



A WORKING FORCE FOR AMERICA

US TRADES, LLC

# FIELD EMPLOYEE HANDBOOK

*Safety. Skill. Integrity. Reliability.*

**Effective September 2026**

Applies to U.S. field employees, subject to state and local addenda

## Contents

**About This Handbook** — Purpose, scope, changes, and how to get help

**1. Welcome to US Trades** — Mission and guiding principles

**2. Employment Relationship and Assignments** — At will, project assignments, qualifications, records, and accommodations

**3. Work Schedules, Timekeeping, and Pay** — Hours, breaks, overtime, payday, and deductions

**4. Travel, Per Diem, and Business Expenses** — Compensable travel, authorization, per diem, and vehicles

**5. Attendance, Communication, and Assignment Completion** — Call-offs, job abandonment, and project completion

**6. Benefits and Time Away From Work** — PTO, FMLA, military leave, workers compensation, and other leave

**7. Safety, Health, and Jobsite Responsibilities** — Hazards, PPE, equipment, weather, incidents, and violence prevention

**8. Drug-, Alcohol-, and Tobacco-Free Workplace** — Impairment, medication, and testing

**9. Respectful Workplace and Anti-Harassment** — Prohibited conduct, reporting, investigation, and retaliation

**10. Standards of Conduct** — Work rules, site removal, conflicts, and solicitation

**11. Confidentiality, Technology, and Communications** — Information security, systems, recording, and social media

**12. Company and Personal Property** — Property, inspections, and personal tools

**13. Problem Resolution and Reporting Concerns** — Open reporting and government communications

**14. Separation From Employment** — Resignation, project completion, final pay, and property return

**15. State and Local Addenda** — Location-specific rights and rules

**Employee Acknowledgment** — Receipt and understanding

## About This Handbook

US Trades succeeds when skilled employees arrive prepared, work safely, perform quality work, communicate directly, and treat others with respect. This handbook explains the standards that apply to field employment with US Trades, LLC ("US Trades" or the "Company"). It is intended to be useful at the jobsite, not to gather dust in a drawer.

This handbook applies to field employees unless a written policy, benefit-plan document, collective bargaining agreement, project notice, or state/local addendum provides otherwise. Corporate employees may be covered by separate policies.

## How to Use This Handbook

Read the handbook carefully and keep an accessible copy. Ask Human Resources if a policy is unclear or if the facts of your situation may require an exception or legal accommodation. Project-specific instructions may supplement this handbook, but no customer or supervisor may direct an employee to work off the clock, ignore a safety requirement, conceal an injury, accept harassment, or violate the law.

The Company may revise, suspend, interpret, or discontinue policies, practices, benefits, or programs when business or legal needs require. When practical, employees will be informed of material changes. Only the President or another officer expressly authorized in writing may enter into an agreement that changes the at-will relationship, and any such agreement must be in writing and signed by both the employee and the authorized officer.

This handbook is not an employment contract and does not guarantee employment for any period, any particular assignment, schedule, rate, benefit, per diem, bonus, or number of hours. Official plan documents and written project terms control when they conflict with a handbook summary. Applicable law controls whenever it provides greater rights or protections.

## 1. Welcome to US Trades

### Our Work

US Trades provides skilled craft labor and project-support personnel to customers across the United States. Field employees may work at industrial, commercial, energy, manufacturing, material-handling, logistics, and other construction or operating facilities. The Company expects employees to represent both US Trades and its customers professionally.

### Mission

US Trades is dedicated to building and maintaining a skilled, dependable labor force capable of supporting complex construction, installation, maintenance, manufacturing, and project operations. We aim to deliver superior work through superior skill, safety, integrity, and service.

## Guiding Principles

### Safety

No production goal is more important than performing work safely. Employees are expected to plan the work, follow approved procedures, use required protective equipment, report hazards, and stop or pause work when they reasonably believe an imminent danger exists.

### Integrity

We tell the truth, keep accurate records, protect property, and do what we say we will do. Falsifying time, qualifications, safety records, expenses, or employment information is inconsistent with employment at US Trades.

### Quality

Craftsmanship matters. Employees are expected to understand the assignment, follow drawings and specifications, ask questions when requirements are unclear, and correct deficiencies promptly.

### Reliability

Our customers plan work around the employees we commit to provide. Reporting on time, remaining communicative, and completing accepted assignments are central expectations.

### Respect and Teamwork

Construction is demanding enough without needless friction. Employees must treat coworkers, customers, vendors, visitors, and the public professionally and without discrimination, harassment, threats, or bullying.

## 2. Employment Relationship and Assignments

### Equal Employment Opportunity

US Trades provides equal employment opportunity and makes employment decisions without unlawful discrimination based on race, color, religion, creed, national origin, ancestry, citizenship or immigration status where protected, sex, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity or expression, age, disability, genetic information, military or veteran status, marital or familial status, status as a victim of crime or abuse, or any other status protected by applicable federal, state, or local law.

This commitment applies to recruiting, hiring, assignments, pay, training, promotion, discipline, termination, and all other terms and conditions of employment. Employees should promptly report discrimination or retaliation using any reporting route in the Respectful Workplace and Reporting Concerns sections. Retaliation is prohibited.

