



EMPLOYEE HANDBOOK

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441 Sawmill Ct., Suwanee, GA 30024

<https://infinitybuilding.solutions/>

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INTRODUCTION

Welcome

Welcome to Infinity Building Solutions, LLC. You and Infinity Building Solutions, LLC have made an important decision: The Company has decided you can contribute to our success, and you've decided that Infinity Building Solutions, LLC is the organization where you can pursue your career productively and enjoyably. We believe we've each made the right decision, one that will result in a profitable relationship. The minute you start working here, you become an integral part of Infinity Building Solutions, LLC and its future. Every job in our company is important, and you will play a key role in the continued growth of our company. As you will quickly discover, our success is based on delivering high quality products and providing unsurpassed customer service. How do we do it? By working very hard, thinking about our customers' needs, and doing whatever it takes. We do it by treating each other and customers with respect. We do it by acting as a team. Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or manager.

Infinity Building Solutions, LLC has teamed up with Group Management Services ("GMS"), a full-service Professional Employer Organization that provides your immediate supervisor outsourcing services. GMS's expertise in payroll, benefits, and labor and employment compliance allows companies like Infinity Building Solutions, LLC to focus on core business objectives, such as providing products and/or services, customer service, sales, and marketing.

GMS assists Infinity Building Solutions, LLC with certain specific your immediate supervisor and administrative functions, which may include payroll, benefits, unemployment insurance, workers' compensation insurance, disability insurance and certain other personnel related issues. GMS does not, however, oversee the day-to-day operations of Infinity Building Solutions, LLC or its employees. The managers and supervisors of Infinity Building Solutions, LLC will continue to supervise your day-to-day activities as well as handle the operations of the business.

Communication is critical to the success of any winning team. This handbook outlines the benefits, practices and policies that are important to you. You should use this handbook as a guide and ready reference. If you have questions as you read through this handbook, please do not hesitate to discuss them with your Infinity Building Solutions, LLC supervisor. Your supervisor is a very important source of information and will be more than happy to assist you. Should you have questions about payroll, benefits, workers' compensation or other routine administrative questions, you should contact GMS. You can reach GMS at 330-659-0100.

Purpose of this Employee Handbook

This Handbook is designed to acquaint you with Infinity Building Solutions, LLC and to give you a ready reference to answer most of your questions regarding your employment. In addition, in accordance with the specific policies of Infinity Building Solutions, LLC and the laws of the particular state where you are employed, there may also be an Addendum, located at the back of this Handbook, which serves as a supplement to this Handbook.

The content of this Handbook constitutes only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. This handbook should not be construed as creating any kind of contract for ongoing employment or specific terms of employment.

Let's Communicate

Employee Relations Philosophy

Infinity Building Solutions, LLC is dedicated to providing an excellent employee relations program. We will attempt to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement.

If You Have A Problem

If there is something about your job that is bothering you, let's get it out in the open and discuss it. We cannot help you unless you tell us what it is we can do.

Our Problem-Solving Procedure offers employees the freedom to discuss anything they wish with their supervisors. If you have a problem, it can usually be resolved by following these steps:

1. Any concern should first be discussed with your immediate supervisor as soon as possible. Your immediate supervisor is the person responsible for what goes on in your immediate work area and may be in the best position to help you.
2. If you prefer not to speak with your immediate supervisor, or you feel that your immediate supervisor cannot, or has not, satisfactorily resolved the problem, you should contact your immediate supervisor of Infinity Building Solutions, LLC.
3. If Steps 1 and 2 are not effective, or if at any time you need to speak to someone other than members of Infinity Building Solutions, LLC management to have an issue of any kind addressed, please contact GMS at 330-659-0100.
4. If you have a complaint of harassment, discrimination, or accommodation, please refer to the Equal Employment Opportunity policy or the Policy Against Unlawful Harassment and Discrimination in this Handbook.

The Company takes all concerns and problems that are brought to its attention seriously. We will work to address your concern or resolve your problem as soon as possible under the circumstances. You are encouraged to utilize this procedure without fear of reprisal.

Please tell us if you have a problem. We think you'll find Infinity Building Solutions, LLC and our immediate supervisor partner, GMS, to be receptive to your concerns.

