LLR
Electric, Inc.

Disciplinary Program

Introduction

The health and safety of employees and others on Company property and on the job site is of utmost concern. It is therefore the policy of the Company to strive constantly for the highest possible level of safety in all operations. It is our commitment to comply with all applicable health and safety laws, and to ensure that public and work areas are free of hazardous conditions. The Company will make every effort to provide working conditions that are as healthy and safe as feasible, and employees are expected to be equally conscious about work-place safety, including proper work methods, reporting potential hazards, and reducing exposure to known hazards. You should immediately inform your manager of any unsafe condition or act that you observe. If you can correct an unsafe condition without possible risk of injury to yourself or others, you should take steps to correct it. Work area inspections may be performed at any time; this will help ensure that the work area meets proper safety rules and policies for the work being performed.

Untidy work areas are one of the primary causes of accidents. It is the responsibility of every employee to keep their work area clean. Your manager will discuss any specialized safety requirements of your department with you.

You are expected to work safely at all times. If you are injured, however, you are required to report all injuries, no matter how minor, to you supervisor immediately.
LLR Electric Management is responsible for the enforcement of all disciplinary actions upon being made aware of such violations.

Reasonable Accommodations

It is recognized that employees may experience either a temporary or permanent impairment, which may impact their ability to perform any, or all of the physical and/or mental requirements of their job duties.

LLR Electric will consider providing reasonable accommodations for employees, which would allow them to continue to perform the essential functions of their position. A reasonable accommodation is one which does not impose an undue hardship on the Company's business, does not threaten the health or safety of the employee or others, or in order to enable the employee to perform the essential functions of the job, does not unduly disrupt or interfere with the Company's operations

Modified Duty Positions

A modified duty position may be offered to employees that suffer an occupational injury/illness. Employees' that are released by their physician to return to work less than full time or with physical work restrictions may be eligible for a modified duty position.

Modified duty positions may be a temporary reassignment to another position with the Company, or your current position may be reviewed to determine if reasonable accommodations can be made within your work restrictions. Reasonable accommodations may be considered for your current position pursuant to the "Reasonable Accommodations" section of this Handbook. Pay will be at the rate of the new job classification if applicable. The Workers Compensation Carrier will contact you if you are entitled to additional wages from them.

Reassignment to Modified Duty or Reasonable Accommodation to your current position will require compliance with the following procedures:
When you are released to return to work from a work-related injury, you must call your Workers Compensation Carrier. You cannot return to work without written authorization from your physician.
Tell your supervisor immediately if you have any difficulty with assigned work. Never do work beyond what your physician has determined is safe for you. For further review of our safety program refer to the LLR Electric Safety Manual
Reassignment to a modified duty position may require you to change your regular days off or work hours.
You are required to schedule doctor's appointments around your work schedules, whenever possible.
Refusal to participate in the modified duty program when your physician releases you to work and work is offered, may result in the reduction or discontinuation of wage benefits from Workers Compensation.

Standards of Conduct
When groups of people work together, reasonable rules are necessary to conduct orderly business and make working conditions pleasant for everyone.

As an employee, it is expected that you will adhere to all policies and practices of the Company. It is further expected that you will conduct yourself in a professional manner at all times, and exhibit the highest level of integrity in performing your job. It is equally important to maintain a positive work environment through good working relationships with our customers, vendors, and your co-workers, and that emphasizes our commitment to good customer service. Any violation of these standards of conduct, or other employment policies, or any inappropriate conduct whatsoever may result in immediate discipline up to an including suspension without pay or discharge.

Attendance:

1. Improper authorization, use or abuse of paid or unpaid leave. Using an approved leave of absence for purposes other than for which it was intended or working for another employer.
2. Excessive absenteeism
3. Being absent without authorization, or repeated unauthorized late arrival or early departure from work.
4. Failure to timely return to work from scheduled lunches/breaks.

5. Failure to notify the manager of impending tardiness or absenteeism.
6. Falsification of information on the time sheets.
7. Failing to report to work for two (2) consecutive days without notifying the Company.
8. Leaving work without permission.

Behavior:

1. Engaging in a conflict of interest activity
2. Insubordination
3. Knowingly falsifying, removing, or destroying information related to employment, payroll, or work-related records or reports.
4. Soliciting outside work for personal gain during business hours or participating in any off-duty employment that adversely affects the employee's performance of work for the Company.
5. Discourteous treatment of the public or other employees, including, but not limited to harassing, coercing, threatening, or intimidating others.
6. Violation of the Equal Employment Opportunity policy or the policy against discrimination, harassment and retaliation included in this Handbook.
7. Carrying on any outside activities during working time or during any time, which would interfere with the work of other employees.
8. Failing to follow safety policies regarding personal protective equipment, written safety procedures and or horse playing including substance abuse during working hours.
9. Theft, misappropriation, defacing or damaging of the Company's or another's property including cash or merchandise

Performance:

1. Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks or training or failure to discharge duties in a prompt, competent and reasonable manner
2. Refusal or inability to improve job performance in accordance with written or verbal direction after a reasonable trial period
3. Reporting to work or being under the influence of alcohol or drugs while on duty or on Company property. Using, possessing, or selling alcohol or controlled substances on Company property or during working time
4. Careless, negligent, or improper use of Company property, equipment or funds, including unauthorized removal, or use for private purposes, or use involving damage or unreasonable risk of damage to property
5. Unauthorized release or possession of confidential information or business records
6. Violating any employment policy or procedure, whether it is in this Handbook or not.

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Disciplinary Action:
Failure to abide by the policies will result in disciplinary action. Generally, a verbal warning will be issued first. If an issue continues, the employee will receive a written warning. Continued unacceptable behavior will result in more progressive disciplinary action, which may include suspension without pay or discharge. At Palo Verde Nuclear Power Plant, more stringent disciplinary actions are dictated by the customer. Customer policies will supersede LLR Electric's policies.