## Employment at Will

Employment with US Trades is at will to the fullest extent permitted by law. The employee or US Trades may end the employment relationship at any time, with or without advance notice and with or without cause, for any lawful reason. Nothing in this handbook, a job posting, a project estimate, a schedule, an oral statement, or a customer request creates a promise of continued employment.

## Field Assignments Are Temporary and Project Based

Field assignments depend on customer needs, schedules, funding, access approval, productivity, safety, qualifications, and other project conditions. A customer may remove an employee from its site. Removal from a customer site is not automatically a termination from US Trades; the Company will review the circumstances and decide whether reassignment, investigation, discipline, leave, or separation is appropriate.

Employees are not guaranteed reassignment after a project ends or after removal from a site. Employees must keep current contact information on file and promptly respond when the Company contacts them regarding an active assignment, payroll question, investigation, or possible reassignment.

## Job Duties and Qualifications

Employees must accurately describe their work history, licenses, certifications, training, and ability to perform the job. They may be asked to provide documentation or complete lawful skills, safety, medical, drug, background, or customer-access requirements. An employee must not perform work for which the employee is not trained, qualified, licensed, authorized, or physically able to work safely.

Duties, classifications, reporting relationships, shifts, schedules, locations, and project terms may change based on business needs. Employees should raise questions about classification or assigned duties before performing unfamiliar work.

## Work Authorization and Background Information

Employees must provide timely and accurate documentation establishing identity and authorization to work as required by federal law. US Trades does not tolerate discrimination based on citizenship, immigration status, or national origin where protected by law.

Background checks, motor-vehicle record checks, drug testing, customer screening, or credential verification may be required when lawful and job related. When a consumer report is used, US Trades will follow applicable notice, authorization, and adverse-action requirements. Employees must immediately report the suspension, expiration, restriction, or loss of a required license, certification, work authorization, driving privilege, or site credential.

## Personnel and Medical Records

Employees must promptly update their legal name, mailing address, telephone number, email address, emergency contact, tax withholding, direct-deposit information, dependent information, and required licenses or certifications. Providing false information or failing to disclose a material change may result in discipline.

Personnel records are maintained with access limited to those who have a business or legal need. Medical and accommodation information is maintained separately and treated as confidential to the extent required by law. Employees may request access to personnel records as provided by applicable law and Company procedure.

## Reasonable Accommodation

US Trades will provide reasonable accommodation to qualified applicants and employees with disabilities; for sincerely held religious beliefs, practices, or observances; and for known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would create an undue hardship or direct threat that cannot be reduced through accommodation.

An employee does not need to use special legal words. The employee should tell Human Resources or a supervisor that a medical condition, disability, pregnancy-related limitation, or religious practice is affecting work or creating a need for a change. Supervisors must promptly forward accommodation requests to Human Resources and must not independently deny them.

The Company and employee will engage in an interactive process. Depending on the request and the law, limited supporting information may be requested. Possible accommodations may include modified duties, schedule adjustments, additional breaks, temporary transfer, equipment changes, accessible facilities, leave, or another effective measure. Employees will not be required to take leave if another reasonable accommodation permits them to work, where prohibited by law.

## Nursing Employees

US Trades will provide reasonable break time and a private place, other than a bathroom, that is shielded from view and free from intrusion for an employee to express breast milk, as required by law. Employees should contact Human Resources or site supervision so a suitable jobsite arrangement can be made. No employee will be retaliated against for requesting or using lactation accommodations.

## 3. Work Schedules, Timekeeping, and Pay

### Workweek and Schedules

The standard payroll workweek begins at 12:01 a.m. Saturday and ends at midnight the following Friday, unless a written project notice identifies another lawful workweek. Workdays, start times, shift lengths,

and days off vary by assignment and may change with customer needs. A schedule is not a guarantee of hours.

Employees must be ready to work at the assigned location and start time. They may not begin early, remain late, work through an unpaid meal period, perform preparatory or closing tasks, attend required meetings, complete paperwork, or perform work remotely without recording the time.

### **Accurate Timekeeping and No Off-the-Clock Work**

Nonexempt employees must accurately record all time worked each day using the system designated for the project. Time worked includes required pre-shift or post-shift duties, required meetings and training, work performed during a meal period, and other time the employee is permitted or required to work.

Employees may not falsify, alter, guess at, or record time for another person; ask another person to record time for them; or direct anyone to underreport time. Employees must review their time record and promptly report errors. A supervisor's failure to approve overtime does not eliminate the Company's obligation to pay for work it knew or should have known was performed, although working unauthorized overtime may result in discipline.

### **Meal and Rest Periods**

Meal and rest periods are provided according to applicable law and project rules. A bona fide unpaid meal period requires the employee to be fully relieved of work duties. If an employee is interrupted, required to remain actively engaged, or performs work during an unpaid meal period, the employee must report the time so it can be paid.

Employees must take legally required breaks and accurately record meal periods when directed. No supervisor may discourage a required break or direct an employee to record a break that was not provided. Employees should report missed, late, short, or interrupted breaks promptly.

### **Overtime**

Nonexempt employees are paid overtime in accordance with federal, state, and local law. In most locations, overtime is paid at one and one-half times the employee's regular rate for hours worked over 40 in a workweek. Some jurisdictions require daily overtime, double time, seventh-day premiums, or other calculations, which the Company will apply when required.