WHAT YOU CAN EXPECT FROM US

Introductory Period

For every new employee, including rehires, the first sixty (60) days of employment is an introductory period. During this first sixty (60) days, your job performance, attendance, attitude and overall interest in your job will be observed. During this period, you may not be eligible for certain Company benefits. Employees who fail to demonstrate the commitment, performance and attitude expected by Infinity Building Solutions, LLC may be terminated at any time during the introductory period. However, completion of the introductory period does not change or alter the “at-will” employment relationship. You continue to have the right to terminate your employment at any time, with or without cause or notice, and the Company has the same right.

As a result of an excused absence during your introductory period or for other reasons identified by management, the Company may choose to extend your introductory period as necessary to give you a further opportunity to demonstrate your ability to do the job. If your introductory period is extended, you will be notified.

Equal Employment Opportunity and Reasonable Accommodations

Infinity Building Solutions, LLC is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, national origin, citizenship status, uniformed services member status, age, genetic information, disability, or any other protected status in accordance with applicable federal, state, and local laws. GMS endorses these principles in its provision of services to Infinity Building Solutions, LLC.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Infinity Building Solutions, LLC is also committed to complying with the laws protecting qualified individuals with disabilities, as well as employees’ religious beliefs and observances. Infinity Building Solutions, LLC will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability and/or employees’ religious beliefs and observances to the extent required by law, provided the requested accommodation does not create an undue hardship for the Company and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job and/or for your religious beliefs or observances, you must notify your immediate supervisor of Infinity Building Solutions, LLC at 770-291-8995. If Infinity Building Solutions, LLC does not completely and timely address your request for an accommodation, you should contact GMS at 330-659-0100. Once Infinity Building Solutions, LLC and/or GMS are aware of the need for an accommodation, there will be an interactive process to identify possible accommodations that will enable the employee to perform the essential functions of the job.

If you believe that you have been treated in a manner that is not in accordance with these policies, please notify your immediate supervisor of Infinity Building Solutions, LLC at 770-291-8995. If Infinity Building Solutions, LLC does not completely and timely address your complaint, you should contact GMS at 330-659-0100. You are encouraged to utilize this procedure without fear of reprisal.

Policy Against Unlawful Harassment and Discrimination

Infinity Building Solutions, LLC is committed to providing a work environment that is free of unlawful discrimination. Further to this commitment, we strictly prohibit all forms of unlawful discrimination, which includes discrimination on the basis of race, religion, color, sex (including pregnancy, sexual orientation, gender identity, childbirth, or related medical conditions), national origin, citizenship status, uniform service member status, age, genetic information, disability, or any other category protected by applicable federal, state, or local laws.

This policy against unlawful discrimination applies to all employees of the Company, including supervisors and managers. We prohibit managers, supervisors and employees from harassing co-workers as well as our customers, vendors, suppliers, independent contractors and others doing business with Infinity Building Solutions, LLC. In addition, we prohibit our customers, vendors, suppliers, independent contractors and others doing business with us from harassing our employees.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.

GMS is also committed to providing a work environment that is free of unlawful harassment.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- unwanted sexual advances.
- offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity.
- visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- verbal sexual advances, propositions, requests or comments.
- sending sexually related text-messages, videos or messages via social media;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes or invitations; and
- physical conduct, such as touching, assault, impeding or blocking movement.

Examples of What Constitutes Prohibited Harassment: In addition to the above listed conduct, Infinity Building Solutions, LLC strictly prohibits harassment concerning race, color, religion, national origin, age or other protected characteristic. By way of illustration only, and not limitation, prohibited harassment concerning sex (including sexual orientation), race, color, religion, national origin, age or other protected characteristic includes:

- slurs, epithets, and any other offensive remarks.
- jokes, whether written, verbal, or electronic.
- threats, intimidation, and other menacing behavior.

- other verbal, graphic, or physical conduct; and
- other conduct predicated upon one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of management.

Harassment of our customers, clients, vendors, suppliers, independent contractors, or employees of our customers, clients, vendors, suppliers or independent contractors by our employees is also strictly prohibited. Such harassment includes the types of behavior specified in this policy, including sexual advances, verbal or physical conduct of a sexual nature, sexual comments and gender-based insults. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination.

