



Employee Handbook

2023

Samara Mission and Core Values

Mission:

A samara is a seed; a little bit of life and infinite potential. We see promise in your landscape, in the communities we serve, and in ourselves. We strive each day to cultivate that potential and we watch in awe as it grows.

The Samara Core Values are:

COMPETENCE:

We want to be excellent at what we do. We strive to be well educated, well practiced, and thoroughly prepared.

COMMUNITY:

We want to create and contribute to fantastic communities in our homes, neighborhoods, workplaces, and world.

PROGRESSION:

We want to be better and do better every day.

GRATITUDE:

We want to identify the good surrounding us and appreciate it every day.

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1. INTRODUCTION

1.1 Welcome

Dear Valued Employee,

Welcome to The Samara Company, a for-profit business entity located in the state of Utah. This employee handbook ("Handbook") contains general information on policies, practices, and benefits. It is written to introduce employees to The Samara Company and get familiarized with its policies, provide general guidelines on work rules, benefits, and other issues related to employment. Furthermore, this Handbook should attempt to answer any additional questions in connection with our workplace environment. This Handbook is designed as an overview and guideline and therefore cannot cover everything that pertains to employment-related to The Samara Company. Please feel free to seek clarification from a supervisor regarding any topic of concern in this Handbook.

The Samara Company looks forward to working together with you!

1.2 Purpose of this Handbook

This Handbook, divided into roughly five (5) parts, aims to clarify, explain, and offer a handy reference for the general terms of employment with The Samara Company, namely general employment details, compensation, benefits, standards of conduct, and the employees' rights and policies pertaining thereto. It cannot, by nature, cover everything and is therefore not meant to be exhaustive. It is also subject to change, and therefore not binding. It is simply a resource to guide employees to the standard policies of The Samara Company. As such, The Samara Company does not intend that anything in this Handbook constitutes an employment contract or an offer of an employment contract, express or implied, or that this Handbook is in any way deemed by any person, to create any legally binding rights to continuing employment or to specific terms or conditions of employment.

1.3 Changes in Policy

The Samara Company reserves the right to modify any policies, benefits, or procedures at any time, excluding the "At-Will Employment" policy (2.1) detailed below. Ideally, timely notification will be given to employees, although, changes are considered adequate even without such notice.

2. GENERAL EMPLOYMENT

2.1 “At-Will” Employment

At The Samara Company, all employment is considered “at-will,” meaning employees are free to resign at any time and for any reason, with or without notice. Similarly, The Samara Company is free to conclude an employee’s employment at any time for any lawful basis, with or without cause or notice.

Unlike the general policy changes mentioned in Section 1.3, which may be amended, modified, or terminated at any time, the policy for at-will employment in this Section is considered immutable except for a situation wherein it is modified via a signed, written agreement between the The Samara Company and the employee at issue.

2.2 Employment Classifications

For the purposes of salary administration and eligibility for overtime payments and employee benefits, The Samara Company classifies employees as either exempt (salaried) or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are general paid a fixed amount of pay each workweek in which they are employed.

a.) **Full-Time.** Full-time employees are regularly scheduled to work greater or equal to an average of 40 hours per week. All other employees working fewer hours per week shall be considered part-time.

b.) **Temporary Employees.** Some employees may be hired as temporary replacements or to supplement the workforce during a period of higher than usual output. Temporary employee positions are of limited duration and can be let go before the end of the period for which they were initially hired. To confirm, temporary employees are considered “at-will” employees.

c.) **Independent Contractors and Consultants.** Independent contractors and consultants are known to be self-employed and not employees as defined by the Internal Revenue Service (IRS) under this Handbook.

d.) **Probationary Period.** Probation (or probationary period) is a status given to new non-exempt employees and is termed as the “Probation Period” of an employee. In accordance with The Samara Company, there shall be no Probation Period for any employee. Therefore, all employees shall be able to access the full benefits under this employee handbook unless otherwise stated.

3 - COMPENSATION

3.1 - Payment Schedule

Employees are paid on a bi-weekly basis. All employees will be paid by check, direct deposit, or by any other means mutually beneficial between the employer and the employees. In the event a payday falls on a weekend or holiday, employees will be paid the last workday before said payday. If payment is not made before the last workday before said payday, the employees shall be paid as soon as possible afterward.

3.2 - Wages

Exempt employees (as defined in Section 2.2) will be paid based on an annually calculated salary. Non-exempt employees will be paid in accordance with all applicable federal and under Utah law. All overtime work by non-exempt employees must be approved in advance by The Samara Company.

3.3 - Deductions and Garnishment

The Samara Company shall make deductions from an employee's pay only in the circumstances permitted and required by applicable laws, including, but not limited to, deductions for income tax withholding, Social Security and Medicare contributions, and in some cases, voluntary deductions for health insurance premiums and other related contributions.

In the event an employee has been ordered by a court to satisfy a just debt via wage garnishment, The Samara Company is obligated by law to make regular deductions from said employee's paychecks until either the debt has been satisfied or until The Samara Company receives notification from a competent court of jurisdiction.