Paid leave, holiday pay, per diem, reimbursements, and other non-worked hours generally do not count as hours worked for overtime unless required by law or written project terms. Certain bonuses, differentials, and other compensation may be included in the regular rate when required by law.

Overtime should be authorized in advance. Employees must nevertheless report all hours actually worked. Employees may not shift hours between days or weeks, work without recording time, or agree to waive overtime.

### **Shift Differentials and Project Premiums**

A project may offer a shift differential, incentive, completion payment, retention payment, premium, or other additional compensation. Eligibility, amount, measurement dates, attendance conditions, tax treatment, and payment timing will be provided in written project terms. These programs may vary by project and do not create a continuing entitlement after the stated program ends.

### **Payday and Wage Statements**

Employees are generally paid weekly for the prior payroll week by direct deposit or another lawful electronic method. Pay timing may be adjusted for bank holidays or as required by state law. Employees should review every wage statement for hours, rates, deductions, reimbursements, and year-to-date information.

Questions or suspected errors should be sent promptly to the Payroll Department at [payroll@ustrades.com](mailto:payroll@ustrades.com). Reporting a payroll concern in good faith will not result in retaliation. The Company will investigate and correct confirmed errors as promptly as practicable and within applicable legal deadlines.

### **Deductions, Advances, and Overpayments**

US Trades will make deductions required by law and deductions voluntarily authorized by the employee when lawful. The Company will not make a deduction that reduces pay below required minimum wage or overtime, or deduct costs from final pay, unless the deduction is permitted by applicable law and supported by any required contemporaneous written authorization.

Approved wage or travel advances are not guaranteed. Before an advance is issued, the employee will receive written terms describing repayment. Accidental overpayments must be reported. Recovery will be handled in accordance with applicable law, including any notice, consent, timing, or deduction limits.

US Trades may reimburse a customer for documented replacement costs or other losses associated with customer equipment, tools, devices, materials, or other property that an employee fails to return or for which the employee is determined to be responsible. Reimbursing the customer does not waive the Company's right to seek recovery from the responsible employee.

Any recovery from an employee will be pursued only through methods permitted by applicable law. US Trades will not automatically deduct these amounts—or the cost of ordinary business losses, customer damage, missing tools, uniforms, training, testing, physicals, drug tests, travel, or lodging—from wages

or final pay. A payroll deduction will be made only when lawful and supported by any authorization, notice, timing, and deduction limits required in the employee's work location.

### **Payroll Records and Inquiries**

Employees must cooperate promptly in resolving missing timecards, unmatched hours, tax issues, garnishments, employment verifications, or banking changes. Only authorized payroll personnel may issue employment or wage verifications on behalf of the Company.

## **4. Travel, Per Diem, and Business Expenses**

### **Ordinary Commuting and Compensable Travel**

Ordinary travel between home or temporary lodging and the regular assigned worksite is generally commuting time and is not compensable unless applicable law or written project terms require payment. Travel that is part of the employee's principal work activity, travel between jobsites during the workday, required driving of passengers or materials, certain special one-day assignments, and travel during normal working hours on an overnight trip may be compensable.

Employees must record and submit all travel time they reasonably believe is compensable. Payroll or Human Resources will determine payment under applicable law and project terms. Employees may not be asked to waive compensable travel time.

### **Travel Authorization**

Project travel terms will identify authorized transportation, travel-pay amounts, reporting dates, routing requirements, mileage rules, and any lodging arrangements. Employees should obtain approval before incurring reimbursable costs and must provide required receipts, maps, mileage records, or other substantiation within the stated deadline.

Traffic fines, parking violations, personal detours, upgraded accommodations, companion expenses, and other personal costs are not reimbursable unless required by law or approved in writing.

### **Per Diem and Expense Reimbursement**

Per diem may be offered on designated assignments to cover qualifying business travel expenses. It is not guaranteed and may vary by project, tax home, work location, schedule, and written customer terms. Employees must provide accurate residence and tax-home information and must promptly report changes.

Eligibility will be stated in a written project notice. Per diem and reimbursements will be administered under applicable tax and wage laws. Employees must substantiate travel status, days away from home,

and other required information and must return any excess advance when required. Amounts that do not meet accountable-plan requirements may be treated as taxable wages.

Attendance-based per diem rules will not be applied in a manner that withholds wages, penalizes legally protected leave, or violates state expense-reimbursement requirements. When a project pays per diem by day or partial day, the written project terms control.

### **Personal Vehicles on Company Business**

An employee using a personal vehicle for authorized Company business must maintain a valid driver's license, lawful registration, and insurance meeting applicable requirements. The vehicle must be safe and suitable for the task. Employees must obey traffic laws, wear seat belts, and may not text or use a handheld device while driving on Company business.

An employee must immediately report an accident occurring on Company business and any loss, restriction, or suspension of driving privileges or insurance. Personal auto insurance is generally primary unless law or a written Company program provides otherwise.

## **5. Attendance, Communication, and Assignment Completion**

### **Attendance and Punctuality**

Reliable attendance is an essential function of most field positions. Employees must report on time, remain at work through the scheduled shift, return from breaks promptly, and obtain approval before leaving the site. Employees should plan for traffic, site entry, parking, bad weather, and transportation issues.

Absences and tardiness are reviewed based on frequency, pattern, notice, operational effect, and surrounding circumstances. Protected sick leave, approved leave, workers' compensation activity, disability or pregnancy accommodation, military service, jury duty, and other legally protected absences will not be counted or disciplined in violation of law.