What Should You Do If You Feel You Are Or Have Been Harassed

If you feel that you are being harassed in violation of this policy by another employee, supervisor, manager or third-party doing business with the Company, you should immediately contact your immediate supervisor of Infinity Building Solutions, LLC at 770-291-8995. If Infinity Building Solutions, LLC does not completely and timely address your complaint of harassment, you should contact GMS at 330-659-0100. In addition, if you observe harassment by another employee, supervisor, manager, or non-employee, please report the incident immediately to the individuals above. Appropriate action will also be taken in response to violation of this policy by any non-employee.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so that we can take whatever steps are necessary to address the situation. Infinity Building Solutions, LLC takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.

All complaints of unlawful harassment which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. The Company prohibits employees from hindering internal investigations and the internal complaint procedure. All complaints of unlawful harassment which are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Policy Against Retaliation

Infinity Building Solutions, LLC is committed to prohibiting retaliation against those who report, oppose, or participate in an investigation of alleged wrongdoing in the workplace. By way of example only, participating in an investigation of alleged wrongdoing in the workplace, includes, but is not limited to:

- Filing a complaint with a federal or state enforcement or administrative agency.
- Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the Company regarding alleged unlawful activity.
- Testifying as a party, witness, or accused regarding alleged unlawful activity.
- Associating with another employee who is engaged in any of these activities.
- Making or filing an internal complaint with the Company regarding alleged unlawful activity.
- Providing informal notice to the Company regarding alleged unlawful activity.

We strictly prohibit any adverse action/retaliation against an employee for participating in an investigation of any alleged wrongdoing in the workplace. If you feel that you are being retaliated against you should immediately contact your immediate supervisor of Infinity Building Solutions, LLC at 770-291-8995. If Infinity Building Solutions, LLC does not completely and timely address your complaint of retaliation, you should

contact GMS at 330-659-0100. In addition, if you observe retaliation by another employee, supervisor, manager or non-employee, please report the incident immediately to the individuals above.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

Employee Classification

Full-Time Employees

Full-time employees are employees who are normally scheduled to work at least thirty (30) hours per week, as determined by Infinity Building Solutions, LLC in its sole discretion.

Part-Time Employees

Part-time employees are employees who are normally scheduled to work fewer than thirty (30) hours per week, as determined by Infinity Building Solutions, LLC in its sole discretion.

Temporary Employees

Temporary employees are employees who are employed to work on special projects for short periods of time, or on a “fill-in” basis. These positions are not intended to be a part of continuing operations. The employment status of temporary employees will not be changed due to an extension of employment in excess of that originally planned. Unless otherwise required by applicable law, temporary employees are not eligible for company benefits.

Non-Exempt Employees

Non-exempt employees include all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act or any applicable state laws.

Exempt Employees

Exempt employees include all employees who are classified by the Company as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws.

If you have any questions concerning the benefits for which you qualify, please contact your immediate supervisor of Infinity Building Solutions, LLC, or the applicable benefit plan documents. Similarly, if you have any questions concerning your classification, please consult your immediate supervisor of Infinity Building Solutions, LLC at 770-291-8995

Lactation Break

The Company will provide a reasonable amount of break time to accommodate a female employee’s need to express breast milk for the employee’s infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any lactation time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid. The Company will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee’s work area, for the employee to express milk in private.

Employees should notify their immediate supervisor or your immediate supervisor of Infinity Building Solutions, LLC to request time to express breast milk under this policy. If Infinity Building Solutions, LLC does not completely and timely address your request, you should contact GMS at 330-659-0100. The Company does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

COMPANY BENEFITS

Infinity Building Solutions, LLC provides the following benefits to eligible employees. We reserve the right to terminate or modify these plans at any time, for any reason, with or without advance notice to employees.

Your Pay

We issue payroll on each Friday of every month. If the scheduled payday falls on a holiday, paychecks will generally be distributed on the preceding business day. Any questions about the number of hours for which you have been credited and paid, the amount of your pay or deductions should be brought to the attention of your immediate supervisor of Infinity Building Solutions, LLC.

If Infinity Building Solutions, LLC does not completely and timely address your question, you should contact GMS at 330-659-0100.

The workweek starts on Saturday at 12:00 a.m. and runs through Friday at 11:59 p.m.

At their option, employees may receive their checks through Direct Deposit or an iPay Payroll Card by Kurensē by completing and returning a Direct Deposit Authorization Form or iPay Payroll Card Authorization Form. Direct payroll deposit is the automatic deposit of your pay into the financial institution account(s) of your choice. You may change your deposit selections at any time. If you choose direct deposit or the iPay Payroll Card option, your check stub will be made available at the time of issuance through your GMS Employee Self Service Portal. (You will not receive a paper stub.)