3.4 - Overtime Pay

Overtime is additional compensation provided to non-exempt employees when they work more than 40 hours in a workweek and is governed by the Fair Labor Standards Act (FLSA). The federal overtime rate is time and one-half per hour worked beyond 40 hours and does not include paid time off (PTO).

3.5 - Paid Time Off (PTO)

The Samara Company does not offer paid time off (PTO) in this Handbook. To confirm this statement, the following types of paid time off (PTO) are described below:

- a.) **Bereavement.** Employees are not entitled to paid time off (PTO) for bereavement unless an employee uses other paid time off (PTO) days for bereavement.
- b.) **Holidays.** Employees are not entitled to paid time off (PTO) for any federal holiday. Such days shall be treated as unpaid days off.
- c.) **Jury Duty.** If an employee receives a jury summons, The Samara Company must be notified as soon as possible to make arrangements for the employee's leave of absence. The Samara Company reserves the right to require employees to provide proof of jury duty service and/or jury duty payment documentation to the extent authorized by law. The Samara Company shall have no obligation to pay an employee summoned to jury duty and recognizes that the payments made by the court shall be sufficient to replace their pay.
- d.) **Personal Days.** Employees are not given any paid time off (PTO) for personal use.
- e.) **Sick Days.** Employees are not entitled to paid sick days.
- f.) **Vacation Days.** Employees are not entitled to paid vacation time.
- g.) **Voting.** Employees are not entitled to paid time off (PTO) for the purposes of voting in any federal or local elections. Although, The Samara Company recognizes the importance of each employee's right to vote and shall make accommodations, within reason, to allow employees to vote around their work schedule.

3.6 - Maternity Leave

Eligible employees disabled on account of pregnancy, childbirth, or a related medical condition are entitled to the minimum requirement of paid time off (PTO) as governed under federal or state law, whichever is longer. Such paid time off (PTO) may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth. Eligible employees wishing to take pregnancy leave must give notice to The Samara Company as soon as possible.

During pregnancy and parental leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law. For all other benefits, an employee on pregnancy or parental leave

will receive the same rights and benefits as employees on a paid/unpaid leave of absence. Said employee's role, title, and position will be available to them at the termination of their leave.

3.7 - Family Medical Leave Act (FMLA)

Eligible employees may request a family and medical leave of absence under the federal Family Medical Leave Act ("FMLA") for any of the circumstances described below. Employees must request a planned family and medical leave as soon as possible before such leave begins. If the need for the leave is not foreseeable, employees must request the leave as soon as they become aware of the need for leave.

Family and medical leave may be taken for the following reasons:

- a.) The birth of an employee's child or the placement of a child with the employee for foster care or adoption so long as the leave is completed within two (2) months of the birth or placement of the child;
- b.) To care for an employee's "serious health condition";
- c.) To care for an employee's spouse or registered domestic partner, child, or parent with a "serious health condition";
- d.) To be with a spouse, child, or parent of an employee that is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation; or
- e.) To care for a covered servicemember (who is the employee's spouse, child, parent, or next of kin) with a severe illness or injury.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider.

3.8 - Benefits

The Samara Company offers the following benefits mentioned below to eligible employees. Eligibility depends on the type of employment and other factors. This section is not meant to be extensive but rather provide general explanations. For further information about eligibility or the specifics of the listed benefits, contact a supervisor.

The following benefits are provided by The Samara Company for all eligible employees:

- a.) **Health Insurance.** At the time of issuing this Handbook, The Samara Company does not offer a group health insurance plan to employees.
- b.) **Life Insurance.** At the time of issuing this Handbook, The Samara Company does not offer a life insurance plan to employees.
- c.) **Flexible Spending Account (FSA).** At the time of issuing this Handbook, The Samara Company does not offer a flexible spending account (FSA) to employees.
- d.) **401(k) Plan.** At the time of issuing this Handbook, The Samara Company does not offer a 401(k) plan to its employees.
- e.) **Commuter Benefits.** At the time of issuing this Handbook, The Samara Company does not offer Commuter Benefits to employees.
- f.) **Workers' Compensation.** Any employee who is unable to work due to a work-related injury or illness shall be eligible Workers' Compensation benefits in accordance with federal and state laws.
- g.) **Social Security Benefits (FICA).** Both The Samara Company and employees contribute funds to the federal Social Security program. This program is intended to provide the employees with retirement benefit payments and medical coverage upon reaching retirement age.
- h.) **Unemployment Insurance.** The Samara Company pays federal and state taxes on all paychecks to provide employees with unemployment insurance coverage in the event they become unemployed through no fault of their own or due to other circumstances described by law. State agencies directly administer this insurance and determine benefit eligibility, amount (if any), and duration.

4 - RIGHTS AND POLICIES

4.1 - Equal Opportunity Employment

The Samara Company is an Equal Opportunity Employer, meaning employment opportunities are based upon one's qualifications and capabilities to perform the essential functions of a particular job and free from discrimination because of race, religion, sex, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

The Samara Company's Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, selection, job assignment, compensation, discipline, termination, and access to benefits and training. The Samara Company strongly urges the reporting of all instances of discrimination and prohibits retaliation against any individual who reports discrimination or participates in an investigation of such a report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

If you have a complaint, concern, or grievance please make an official report through the employee portal at www.samaracompany.com/HR.