### **Call-Off Procedure**

If an employee will be late or absent, the employee must personally notify both the designated site supervisor and the US Trades contact as soon as practicable and, when possible, before the scheduled start time. The employee should state the expected arrival or return date and provide enough information to determine whether leave or accommodation may apply. Detailed medical diagnoses should be provided only to Human Resources when requested.

Text, telephone, or an approved application may be used as directed for the project. A message through a coworker is not sufficient unless an emergency prevents personal contact. Employees must provide an

update for each scheduled day absent unless a return date or approved leave period has already been established.

### **No-Call/No-Show and Job Abandonment**

Failure to report or communicate for two consecutive scheduled workdays may result in separation for job abandonment after the Company considers known facts and attempts reasonable contact. The Company will not automatically treat an absence as voluntary resignation when it has information suggesting a medical emergency, protected leave, disability, military duty, or another legally protected reason may apply.

### **Completion of Assignments**

Employees are encouraged to complete accepted assignments and give as much notice as possible before resigning or requesting transfer. Walking off a project, refusing a lawful assignment, or leaving without authorization may affect rehire or future assignment eligibility. Nothing in this policy prevents an employee from leaving unsafe work, exercising a protected right, requesting accommodation or leave, or ending at-will employment.

Project-completion or retention incentives are governed solely by their written terms. The Company will not withhold earned wages or make unlawful deductions because an employee leaves an assignment early.

## **6. Benefits and Time Away From Work**

### **Benefit Plans**

Eligible employees may be offered health and other benefit plans. Eligibility, enrollment, waiting periods, employee contributions, coverage, continuation, and claims are controlled by official plan documents and applicable law. A handbook summary does not amend a plan. US Trades may modify or discontinue a benefit plan subject to plan terms and law.

### **Paid Time Off**

The current US Trades Paid Time Off Policy is incorporated by reference and may be issued separately. In general, eligible regular-status employees working at least 40 hours per week on average accrue PTO at 0.02 hours for each hour worked, beginning on the hire date. PTO may generally be used after the employee's one-year anniversary, subject to available balance, advance notice, approval, business needs, and applicable law.

PTO is generally used in increments of at least four hours and no more than 40 hours per pay week. Eligible employees may request a cash-out of available accrued PTO in 10-hour increments, up to 40

hours per pay period, subject to the separate policy and Company approval. Cash-outs are taxable and do not count as hours worked for overtime.

Unused PTO is paid at separation only when required by applicable law or controlling written policy.

State or local paid-sick-leave requirements may be administered in a separate bank or addendum.

Protected sick leave will not be denied, counted under an attendance policy, or conditioned on advance approval where the law provides otherwise.

## Family and Medical Leave

US Trades provides leave under the federal Family and Medical Leave Act (FMLA) to eligible employees who work at a covered location. Federal eligibility generally requires at least 12 months of service, at least 1,250 hours of service during the 12 months before leave begins, and employment at a location where the Company employs at least 50 employees within 75 miles, applying the special rules that may govern employees with no fixed worksite.

Eligible employees may take up to 12 workweeks of unpaid, job-protected leave in the applicable 12-month period for:

- The birth of a child and bonding within one year of birth;
- Placement of a child for adoption or foster care and bonding within one year;
- Care for a spouse, child, or parent with a serious health condition;
- The employee's own serious health condition that makes the employee unable to perform the job; or
- A qualifying exigency related to a spouse, child, or parent's covered military duty.

An eligible employee may take up to 26 workweeks in a single 12-month period to care for a covered servicemember with a serious injury or illness when the employee is the servicemember's spouse, child, parent, or next of kin.

FMLA leave may be taken continuously, intermittently, or on a reduced schedule when medically necessary or otherwise permitted by law. Group health coverage will continue on the same terms, provided the employee pays the normal employee contribution. Employees are generally restored to the same or an equivalent position, subject to lawful exceptions.

Employees should provide 30 days' notice when the need is foreseeable and otherwise give notice as soon as practicable. Human Resources may require lawful certification and periodic status reports. Failure to follow reasonable notice or certification requirements may delay or deny FMLA protection when permitted by law. Paid leave may run concurrently with unpaid FMLA leave as allowed by law and Company policy.

State and local family, medical, pregnancy, bonding, safe, or caregiving leave may provide broader coverage and will be administered through applicable addenda.

## **Military Service Leave**

US Trades provides military leave, reemployment rights, benefit protection, and freedom from discrimination and retaliation in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law. Employees should provide advance notice of service when possible and contact Human Resources regarding benefits and return-to-work requirements.

## **Workers' Compensation and Work-Related Injuries**

US Trades maintains workers' compensation coverage as required by law. An employee must report every work-related injury, illness, exposure, near miss, or property incident immediately to site supervision and US Trades Safety, no matter how minor it initially appears. Prompt reporting allows the Company to provide care, investigate hazards, preserve evidence, and meet reporting requirements.

An employee will not be retaliated against for reporting an injury, seeking treatment, filing a claim, participating in an investigation, or raising a safety concern. Delayed reporting may be addressed when it is unreasonable and not protected, but a delay does not automatically eliminate benefits. Employees must cooperate with lawful medical, transitional-duty, claim, and return-to-work procedures.