Timekeeping Procedures

Unless otherwise notified, each employee is required to accurately record his or her hours of work for Infinity Building Solutions, LLC, through the use of an electronic timekeeping system. You are required to submit the time record promptly following the close of the pay period so that your time record can be reviewed by your supervisor before your paycheck is processed for the pay period. Accurately recording all of your time is required in order to be sure that you are paid for all hours worked as required by the wage and hour laws. "Off clock" work time is not permitted. "Hours worked" is defined by law as all-time an employee is subject to the control of an employer, and includes all time that an employee is suffered or permitted to work, whether or not required to do so. Each employee will receive a half-hour unpaid lunch period. Employees are encouraged to take one 30-minute unpaid lunch period per work day. Every un-paid lunch break for non-exempt employees should be noted on the timesheet.

Your obligation to accurately record all hours worked does not relieve you of your obligation to obtain advance approval from your supervisor before working overtime or hours beyond your regular work schedule. Employees who work beyond their regularly scheduled work hours, including overtime or off-schedule hours, without prior authorization by their supervisor are subject to disciplinary action up to and including termination of employment.

You will be informed on your first day on the job whether you are required to keep your time by a time clock, a time sheet or some other method. Whatever your method of timekeeping, you are expected to follow the established procedures in keeping an accurate record of your hours worked.

Any changes or corrections to your timecard or time record must be initialed by you and your immediate supervisor of Infinity Building Solutions, LLC. Under no circumstances may any employee punch or record another employee's timecard.

Paid Holidays

After completion of the introductory period (except as provided below), full-time employees will receive these specific holidays off with pay any time they fall on a normally scheduled workday for the employee. Each calendar year Infinity Building Solutions, LLC will distribute a schedule of the year's holidays. However, Infinity Building Solutions, LLC reserves the right to change the schedule or eliminate holidays with or without notice. The following are generally the paid holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

To be eligible for holiday pay, you must work your last scheduled day before the holiday and the first scheduled day after the holiday, unless you are taking a pre-approved vacation on those days. Holiday pay does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the week in which the holiday occurs.

Some departments may be open on a holiday due to business necessity. Employees will be given as much advance notice as possible if they are required to work on a holiday, although advance notice may not always be possible. Employees asked to work on a holiday will only receive their normal rate of pay for work performed on a holiday.

Paid Time Off

Infinity Building Solutions, LLC provides a flexible bank of Paid Time Off ("PTO") to eligible employees after sixty (60) days of continuous employment. PTO is provided to enable employees to meet both their work and personal needs. PTO accrues per pay period and is awarded on each paycheck.

Amount of Benefits: The amount of PTO benefits provided depends on years of service:

Years of Service	Accrue per pay	Max Per Year	Maximum carry over
0-5 years	1.539 hours	80 hours (10 days)	40 hours (5 days)
5-10 years	2.308 hours	120 hours (15 days)	40 hours (5 days)
10-20 years	3.077 hours	160 hours (20 days)	40 hours (5 days)
20+ years		unlimited	

Consult your immediate supervisor of Infinity Building Solutions, LLC for detailed information on how the dollar amount of your PTO pay is calculated and the amount you are entitled to receive. The actual dollar amount that an employee receives may vary according to the compensation plan of the employee. To be eligible for PTO pay, you must work your last scheduled day before the PTO and the first scheduled day after the PTO, unless you receive prior approval from your supervisor.

PTO is provided to employees so that they are better able to perform their job duties. For this reason, we require employees to take PTO and we do not permit employees to take pay in lieu of PTO, except where an employee has deferred his or her PTO at the Company's request.

You are able to roll over forty (40) hours of PTO from the previous year. If an employee is re-hired, he or she will start to accumulate PTO based on their new hire date. The Company also reserves the right to direct employees to take PTO when business conditions make that necessary or appropriate. Any accumulated PTO will be forfeited upon the termination of your employment. If an employee resigns, and two weeks' notice is given, accrued, but unused PTO up to forty (40) hours will be paid out. If for any reason an employee's PTO balance is in the negative when they are terminated or resign, the negative amount will be deducted from the final paycheck.