4.2 - Immigration Law Compliance

The Samara Company is committed to employing only United States citizens and aliens authorized to work in the country. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present such documentation establishing the identity and eligibility of an employee. Former employees who are rehired must also complete the form if they have not completed an I-9 with The Samara Company within the past three years or if their previous I-9 is no longer retained or valid.

4.3 - Accommodation for Employees with Disabilities

The Samara Company agrees to comply with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable federal, state, and local fair employment practice laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, The Samara Company will provide reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of a job unless doing so would create an undue hardship. If any employee believes they need an accommodation due to a disability, said employee is responsible for requesting any such accommodation from The Samara Company.

An employee may make such requests orally or in writing and to include relevant information, such as:

- a.) A description of the accommodation being requested;
- b.) A detailed reason for the accommodation; and
- c.) How the accommodation will help said employee perform the essential functions of their duties and responsibilities.

After receiving the oral or written request, The Samara Company will engage in an interactive dialogue to determine the precise limitations of an employee's disability and explore potential reasonable accommodations that could overcome those limitations. The Samara Company encourages employees to suggest specific reasonable accommodations that they believe would allow them to perform their job; however, The Samara Company is not required to make the specific accommodation requested by an employee and may provide effective alternative accommodation, to the extent any reasonable accommodation can be made without imposing undue hardship on the functioning of The Samara Company.

If a disability or need for accommodation is not obvious, The Samara Company may request an employee to provide supporting documents showing that they have a disability within the meaning of the ADA, state, and local laws and that an employee's disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, The Samara Company may require said employee to schedule an appointment with a healthcare professional of their choosing and expense of The Samara Company. In such an event, if said employee fails to provide the requested information or visit the designated health care professional, such accommodation requests may be denied. The Samara Company will keep confidential any medical information obtained in connection with any request for reasonable accommodation.

4.4 - Minors

The Samara Company will hire in accordance with the Fair Labor Standards Act (FLSA) regulations pertaining to the employment of minors, in addition to any state regulations, including but not limited to hiring minors above the age of 14 years, assigning limited hours to employees under the age of 16 years, and only hiring employees above the age of 18 years for any work that might be deemed as hazardous.

No Minors on Samara Work Sites.

4.5 - Relatives of Employees

In pursuit of best practices, The Samara Company reserves the right to decline employing an individual who is a relative of an employee or reassign or terminate the employment of someone who becomes the relative of another employee during the course of their employment. In the latter case, the employee must disclose, as soon as possible, if an employee is of another employee's relation to a supervisor.

No Children of Employees are allowed on Samara Work Sites.

4.6 - Privacy

The Samara Company is respectful of each employee's privacy. All employee information, including but not limited to, personal, demographic, and any other personal details, will be shared as required in day-to-day business activities. The Samara Company doesn't ask for, create, request, or receive private healthcare information when conducting normal business activities from its employees. If, however, any employee voluntarily shares personal healthcare information with a member of The Samara Company, all shared information will be kept confidential.

4.7 - Confidentiality

The Samara Company takes its protection of trade secrets and confidential business information in a strict manner. All employees must maintain trade secrets and other confidential business information in confidence. Although, employees are free to discuss such issues with co-workers or third (3rd) parties for the purpose of improving work conditions. Employees found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Trade secrets and confidential business information that is prohibited to be shared with third (3rd) parties shall include, but not be limited to, the following:

- a.) Customer lists that could be used by another business, contractor, or individual to gain a competitive advantage;
- b.) Any "insider information" that could be used to sell stocks, securities, or any other assets of the Employer that provides an unfair financial benefit; and
- c.) The Employer's day-to-day business practices which may also include: marketing strategies, production processes, research and development strategies, scientific and technological data, business records; and specific product and service information.

Employees should use their best efforts to prohibit disclosing confidential information, except as necessary to perform work hereunder.

In addition to protecting its own interests, The Samara Company does not wish or desire to receive any confidential information from an employee or any third (3rd) party. The Samara Company takes extra precautions when receiving any information from employees or third (3rd) parties to ensure it is not proprietary information of another entity.

5 - STANDARDS OF CONDUCT

5.1 - General

The Samara Company's rules and standards of conduct are essential to a productive working environment. All employees must familiarize themselves with the The Samara Company's rules and standards as each employee will be held to them. Any employee who disregards or deviates from the The Samara Company's rules and standards may be subject to disciplinary action, up to and including termination of employment. While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct in the workplace or online (i.e., on social media), may result in disciplinary action, up to and including termination of employment for the following employee actions:

- a.) Theft or inappropriate removal or possession of the The Samara Company's property;
- b.) Falsification of an employee's timekeeping records;
- c.) The possession, distribution, sale, transfer, public discussion, or use of alcohol or illicit drugs in the workplace;
- d.) Fighting or threatening violence in the workplace;
- e.) Gossiping or spreading rumors about other employees;
- f.) Boisterous or disruptive activity in the workplace;
- g.) Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- h.) Insubordination or other disrespectful conduct;
- i.) Violation of safety or health rules, which may not specifically mean breaking a rule of The Samara Company but includes putting others in danger;