## **Transitional or Light Duty**

When work is available, US Trades may offer temporary modified duty consistent with medical restrictions. Employees must not work outside restrictions and must immediately report concerns. Modified duty is not guaranteed and may be changed as restrictions, available work, or project conditions change. Refusal of suitable work may affect wage-replacement benefits where permitted by law, but requests for accommodation will be evaluated separately under applicable law.

## **Jury Duty, Witness Duty, Voting, and Other Civic Leave**

Employees must promptly provide a jury summons, subpoena, election-official notice, or similar order to Human Resources. US Trades will provide leave and any required pay or benefit protection under applicable law. Employees should report to work for available hours when released and reasonably able to do so, unless local law or project instruction provides otherwise.

This policy does not cover voluntary participation in personal litigation. Employees should contact Human Resources regarding voting leave, emergency-responder leave, crime-victim leave, school-activity leave, or other civic obligations protected in their work location.

## **Other Leaves and Protected Time Off**

Depending on work location and circumstances, employees may qualify for paid sick leave, pregnancy or parental leave, disability leave, domestic-violence or crime-victim leave, organ or bone-marrow

donation leave, school-activity leave, emergency-responder leave, or other protected time. Employees should contact Human Resources as soon as a need arises. The absence of a specific leave description in this handbook does not eliminate a legal right.

## **7. Safety, Health, and Jobsite Responsibilities**

### **Shared Safety Responsibility**

US Trades and its customers are responsible for providing a work environment consistent with applicable safety laws. Employees are responsible for following training, site rules, safe-work permits, hazard controls, and instructions. Customer rules supplement Company rules; the more protective lawful requirement should be followed.

Employees must attend required safety orientations and meetings, inspect tools and equipment before use, maintain housekeeping, use fall protection and other controls, and remain alert to changing conditions. An employee who does not understand a task or safety requirement must stop and ask before proceeding.

### **Reporting Hazards and Stop-Work Concerns**

Employees must promptly report unsafe conditions, defective equipment, environmental releases, threats, and near misses to supervision and US Trades Safety. When an employee reasonably believes work presents an imminent danger of death or serious injury, the employee should move to a safe location and notify supervision immediately.

No employee will be retaliated against for making a good-faith safety report, reporting an injury, requesting required protective equipment, participating in an investigation, contacting a government agency, or exercising another protected safety right. Knowingly false reports or unrelated misconduct may be addressed, but a report will not be treated as false merely because it is unsubstantiated.

### **Personal Protective Equipment and Clothing**

Employees must wear required personal protective equipment (PPE) and job-appropriate clothing. PPE must be inspected, maintained, and used only for its intended purpose. Employees may not alter protective equipment or defeat a guard, interlock, alarm, barricade, or other safety device.

The Company or customer will provide PPE required to be employer-paid by law. Employees are responsible for ordinary personal clothing and items the law permits employees to provide. Questions about replacement, fit, prescription PPE, religious garments, or accommodation should be directed to Safety or Human Resources.

## Tools, Equipment, Vehicles, and Mobile Devices

Only trained and authorized employees may operate vehicles, forklifts, aerial lifts, cranes, powered equipment, electrical systems, or specialized tools. Employees must follow lockout/tagout, confined-space, hot-work, excavation, fall-protection, rigging, and other applicable procedures.

Seat belts are required. Texting, handheld-device use, and other distracted driving are prohibited while operating a vehicle or equipment. Employees must not use headphones or personal devices where they interfere with communication, alarms, traffic awareness, or customer rules.

## Heat, Weather, Fatigue, and Fitness for Duty

Employees must follow acclimatization, hydration, rest, shade, and emergency procedures for heat; cold-stress procedures in low temperatures; and project rules for lightning, severe weather, smoke, and other environmental hazards. Symptoms of heat illness, dizziness, confusion, chest pain, severe fatigue, or other urgent conditions must be reported immediately.

Employees must report fit for duty and able to work safely. Employees should inform supervision if fatigue, medication, illness, or another condition may make the assigned task unsafe, without unnecessarily disclosing a diagnosis. Human Resources will evaluate leave or accommodation when appropriate.

## Injury Treatment and Post-Incident Process

In an emergency, call site emergency services or 911 first. Employees must cooperate with first aid, medical evaluation, incident reporting, and lawful post-incident testing. Employees may not discourage treatment, conceal an incident, pressure another person to change a report, or retaliate against a witness.

Work-related fatalities, inpatient hospitalizations, amputations, and losses of an eye must be escalated to US Trades Safety immediately so the Company can meet applicable government-reporting deadlines.

## Weapons and Workplace Violence

Threats, intimidation, stalking, fighting, assault, deliberate property damage, and violent conduct are prohibited. Weapons, explosives, and ammunition are prohibited on Company property, in Company vehicles, and at customer sites, except where expressly authorized for job duties or where applicable law creates a protected right that cannot be waived. Customer rules may be more restrictive where lawful.

Employees should not attempt to confront a potentially violent person. In an immediate emergency, move to safety and contact site security or 911. Report threats, restraining orders that may affect workplace safety, or concerning behavior to Human Resources, Safety, or management. Reports will be assessed without retaliation.