1. Scheduling PTO

PTO should be scheduled and approved by your supervisor at least two weeks in advance. Employees may request to take up to a maximum of 40 hours of PTO at any given time. PTO can be requested in 1-hour increments. The Company has the right to refuse an employee's application for PTO if, in the Company's sole discretion, scheduling PTO at the time requested would be inconsistent with the smooth operation of the Company's business. Any accumulated PTO time will be forfeited upon the termination of your employment.

2. Unscheduled PTO

In some instances, it may not be possible for an employee to schedule PTO. Unscheduled PTO is only permitted in cases of medical emergencies or illness, or where otherwise legally required. Employees who need to take unscheduled PTO must comply with the following:

- a. *Notify Your Supervisor As Soon As Possible.* You must personally contact your supervisor as far in advance as possible, so that proper arrangements can be made to handle your work in your absence. Leaving a message with another employee does not satisfy this responsibility. You are also responsible for informing your supervisor of the anticipated date of your return to work.
- b. *Daily Updates.* Employees who are using unscheduled PTO are responsible for personally contacting their supervisor each day and providing updates on their anticipated date of return.
- c. *Medical Certification.* The Company may require employees who are absent due to their own illness, or to care for an ill parent spouse or domestic partner, to provide appropriate medical documentation from a healthcare provider. The Company may also, in certain instances, require a second certification from another health care provider.

An employee's failure to contact his or her supervisor or to provide appropriate medical certification when requested may result in denial of PTO benefits and discipline, including termination.

An employee may request, or, in appropriate circumstances, the Company may require the use of accrued PTO when taking an extended leave of absence for medical reasons.

Use of Unlimited PTO

Employees may take off as much time as they wish, as long as they are still able to perform their functions normally and company business is not disrupted.

Eligibility

All full-time employees that have reached their 20th anniversary date of employment are considered eligible for unlimited PTO under this policy.

Expectations

Employees are required to submit PTO at least 2 weeks in advance. Please notify management as far in advance as possible for unscheduled absences. All employees should take a minimum of 2 weeks off per year. We want you to take PTO!

Under this policy, employees are expected to:

- Understand that due to staffing needs, sometimes, not all leave requests can be honored. Advance requests are still subject to the appropriate approval.
- Meet all established goals despite the absences.

Except for those on protected leave (such as state or federal family and medical leave), if an eligible employee is unable to meet the expectations outlined above, Infinity Building Solutions, LLC reserves the right to temporarily revoke unlimited leave. Further, if gross abuse of this leave is observed, disciplinary action may be taken, up to and including termination of employment.

Insurance & Retirement Benefits

Infinity Building Solutions, LLC offers the following insurance and retirement benefits to eligible employees:

- Group Health Insurance
- Dental and Vision Plans
- Short- and Long-Term Disability Insurance
- 401(k) Retirement Savings Plan

Consult the applicable plan document for all information regarding eligibility, coverage and benefits. It is the plan document that ultimately governs your entitlement to benefits.

Workers' Compensation Insurance

Workers' Compensation insurance provides benefits to employees who experience injury or illness connected with employment. To be eligible for Workers' Compensation benefits, the injury must be a direct result of the job. Benefit entitlements are governed by law, but it is essential that you report all work-related accidents, injuries, and illnesses immediately.

Infinity Building Solutions, LLC requires any work-related injury -- including those which do not involve serious injury and those involving customers -- to be reported to your employer immediately and within 24 hours. It is only through full knowledge of every accident that the Company can become a safer, healthier place to work for everyone.

This practice will ensure that your employer is immediately aware of the injury, allowing them to aid you in obtaining rapid treatment and assistance with your claim. For injuries that are not readily apparent, you must report the incident and injury within 24 hours after you realize you have suffered a work-related injury. Discipline up to and including termination will occur if injuries are not reported in this time frame.

Infinity Building Solutions, LLC maintains a strict policy against discharging, threatening to discharge, or in any manner discriminating against any employee because he or she has filed or made known his or her intention to file a claim for workers' compensation benefits or an application for adjudication to the workers' compensation board. If you feel you are being discriminated against in violation of this policy you should contact your immediate supervisor of Infinity Building Solutions, LLC. If Infinity Building Solutions, LLC does not completely and timely address your complaint of discrimination, you should contact GMS at 330-659-0100.