- j.) Smoking in the workplace;
- k.) Sexual harassment or other unwelcome verbal abuse;
- l.) Excessive absenteeism or any absence without notice;
- m.) Unauthorized use of telephones, computers, or other employer-owned equipment;
- n.) Unauthorized disclosure of any confidential information;
- o.) Being on the property of The Samara Company during non-business hours and without the The Samara Company's permission;
- o.1) Children, family members and other non Samara Employees may not be brought onto Samara Work sites.
- p.) Divulging the Samara Company's business practices or any other confidential information; and
- q.) Direct misrepresentation of The Samara Company or any aspect of their business to a customer, associate, contractor, vendor, or any other third (3rd) party.
- r.) Conversation topics may not discuss religion, national origin, politics or political affiliation, sexual orientation, sex, gender, ageism, physical or mental disabilities. Vulgar, explicit, mature topics are also prohibited. Note that this policy applies in all languages and may not be disregarded, even if everyone in the conversation agrees.
- s.) No vulgar, explicit, sexual, or mature music may be played on Samara Property, Work Sites or during Samara Shifts. Note that this policy applies in all languages and may not be disregarded, even if everyone in the conversation agrees.

If an employee should have further questions regarding the standards of conduct, they should speak directly with The Samara Company.

5.2 - Attendance

Absenteeism and tardiness place an undue burden on other employees and on The Samara Company as a whole. The Samara Company expects that every employee will be regular and punctual in their attendance. Employees are also expected to return from scheduled breaks and meal periods on time.

If an employee is unable to arrive at work on time, or if an employee is late for any reason, said employee must notify a supervisor as early as possible, but prior to their scheduled starting time. In

general, employees must make every effort to speak with their supervisors directly. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day to other employees to inform the severity of the situation. Employees who are going to be absent for more than one day should contact their supervisor each day.

The Samara Company reserves the right to ask for a physician's statement in the event of long-term illness (3 consecutive days), multiple illnesses, or injuries. If an employee fails to notify their supervisor after two (2) consecutive days of absence, The Samara Company will presume that the employee has voluntarily resigned, and the employee will be removed from the payroll.

The Samara Company will review any extenuating circumstances presented by an employee that may have prevented them from calling before being removed from the Employer's payroll. If an illness or emergency occurs during work hours, said employee should promptly report the incident to the Employer. When possible, employees are required to notify The Samara Company of any medical-related or dental-related appointments as soon as possible.

The Samara Company considers consistent attendance and punctuality to be the foundation for an excellent team structure. Should any undue or recurrent absence and tardiness be apparent, such employees may be subject to disciplinary action, up to and including termination of their employment.

5.3 - Dress Code

All employees should always present themselves in a clean and professional manner. Clothing should be within the guidelines and be free of holes, tears, or rips. Clothing should be without offensive language or inappropriate designs.

Landscaping/Field Technicians:

- PPE is always required while on site. If you are unsure of what PPE to be using reach out to your manager.
- A Samara Uniform Top will be provided for all Technicians. Long Sleeves are required.
- Long pants are always required for field technicians. It is suggested to tuck them into your socks or boots for better mobility.
- Close-toe shoes are always required, steel toe boots are suggested.

5.4 - Safety

The Samara Company is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. All employees must comply with all occupational safety standards and health regulations established by the Occupational Safety and Health Act (OSHA) including state and local laws.

All employees are expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to a supervisor. Employees who violate safety standards, cause hazardous or dangerous situations or fail to report, or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. Any questions regarding this policy should be directed to The Samara Company.

General Safety Rules:

- a.) If an employee is not sure how to perform a job or task that they've been instructed to do, they should stop and request specific instructions from a supervisor;
- b.) If any equipment of The Samara Company is not working properly, the equipment's condition should be reported to a supervisor. No employee is expected or will be required to repair equipment that they are not educated or authorized to repair;
- c.) Employees are required to do whatever is reasonable and necessary to keep their work area both safe and clean;
- d.) Employees are required to use all furnished safety equipment and to be trained on its proper use.
- e.) Employees are expected to report any unsafe conditions directly to a supervisor as soon as possible. If an employee is injured at work, they must report the injury immediately;
- f.) If an employee feels they cannot perform their job safely, for any reason, they should alert their supervisor prior to starting employment or when they first become aware that they cannot perform their job safely;
- g.) Employees are strictly prohibited from using flammable liquids, toxic materials, chemicals, or acids unless authorized to do so, and only after being instructed on the property safety procedures;

h.) Employees are prohibited from starting or operating any equipment without proper safety instructions. Employees should never operate a piece of equipment when safety guards or devices are in place;

i.) Employees are never to be in possession of or under the influence of controlled substances, including drugs and alcohol, while on the job. If an employee conducts themselves in such a manner they shall be subject to disciplinary actions which may include termination of employment. If an employee is taking prescribed medication, they must advise The Samara Company prior to starting work if the medication should affect their ability to perform their tasks and if it should pose a safety risk. Employees are subject to a drug and/or alcohol test in the event of an injury while being employed;

i-1.) **DRUG AND ALCOHOL TESTING: POST-INJURY** The Company **requires** that employees submit to post-injury drug and alcohol testing within 24 hours of notification of injury on all injuries treated at a medical facility. Furthermore, employers may send employees for drug and alcohol testing even if treatment is not sought.