## 8. Drug-, Alcohol-, and Tobacco-Free Workplace

### Prohibited Conduct

Employees may not report to work or remain on duty impaired by alcohol, cannabis, illegal drugs, misused prescription medication, or any substance that makes the employee unable to work safely. The unlawful manufacture, distribution, sale, possession, transfer, or use of controlled substances on Company or customer property, in Company vehicles, or during working time is prohibited.

Lawful off-duty conduct will be handled under applicable state law. A state law permitting medical or recreational cannabis does not authorize possession, use, or impairment at work or at a federally regulated or customer-prohibited site.

### Prescription and Over-the-Counter Medication

Employees should not disclose diagnoses or medication lists to ordinary site supervision. If a medication may impair safe performance or create a restriction, the employee should contact Human Resources or the designated medical-review process before working. The Company will consider reasonable accommodation where required, but employees must not perform safety-sensitive work while impaired.

### Testing

US Trades may require pre-employment, pre-assignment, random, reasonable-suspicion, post-incident, return-to-duty, follow-up, or customer-required testing when permitted by law and consistent with the applicable testing program. Testing procedures, substances, specimen validity, medical review, employee notice, retesting or challenge rights, and consequences may vary by jurisdiction and project.

Refusal to cooperate with a lawful test, tampering, substitution, or an adulterated specimen may result in removal from the site and discipline, up to termination. A nonnegative result will not be treated as final until required confirmation and medical-review procedures are completed. Employment consequences will be determined based on safety, job duties, customer requirements, federal rules, applicable state law, and Company policy; termination is not automatically required in every circumstance.

### Alcohol, Tobacco, and Vaping

Alcohol is prohibited during working time and on customer property unless a written exception applies to a Company-sponsored event, and no employee may return to duty impaired. Smoking, vaping, and tobacco use are allowed only in designated areas and only during authorized breaks.

## 9. Respectful Workplace and Anti-Harassment

### Policy Against Harassment

US Trades prohibits unlawful harassment and discrimination by supervisors, coworkers, customers, vendors, subcontractors, visitors, and other persons encountered through work. The policy covers harassment based on any legally protected status and also prohibits bullying or abusive conduct that violates Company standards even when it is not unlawful.

Prohibited conduct may be verbal, visual, physical, or electronic. Examples include slurs, epithets, mocking accents or disabilities, offensive jokes, unwanted sexual attention, sexual comments or images, repeated unwelcome invitations, touching, blocking movement, threats, display or transmission of offensive material, deliberate misuse of names or pronouns, and conditioning work opportunities on romantic or sexual cooperation.

Sexual harassment includes unwelcome conduct based on sex, pregnancy, sexual orientation, gender identity, or related characteristics. It can occur between people of any sex and does not require sexual desire. Conduct may violate policy before it becomes severe or pervasive enough to violate the law.

### Reporting Harassment, Discrimination, or Retaliation

An employee who experiences, witnesses, or learns of possible misconduct should report it promptly to any of the following:

- Human Resources;
- Any US Trades manager or executive;
- The employee's US Trades coordinator or account representative;
- The Safety Department when safety is involved; or
- Another reporting channel identified in a project notice.

Employees are not required to report first to the person involved or to follow the chain of command. If the concern involves a customer supervisor, the employee should also contact US Trades. Supervisors who receive or observe a possible discrimination, harassment, retaliation, safety, wage, or accommodation concern must promptly notify Human Resources; they may not promise secrecy or conduct their own informal resolution without direction.

### Investigation and Corrective Action

US Trades will respond promptly and conduct a fair investigation appropriate to the circumstances. Employees are expected to cooperate honestly, preserve relevant messages or documents, and maintain appropriate discretion. Absolute confidentiality cannot be guaranteed because information may need to be shared to investigate, respond, or comply with law.

If a policy violation is substantiated, the Company will take corrective action reasonably designed to stop the conduct and prevent recurrence. Action may include counseling, training, reassignment, removal from a site, discipline, or termination. A customer or nonemployee may be asked to take corrective action or denied further interaction with US Trades employees.

## No Retaliation

Retaliation is prohibited against anyone who in good faith reports a concern, requests accommodation or leave, reports an injury or wage issue, participates in an investigation, supports another person's report, refuses an unlawful instruction, or exercises a protected right. Retaliation concerns should be reported immediately through any available channel.

A good-faith report is protected even if it is not substantiated. Knowingly making a false statement or fabricating evidence is prohibited, but an unproven report is not necessarily false.

## 10. Standards of Conduct

### General Expectations

Employees are expected to use sound judgment. The examples below are not exhaustive, and discipline is not required to follow a progressive sequence. Depending on the facts, conduct may result in coaching, warning, suspension, removal from a project, loss of assignment eligibility, or termination.

Prohibited conduct includes:

- Refusing a lawful and safe work instruction or being insubordinate;
- Fighting, threats, harassment, discrimination, retaliation, bullying, or intimidation;
- Theft, fraud, dishonesty, or unauthorized possession or destruction of property;
- Falsifying time, expenses, qualifications, inspection records, safety documents, applications, or Company/customer records;
- Working under the influence or violating the drug and alcohol policy;
- Serious or repeated safety violations, horseplay, bypassing controls, or reckless conduct;
- Sleeping while responsible for active work, monitoring, security, driving, or equipment operation;
- Leaving the worksite or assigned area without authorization, except for an emergency or protected safety reason;
- Unauthorized disclosure or misuse of protected confidential information;
- Possessing a prohibited weapon;
- Gambling, fighting, or disruptive conduct during working time or at the site;
- Damaging the Company's or customer's business relationships through serious misconduct;

- Recording work, people, proprietary processes, security systems, or customer information in violation of a lawful site rule; or
- Repeated attendance, performance, quality, or communication failures after reasonable direction.

