfer or
- Fail to report for work without notice to CMAC Roofing, LLC for three (3) consecutive days.

You are requested to provide a letter of resignation to your supervisor and Human Resources upon giving notice of termination.

## Involuntary Termination

An employee may be terminated involuntarily for reasons that include poor performance, misconduct, or other violations of CMAC Roofing, LLC's rules of conduct as set forth in the Standards of Conduct Policy. Notwithstanding this list of rules, the Company reserves the right to discharge with or without cause and with or without prior notice.

## Termination Due to Reorganizations, Economics, or Lack of Work

From time to time, CMAC Roofing, LLC may need to terminate an employee as a consequence of reorganizations, job eliminations, economic downturns in business, or lack of work. Should the Company consider such terminations necessary, CMAC Roofing, LLC will attempt to provide all affected employees with advance notice when practical. If possible, you may be subject to layoff and will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining if you will be subject to layoff, CMAC Roofing, LLC will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

## **Pay and Benefits Upon Termination**

Final wages will be paid in accordance with applicable law. In accordance with Company policy, unused PTO, Work From Home, or Sick time will not be paid upon termination unless otherwise required by law.

## **Return of Company Property**

When employment with the Company ends, or at any earlier request of the Company, employees must return to the Company all Company property and records without retaining any copies that the Company does not expressly authorize the employee in writing to retain. All records related to the Company's business received or created by an employee in the course of employment (such as, but not limited to, drawings, calculations, spreadsheets, data compilations, email, notes, files, contact lists, drawings, maps, specifications, records of communications with Company customers, and calendars) is the property of the Company.

Employees may retain records concerning pay, payroll, benefits, and other employment terms that were furnished to them or obtained by lawful means, consistent with the Confidential Company Information policy.

Upon request, an employee must provide the Company with reasonable means to access and verify that no confidential information or other Company property has been retained by the employee on personal computers, cell phones, email, or cloud storage accounts or in any other place that is subject to the employee's ownership or control. We may also take all action deemed appropriate to recover or protect Company property.

## **References/Verifications of Employment**

So that the Company can handle requests for job references consistently and lawfully, all requests for official job references on behalf of the Company should be forwarded to Human Resources. No other manager or supervisor is authorized to release references on the Company's behalf for current or former employees. Our policy concerning references for former employees is to disclose only the dates of employment and the title of the last position held.

## **Unemployment Insurance**

As an employee, you may be eligible for unemployment insurance benefits if you are laid off from your position through no fault of your own and have earned a certain amount in a designated base period. You may also be eligible for partial unemployment insurance benefits if your regular hours have been reduced. Independent contractors are excluded from coverage.

Certain minimum requirements must be met before an individual is eligible for unemployment insurance. Benefits are determined by the wages in the highest quarter of the individual's base period. There is a one-week waiting period after eligibility is established before benefits are paid.



# Summary Statement

This handbook is intended to give you a broad summary of things you should know about CMAC Roofing, LLC. The information in this handbook is general in nature, and should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules, and benefits described in this handbook, CMAC Roofing, LLC, in its sole discretion, may always amend, add to, delete from, or modify the provisions of this handbook and/or change its interpretation of any provision outlined in this handbook. You should not hesitate to speak to management if you have any questions about the Company or its personnel policies and practices.

# Acknowledgment and Receipt

I acknowledge that I have received and read a copy of CMAC Roofing, LLC's Employee Handbook ("Handbook"). I understand that the Handbook sets forth the terms and conditions of my employment with the Company as well as the duties, responsibilities, and obligations of employment with the Company. I understand that CMAC Roofing, LLC has provided me with various alternatives to raise concerns of violations of this Handbook and Company policies and encourages me to do so promptly so that the Company may effectively address such situations. I understand that nothing herein interferes with any right to report concerns, make lawful disclosures, or communicate with any governmental authority regarding potential violations of laws or regulations. I agree to abide by and be bound by the rules, policies, and standards set forth in the Handbook and applicable Supplement.

I acknowledge that, except where required otherwise by applicable state law, my employment with the Company is at-will, meaning that it is not for a specified period and that the employment relationship may be terminated at any time for any reason, with or without cause or notice, by me or the Company. I further acknowledge that only the President of the Company or their authorized representative has the authority to enter into an agreement that alters the fact that my employment with CMAC Roofing, LLC is at will. Any such agreement must be in writing and signed by the President of the Company or their authorized representative.

I further acknowledge that the Company reserves the right to revise, delete, and add to the provisions of the Handbook and Supplement but that all such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of the Handbook or Supplement. Furthermore, the Company's policy of at-will employment can only be changed as stated in the prior paragraph.

I understand and acknowledge that nothing in this Handbook or any other document or policy is intended to prohibit me from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission, National Labor Relations Board, Securities and Exchange Commission or any other federal, state or local agency charged with the enforcement of any laws.

I also understand and acknowledge that nothing about the policies and procedures set forth in this Handbook should be construed to interfere with any employee rights provided under state or federal law, including Section 7 of the National Labor Relations Act, including the right to communicate with others concerning wages, hours, benefits, and other terms or conditions of employment; to self-organize, form, join or assist labor organizations; to bargain collectively through representatives of the employees' choosing; to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection; or to refrain from engaging in such activities.

I further acknowledge that I have received, read, and understood CMAC Roofing, LLC's Equal Employment Opportunity and Policies Against Harassment, Discrimination, Retaliation, and Sexual Harassment and any additional policies prohibiting discrimination, harassment, and sexual harassment in the Supplement for the state in which I work. I agree to comply with these policies.

I understand that if I feel I have been subject to discrimination, sexual harassment, prohibited harassment, or retaliation for conduct that may violate the Company's Equal Employment Opportunity and Policies Against Harassment, Discrimination, and Retaliation, or Sexual Harassment, or any additional

policies on anti-discrimination, harassment, sexual harassment, or retaliation in the State Supplement for the state in which I work, or if I am aware of such conduct, I should immediately report the matter to Human Resources.

I have read and understand the above statements.

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Employee Signature

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Date

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Printed Employee Name

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Nothing in this policy prevents the Company from taking appropriate disciplinary or other legitimate employment action consistent with its usual disciplinary practices and the law. In addition, this policy prohibits and does not protect employees who knowingly and intentionally raise false concerns or reports.

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