j.) Employees are required to make sure that they are familiar and aware of all exit routes at the workplace in case of an emergency or evacuation;

k.) Employees are required to follow all safety rules, signs, policies, training directives, and instructions at all times. Any employee who compromises workplace safety and health is subject to discipline, up to and including termination of employment; and

l.) Should any employee have any questions concerning work rules, safety guidelines, training guides, educational materials, or the operation of any equipment or machinery, they should contact a supervisor directly.

m.) Children may not be brought onto Samara Work sites.

5.4 A -Weapons

The purpose of this policy is to maintain a safe and secure working environment for all employees, visitors, and stakeholders associated with Samara. The presence of weapons on company property poses a significant risk to the safety and well-being of individuals and may create an atmosphere of fear and distrust. Therefore, this policy outlines the strict prohibition of all weapons on Samara property and job sites

This policy applies to all employees, contractors, visitors, and any other individuals present on Samara property, including but not limited to all company offices, facilities, and job sites.

Definition of Weapons:

For the purposes of this policy, "weapons" are defined as any item that can be used to inflict harm or injury to individuals or property. This includes, but is not limited to:

- Firearms (including handguns, rifles, shotguns, and any other type of gun)
- Knives (including but not limited to pocket knives, utility knives, and any bladed weapons) Any bladed tools must be used appropriately and for their intended purpose. Any use or threat of use of a tool in a violent or weaponizing manner is grounds for immediate termination.
- BB guns, air guns, and pellet guns
- Tasers and stun guns
- Explosive devices (including fireworks)
- Any other items considered dangerous or capable of causing bodily harm

Policy Statement:

1. Prohibition of Weapons: Absolutely no weapons may be brought onto Samara property or job sites. This includes possession, storage, or use of weapons in any form. Employees are strictly prohibited from carrying concealed weapons or having weapons accessible in their vehicles while on company premises.
2. Reporting Violations: Employees who observe or suspect any violation of this policy are required to report the matter immediately to their supervisor or the Human Resources department. Prompt reporting is essential to ensure the safety of all personnel.
3. Disciplinary Action: Any employee found in violation of this policy will face disciplinary action, which may include termination of employment. Contractors and visitors may be banned from company property and reported to the appropriate authorities if they violate this policy.
4. Exceptions: This policy does not apply to law enforcement personnel who are on duty and acting in the course of their official duties. Prior written approval must be obtained from senior management for any exceptions to this policy.
5. Policy Review: This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.

Conclusion:

The safety and security of all individuals on Samara property is of utmost importance. By adhering to this weapons policy, we can collectively foster a safe and productive work environment. All employees are expected to understand and comply with this policy and to contribute to maintaining a culture of safety at Samara.

For any questions regarding this policy, please contact the Human Resources department.

5.5 - Discrimination and Sexual Harassment

The Samara Company is committed to fostering a work environment in which all employees are treated with respect and dignity. Therefore, The Samara Company expressly prohibits any kind of discrimination including all forms of harassment based on race, ethnicity, religion, sex, gender, national origin, age, disability, military or veteran status, and any status in any group protected under federal, state, or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, and offensive work environment.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) Submission to conduct is made either explicitly or implicitly a term or condition of employment; (2) Submission or rejection of the conduct is used as a basis for making employment decisions; or (3) The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are limited to:

- a.) Unwanted sexual advances or requests for sexual favors;
- b.) Sexual or derogatory music, jokes, comments, or innuendo;
- c.) Unwelcomed physical interaction. Insulting or obscene comments or gestures;
- d.) Offensive emails, voicemails, or text messages;
- e.) Suggestive or sexually explicit music, posters, calendars, photographs, graffiti, or cartoons

- f.) Making or threatening reprisals after a negative response to sexual advances;
- g.) Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters;
- h.) Verbal sexual advances or propositions;
- i.) Physical conduct that includes touching, assaulting, or impeding or blocking movements;
- j.) Any other unwanted sexual advances that include visual, verbal, or physical conduct or behavior deemed inappropriate; and
- k.) Harassment on the basis of any other protected characteristic.

The Samara Company strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If any employee believes they have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, said employee should promptly report the incident to a supervisor. Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment, including additional legal action.

5.6 - Substance Abuse

The Samara Company is committed to maintaining a workplace free of substance abuse. No employee shall be allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs at the workplace or during work hours. The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to perform their job safely.

The Samara Company does not tolerate employees who report for work while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to a supervisor immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required by The Samara Company to report the violation to the proper legal authorities. Failure of any employee to violate this section may result in disciplinary action, up to and including termination of employment.