Nothing in these rules prohibits lawful union activity, protected concerted activity, wage discussions, protected whistleblowing, safety reporting, government communications, or other legally protected conduct.

### **Customer Rules and Site Removal**

Employees must follow lawful customer and owner rules, including access, badging, security, dress, safety, quality, break, photography, and confidentiality requirements. Customer removal does not determine whether US Trades will discipline or terminate the employee. US Trades will review available information and provide the employee a reasonable opportunity to respond when practicable.

An employee removed from a site must leave calmly as directed, avoid confrontation, preserve relevant information, and contact US Trades promptly. Returning without authorization is prohibited.

### **Conflicts of Interest and Outside Employment**

Employees must avoid outside activities that materially interfere with attendance, safe performance, confidentiality, loyalty during working time, or legitimate Company business. Outside employment is not categorically prohibited, but employees must disclose an actual or potential conflict, including work for a direct competitor on the same customer opportunity, financial interests in a vendor, use of Company information for personal gain, or supervision of a close relative without disclosure.

US Trades will not restrict lawful off-duty conduct or protected activity. Employees may not use Company time, property, confidential information, or customer relationships to conduct another business without authorization.

### **Personal Relationships and Favoritism**

Employees must disclose a romantic, household, or close family relationship when one person directly or indirectly supervises, evaluates, assigns, or influences the other's work. The Company may adjust reporting or assignment relationships to prevent conflicts, favoritism, or harassment. Consensual relationships do not excuse unprofessional conduct or retaliation when a relationship ends.

### **Solicitation and Distribution**

Employees may not solicit during the working time of either the employee soliciting or the employee being solicited. Distribution of literature is prohibited during working time and in active work or

production areas. "Working time" does not include lawful meal periods, rest breaks, or time before or after a shift.

Nonemployees may be restricted from Company-controlled property and customer sites consistent with law and site rules. This policy does not prohibit legally protected organizing, union activity, or discussion of wages, hours, safety, or working conditions.

## **11. Confidentiality, Technology, and Communications**

### **Confidential Business Information**

Employees may receive confidential business information belonging to US Trades, a customer, owner, vendor, employee, or applicant. Protected information may include nonpublic pricing, bids, contracts, customer specifications, security plans, access credentials, personal data, medical information, payroll records, trade secrets, proprietary drawings, and nonpublic project information.

Employees may use confidential information only for authorized work, safeguard it from loss or improper access, and return or delete it as directed. Confidentiality continues after employment ends to the extent permitted by law.

This policy does not prohibit employees from discussing their own or coworkers' wages, hours, safety, or working conditions; reporting possible legal violations; communicating with a government agency; participating in an investigation; making disclosures protected by whistleblower law; or engaging in other protected concerted activity. Employees do not need Company permission to make a protected government report.

### **Company Systems and Acceptable Use**

Company-provided email, phones, tablets, computers, applications, accounts, networks, vehicles, and access credentials are business tools. Limited personal use may be allowed when it does not interfere with work, create cost or risk, violate law or policy, or conflict with customer rules.

Employees must use strong passwords, multifactor authentication when provided, approved applications, and secure connections. Passwords may not be shared. Suspected phishing, loss, theft, malware, unauthorized access, or mistaken transmission of sensitive information must be reported immediately.

Employees should have no expectation of privacy in Company systems or property to the extent permitted by law. The Company may access, preserve, review, or disclose business-system information for legitimate purposes. Monitoring will be conducted in accordance with applicable notice and privacy laws.

## Recording, Photography, and Site Information

Photography, video, audio recording, livestreaming, drones, and copying of customer documents may be restricted for safety, privacy, security, trade-secret, or contractual reasons. Employees must follow lawful site-specific rules and obtain authorization before recording proprietary work, security features, customer operations, or people who reasonably expect privacy.

This policy is not intended to prohibit recording or documentation that applicable law protects, including evidence of unsafe or unlawful conduct, protected concerted activity, or communications with government agencies. Because recording laws vary by state, employees are responsible for complying with applicable consent requirements.

## Social Media and Public Communications

Employees are personally responsible for social-media activity. They may not disclose protected confidential information, threaten or harass others, falsely claim to speak for US Trades or a customer, use logos to imply endorsement, or post restricted jobsite images.

Only authorized representatives may speak on behalf of US Trades to the media, investors, customers, or the public. Employees may express personal views and engage in protected discussion of wages, hours, safety, and working conditions, but should make clear when they are speaking only for themselves.

## Protection of Personal Information

Employees who handle personal information must use it only for authorized purposes, limit access, follow secure disposal and transmission procedures, and immediately report loss or unauthorized disclosure. Personal information includes Social Security numbers, banking information, background reports, medical records, benefit information, identification documents, and login credentials.

# 12. Company and Personal Property

## Company and Customer Property

Tools, PPE, electronics, badges, keys, vehicles, documents, purchasing cards, and other property must be used responsibly and returned when requested or at separation. Employees must report loss, theft, damage, or malfunction promptly and may not remove scrap, surplus, materials, equipment, or documents without written authorization.

If customer property is not returned, US Trades may promptly reimburse the customer for documented replacement costs or other losses and may pursue lawful recovery from the responsible employee. Reimbursement of the customer does not release the employee from the obligation to return the property or from responsibility for the loss. US Trades will not automatically hold final wages or make a

payroll deduction unless the deduction is permitted by applicable law and all required authorization, notice, timing, and deduction limits are satisfied.

### **Searches and Inspections**

To protect safety, security, and property, the Company or customer may inspect Company-controlled areas and property, including lockers, desks, vehicles, equipment, bags, or containers brought onto a site, to the extent permitted by law and site rules. Employees are expected to cooperate with lawful, nondiscriminatory inspections. Personal searches will be conducted with appropriate respect and legal authorization.

### **Personal Property**

Employees should bring only necessary personal property to work and secure their tools and belongings. US Trades is not responsible for loss, theft, or damage to personal property except where required by law or caused by Company wrongdoing. Personal tools used for work must comply with project requirements and be safe for use.

## **13. Problem Resolution and Reporting Concerns**

### **Open Reporting**

US Trades wants problems raised early, when they are easiest to correct. Employees may report concerns about pay, safety, discrimination, harassment, retaliation, accommodation, leave, ethics, quality, customer conduct, workplace violence, data privacy, or any suspected legal or policy violation.

Employees may contact a supervisor, coordinator, account representative, Human Resources, Safety, Payroll, or any member of management. Employees may bypass anyone involved in the concern and are not required to confront the person complained about. Emergency threats should be reported to site security or 911 first.

### **Cooperation and Good-Faith Reporting**

Employees must cooperate honestly in Company investigations and preserve relevant information. The Company will share information only with those who have a business or legal need, but cannot promise complete confidentiality. Employees may discuss their own workplace experiences or participate in protected activity; they should not retaliate, intimidate witnesses, destroy evidence, or knowingly spread false information.

### **Government Agencies and Protected Rights**

Nothing in this handbook requires an employee to report internally before contacting a government agency, filing a charge or complaint, cooperating with an investigation, or exercising a legal right.

Employees may communicate with the Equal Employment Opportunity Commission, Department of Labor, National Labor Relations Board, Occupational Safety and Health Administration, state agencies, law enforcement, or other authorities without prior Company approval.

US Trades prohibits retaliation for protected reports or participation. Employees remain responsible for safeguarding attorney-client privileged information and third-party information not involved in the report, except as law permits disclosure.

## **14. Separation From Employment**

### **Resignation**

Employees may resign at any time. US Trades requests as much notice as practical, preferably two weeks, so the Company and customer can plan safely. Notice is requested, not a limitation on at-will employment. An employee who accepts another assignment should coordinate the transition rather than simply stop reporting.

### **Project Completion, Layoff, and Termination**

Employment or an assignment may end because of project completion, reduction in force, customer removal, lack of work, performance, attendance, misconduct, failure to maintain qualifications, or another lawful reason. The Company will determine whether an employee remains eligible for reassignment or rehire.

Final wages, accrued benefits, PTO payout, commissions, bonuses, and expenses will be handled under applicable law and controlling written terms. The employee must promptly submit outstanding time and expense records and provide a current mailing address.

### **Return of Property and Continuing Obligations**

All Company and customer property must be returned promptly in the condition received, ordinary wear excepted. Access credentials must no longer be used. Confidentiality, cooperation with benefit or claim administration, and other lawful continuing obligations remain in effect after separation.

### **Benefits and Records After Separation**

Employees will receive information about continuation or conversion of benefits when applicable. Former employees should direct employment verifications, tax-form questions, address changes, and payroll inquiries to the appropriate Company department. Only authorized representatives may provide employment references on behalf of US Trades.

## 15. State and Local Addenda

US Trades employs people in multiple jurisdictions. State and local laws may provide additional or different rules concerning paid sick leave, PTO payout, expense reimbursement, meal and rest periods, reporting-time pay, predictive scheduling, final pay, wage deductions, drug testing, cannabis, personnel files, leave, privacy, recording, weapons, and off-duty conduct.

The Company may issue a written addendum or project notice for the employee's work location. The addendum forms part of this handbook. If an applicable law or addendum provides greater protection than this handbook, the law or addendum controls. Employees should contact Human Resources when they transfer between states or believe a local requirement applies.

## Employee Acknowledgment

I acknowledge that I received the US Trades, LLC Field Employee Handbook, effective September 2026. I understand that I am responsible for reading it, following the policies that apply to me, and asking Human Resources or management if I have questions.

I understand that this handbook is a general guide and is not an employment contract, guarantee of work, or promise of any particular assignment, schedule, compensation, benefit, or duration of employment. Official benefit-plan documents, written project terms, applicable collective bargaining agreements, and state or local addenda may control specific subjects.

I understand that my employment is at will to the fullest extent permitted by law. I or US Trades may end the employment relationship at any time, with or without notice and with or without cause, for any lawful reason. I understand that only an authorized Company officer may change the at-will relationship, and only in a written agreement signed by both the officer and me.

I understand that US Trades may revise its policies and that applicable law controls when it provides greater rights. I understand the reporting options in this handbook and that retaliation for a good-faith report or protected activity is prohibited.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Primary Project/Site: \_\_\_\_\_

Company Representative: \_\_\_\_\_