As part of The Samara Company's effort to maintain a workplace free of substance abuse, as a condition of employment, there may be drug tests administered from time to time and without notice.

5.7 - Social Media Policy

It is extremely important that all employees use common sense and careful judgment when communicating with others online. The Samara Company strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, The Samara Company prohibits the use of electronic devices and other communication systems that are disruptive, offensive to others, and directly or indirectly harmful.

Online communication may not be used to solicit others for personal business ventures, religious or political causes, third (3rd) party organizations, or other matters unrelated to the duties and responsibilities of employment. Abuse of this policy may result in disciplinary action, up to and including termination of employment.

The following behaviors are examples of previously stated or additional actions that are prohibited and can result in disciplinary action:

- a.) Sending or posting discriminatory, harassing, or threatening messages or images;
- b.) Stealing, using, or disclosing someone else's passwords without authorization;
- c.) Copying, pirating, or downloading software and electronic files without permission;
- d.) Sending or posting confidential material, trade secrets, or proprietary information outside of The Samara Company;
- e.) Violating copyright laws;
- f.) Failing to observe licensing agreements;
- g.) Engaging in unauthorized transactions that may incur a cost to The Samara Company or initiate
- h.) unwanted internet services and transmissions;
- i.) Sending or posting messages or material that could damage The Samara Company's image or reputation;
- j.) Participating in the viewing or exchange of pornography or obscene materials;
- k.) Sending or posting solicitations or advertisements not related to business purposes or activities;
- l.) Lending or posting messages that disparage another organization's products or services;

m.) Passing off personal views as representing those of The Samara Company; and

n.) Engaging in any activity that is inappropriate, disruptive, or illegal.

If any employee should become aware of another employee's acts online, it should be reported immediately to a supervisor.

5.8 - Disciplinary Action

The Samara Company's disciplinary action is intended to fairly and impartially correct behavior and performance problems early on to prevent recurrences. Disciplinary action may involve a verbal warning, written warning, suspension, or termination of employment, depending on the severity of the problem and the frequency of occurrence. The Samara Company reserves the right to administer disciplinary action at its discretion and based upon the circumstances. It is recognized by The Samara Company that certain types of employee behavior are serious enough to justify termination of employment without observing other disciplinary actions first.

5.9 - Human Resources Complaints, Concerns and Grievances.

All Concerns, complaints or grievances should be reported to management, if further escalation is necessary or documentation is required, or an employee would like to make an anonymous complaint do so at www.samaracompany.com/hr . A physical document can also be provided to by request. To contact Operations or HR by phone call 801-980-0806.

6.0 Vehicle and Driver Policy

The Samara Company has made a commitment of safety, service, and quality to both our employees and customers. We mandate that our employees operate all vehicles owned by or used by The Samara Company in a safe and economical manner. The following summarizes policy guidelines:

1. Respect the rights of other drivers and pedestrians.
2. Drivers must be physically and mentally able to drive safely. They may not use drugs or alcohol while operating a vehicle owned by or used by The Samara Company.
3. Drivers must conform to all traffic laws, including licensing and make allowances for adverse weather and traffic conditions.
4. The availability to obtain and maintain reasonably priced commercial automobile insurance with the coverage and coverage limits required by The Samara Company.
5. Drivers must keep in mind that the potential liability exposure of their driving may have an adverse impact on the company's ability to continue in business. Also, the availability to obtain and maintain reasonably priced commercial automobile insurance with the coverage and coverage limits required by The Samara Company may be affected by the driver's conduct and safety.

6.1 General Vehicle Operation

Conformity with Motor Vehicle Laws and Regulations

Our employees are at all times to operate vehicles (company owned or personally owned) in conformity with the laws of the State in which the vehicle is operated. All motor vehicle laws and regulations must be followed at all times, violation of these laws and regulations are grounds for termination.

Licensing

To operate any vehicle in the business of the company, an employee must hold a valid driver's license issued by the State in which the employee is employed. Any driver who drives a DOT vehicle must have a DOT medical Card in their possession. A DOT physical exam is valid for up to 24 months. The medical examiner may also issue a medical examiner's certificate for less than 24 months when monitoring a condition, such as high blood pressure, is desirable.

Vehicle Maintenance

All vehicles used in the business of the company are to be maintained in good and sound mechanical condition, free of any defective equipment and checked & documented weekly. For more information see vehicle Maintenance policy.

Use of Seat Belts

All drivers and passengers are to use seat belts at all times while operating a vehicle. If an employee receives a citation while driving without a seatbelt on the employee will be written up and second offence will be grounds for termination.

Passengers

Employees are not permitted to carry any passengers, other than authorized company employees & clients, while operating a company vehicle unless they receive written authorization from The Samara Company Management. Passengers still must follow written drivers' policy and company procedures.

Cell Phone Use / Texting

Employees are not permitted to use Cell phones or to Text Message while in the operation of a company vehicle. Any employee found using a cell phone or texting while operating a company vehicle will be put on notice & a second offence will disqualify the employee of driving privileges and may be grounds for termination. If an Employee is involved in an at-fault accident and it was determined that they were using their cell phone, this will be grounds for immediate termination.

Radar Detectors

The use of radar detectors is forbidden in all vehicles owned or used by The Samara Company Drivers using radar detectors will have their driving privileges revoked. The Samara Company will determine the duration of the revoked privileges.

6. 2 Trailer Safety

Trailers must be kept swept & clean and free from debris as to prevent damage to other vehicles. All trailers must be secured to the vehicle pulling them and checked prior to leaving. Make sure the tongue lock is locked and pinned and that safety chains are securely attached to vehicle. Make sure that the ball hitch is properly attached and secured with appropriate hitch pin and clip. Plug in electrical connection and confirm that break & signal lights work on both sides. If for some reason the electrical, safety chains or ball mount are not working correctly. **DO NOT USE THE TRAILER AND REPORT TO MANAGEMENT IMMEDIATELY.**

Securing Cargo

Cargo will be secured at all times while in route and while the vehicles are parked. All smaller and loose equipment must be tied down and secured. While in transit all larger equipment must be chained down properly. Employees will be held responsible for any citations and or accidents caused by loose cargo.

Safety 101

The Samara Company considers safety to be of the utmost importance. All employees must read the Safety 101 plan before starting work in the field. All employees must participate in the weekly safety training. This is non optional. If you feel you need more safety training or understanding, please speak with your supervisor. If you see someone making an unsafe decision or unsafe work situations, they must be reported to management immediately. Samara does not take short cuts with safety, choosing to disregard safety protocol or procedure may result in termination.

BE AWARE OF YOUR SURROUNDINGS

Every job site has inherent dangers – whether that’s heavy machinery, conveyor belts, or even tripping over items in the office. The best way to keep yourself and others safe is to identify the hazards in your workplace and be aware of your surroundings. The more familiar you are with your tasks and workplace, the more aware you’ll be of the potential hazards. Knowing your surroundings and potential hazards will help you and your co-workers identify how to minimize the risk and avoid workplace injuries.

- Look for spills or items on the floor that could be tripped over.
- Note the appropriate safety equipment and gear for each task you are doing.
- Choose mechanical aids such as a forklift or wheelbarrow to help lift items and encourage others to do the same.
- Use tools and machines properly to avoid injury and encourage other workers to do the same.
- Label hazardous areas and materials with appropriate signage.
- Know where the first aid kits are and which staff members are trained to administer first aid if an injury occurs.
- Know of the emergency procedures in the event of a fire, flood or earthquake.
- Only use secure, steady ladders and never use boxes or anything else as an improvised ladder.
- Test railings first before using them to make sure they are secured properly.

KEEP CORRECT POSTURE

We’ve all heard that age-old saying, “Lift with your legs – not your back,” but keeping correct posture refers to more than just employees who lift things. Maintaining your body in a neutral posture is important to minimize the stress placed on your body even if you work at a desk. You need to make sure you have good posture to avoid back problems, neck pain, and even carpal tunnel.

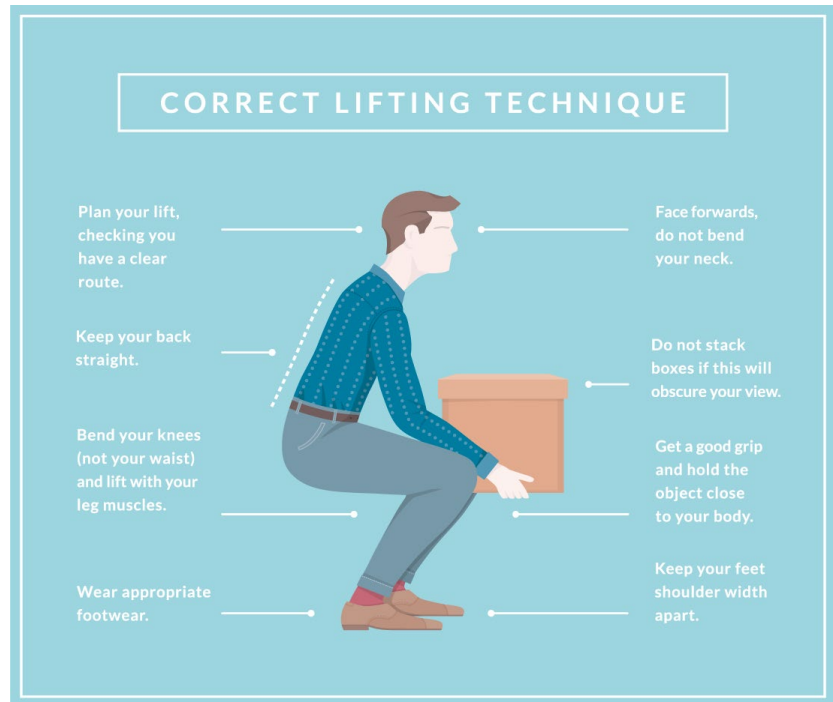
Of course, if you do have to lift something, always size up the load, keep your back straight, and lift with your legs. And, if you ever need to lift something you think might be heavy, take a few extra seconds to find a partner or mechanical device that can help you. Whether it’s a forklift, dolly, or lift assist, your back is worth those extra few seconds.

- Before you lift anything, size up the load. Can you lift this yourself, should you ask a teammate for help, or can you use a mechanical lifting device?
- Next, make sure your carrying path is clear, with no obstacles to navigate around.
- Directly face the object to be lifted.
- Stand with feet about shoulder-width apart, and make sure your weight is evenly distributed on both feet.
- As you bend down to lift, bend with your legs – not your back.
- Make sure the object is as close to you as possible.
- Use your legs and tighten your core muscles to lift straight up, without twisting from side to side.

- Keep the object close to your body while lifting and carrying.
- Make sure to maintain the natural curve of your back – don't twist or lean while you're lifting or carrying an object.

MODIFY REPETITIVE TASKS FOR YOUR SAFETY

repetitive tasks strain your body and particularly your back. To prevent back injuries in the workplace, it's a good idea to modify repetitive tasks to make them more comfortable and reduce the strain on your back



TAKE REGULAR BREAKS

It's important that you always take your regular breaks. Tired workers are the most prone to causing an incident. The more tired you are, the less aware you are of your surroundings and the more at-risk you are for an injury. Take the breaks you're given on a regular schedule to keep yourself fresh and try to schedule your more difficult tasks for the beginning of your shift when you're most alert.

NEVER TAKE SHORTCUTS ON PROCEDURES

Workplace procedures exist to keep employees safe, so using every tool and machine according to their instructions is critical. This is especially true for operations that require heavy machinery.

Shortcuts lead to injury and aren't worth the small amount of time they might save you. Be sure you're always using the right tool for the job and that you're using it correctly.

USE TOOLS AND EQUIPMENT PROPERLY

Proper use of tools and machinery can prevent injuries. Only operate machines you are trained or certified to use and ensure that they are cleaned and maintained regularly. You should always use machines and equipment for their intended purposes. Use equipment such as a wheelbarrow or a forklift to help you lift and move heavy items to prevent straining or injuring yourself.

BE AWARE OF NEW SAFETY PROCEDURES

When your company purchases a new machine or updates standard operating procedures it's important to become familiar with the latest safety procedures.

Workplace safety is a team effort. An employer is responsible for providing the proper training, a supervisor is responsible for assigning training time, and an employee is responsible for taking training and understanding safety procedures so they can be implemented properly. Always ask clarifying questions before operating a new machine if you don't understand a safety procedure.

KEEP EMERGENCY EXITS CLEAR

Never place anything in front of an emergency exit door, even if it's only for a few minutes. While this might sound like a no-brainer, it's surprising how many ladders, carts, and even forklifts get set in front of emergency exits. Also ensure pathways to equipment emergency shut-offs are clear in case something needs to be powered down immediately.

KEEP YOUR WORKPLACE CLEAR OF CLUTTER

Having a clean workspace will positively impact your job satisfaction and keep you and your coworkers free from danger. You could trip and fall over scattered objects and they could hide another hazard you cannot see.

REPORT UNSAFE CONDITIONS

The best way to stop unsafe working conditions from happening is to report them to supervisors as soon as you notice them and then help be part of the solution. Your supervisor is legally obligated to provide all employees with a safe working environment, but this is only possible if employees make them aware of those conditions.

To keep yourself and other employees safe, it's important to always report any hazardous situation or behavior immediately. A positive safety culture is created when everyone works together to find a solution that prevents unsafe conditions from occurring again in the future.

If you do not feel comfortable reporting to your direct supervisor or manager, you may call the operations administrator at 801-980-0806 or make an anonymous report through the report forms.

ALWAYS WEAR PERSONAL PROTECTIVE EQUIPMENT

Finally, ensure you're always wearing the personal protective equipment (PPE) provided to you by your employer. For example, when handling some chemicals, you may only need to wear safety glasses and a pair of nitrile gloves. In other cases, you may need to wear different or additional protective gear.

PPE can cover a range of equipment — from earplugs to hard hats to chemical suits — and they're all incredibly important. Whatever type of PPE your employer gives you, it exists and is required to be worn for a reason. Wearing the correct PPE for your job is another great way to create a safe workplace for yourself and others.

If you are in need of new PPE or specific PPE notify your manager right away.

STAY HYDRATED

Drink enough water to remain alert and avoid dehydration. Even in the winter, it is essential to stay hydrated with water and warm liquids to prevent lightheadedness and lack of focus.

This Handbook is effective on 8/24/2024

In the event of a conflict between the terms of this Handbook and other contract documents, the terms of the contract documents shall prevail.

The Samara Company reserves the right, at their sole discretion, to change, suspend, or cancel, with or without notice, all or any part of the policies, procedures, programs, and benefits discussed in this Handbook.

To confirm again, employees should keep in mind that this Handbook cannot address every situation that could arise in the workplace as certain situations require flexibility to be properly addressed.

This Handbook is effective as of the undersigned date and may be updated at any time.

I, as an employee, acknowledge that I have read and agree to the above terms and conditions made in this Handbook.

I acknowledge that I have read and agree to the above terms and conditions.

Employee Signature: _____ **Date:** _____

Employee Name: _____