Light Duty Policy

The Company strives to promote a successful recovery from any work related or personal injury and has developed a light duty program for purposes of addressing an employee's return to work with restrictions.

An employee who is injured in the course of his or her employment and is temporarily unable to perform one or more of his or her job duties may be placed in a "transitional duty" position. A transitional duty position can be any position for which the employee is able to perform the job functions. Transitional work assignments may be offered to employees with medical restrictions in anticipation of a return to the employee's former position of employment. Experience shows that the longer an employee remains away from work, the more difficult it is to return to gainful employment. Returning to regular work usually occurs more quickly when transitional or modified duty is offered to an employee.

Transitional duty jobs will be assigned in accordance with the Company's business and production needs. Although the Company may assign employees to transitional duty jobs, it should be understood that it is under no obligation to do so, and that the Company may limit the number of transitional duty jobs available at any given time. Transitional duty jobs can include any duties within the physical and mental restrictions of the injured/impaired employee, including the combination of duties assigned by the Company.

Transitional duty jobs will not become permanent positions. Any employee assigned to transitional duty must provide medical certification concerning the extent of the employee's limitations and a prognosis for recovery. The Company will require, at reasonable intervals, periodic recertification of the condition by the employee's physician. Employees on transitional duty may also be required to undergo an examination by a Company designated physician where the need for additional information is consistent with business necessity.

Qualifying employees will be placed in a transitional duty position for up to 12 weeks. The period of transitional duty begins on the date an employee begins working with restrictions and ends when the work restrictions are removed or become permanent, or at the end of 12 weeks period, whichever comes first. Continuation of transitional duty beyond 12 weeks will be considered on a case-by-case basis.

The Company's transitional duty policy and program will comply with all applicable laws, including the Family and Medical Leave Act and the Americans with Disabilities Act.

Training And Educational Assistance

Employees may be given the opportunity to attend training or educational programs in the course of their employment. Infinity Building Solutions, LLC may reimburse employees for the cost and certain expenses associated with attending an approved training or educational course. To receive reimbursement, the employee must (1) receive advanced written authorization from your immediate supervisor of Infinity Building Solutions, LLC to attend the course and (2) successfully complete the course.

Employees should contact your immediate supervisor of Infinity Building Solutions, LLC before registering for any training or other educational course to learn whether the program will be covered under the Company's policy. Infinity Building Solutions, LLC is not responsible for the payment or reimbursement of any costs or expenses associated with an employee's attendance at a lecture, training program or other

educational program, if the employee fails to receive advanced written authorization and the employee fails to successfully complete the course.

If an employee goes through the IEC apprenticeship program, the upfront cost is initially paid for by Infinity Building Solutions. Over the course of each semester, regular deductions will be taken from the employees' paycheck until the entire course amount has been paid back in full to Infinity Building Solutions. Employees will be reimbursed over the following 4 years of successfully completing the program so long as the employee continues to be employed with Infinity Building Solutions. In addition, during the employee's fourth year after completing the program, they will receive a ten (10) percent bonus of their current salary.

Civic Duties

Infinity Building Solutions, LLC encourages each of its employees to accept his or her civic responsibilities. We are a good corporate citizen, and we are pleased to assist you in the performance of your civic duties.

Jury Duty: If you receive a call to jury duty, please notify your supervisor immediately and give a copy of your jury duty summons to your supervisor so that he or she may plan the department's work with as little disruption as possible.

Except as otherwise required by applicable law, full-time employees will receive their regular rate of pay during the time of service on jury duty for up to two (2) weeks.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Witness Duty: Please see your state specific addendum.

Voting: Please see your state specific addendum.

Discretionary Medical Leaves of Absence

After 90 Days

After an employee has completed the sixty (60) day introductory period, he or she is eligible, subject to approval by Infinity Building Solutions, LLC, for up to four (4) weeks of unpaid leave of absence for medical reasons. Medical reasons may include illness, injury, or related medical and surgical procedures. A statement, acceptable to Infinity Building Solutions, LLC, from your physician indicating that you are unable to perform your job and the anticipated date of your return is required by Infinity Building Solutions, LLC prior to the start of any approved leave. In the event your leave exceeds the anticipated date of return, it is your responsibility to provide further verification from your physician that you are unable to perform your job and the revised anticipated date of return. You must provide at least 30 days advance notice, to your immediate supervisor of Infinity Building Solutions, LLC of your need for leave or in case of an unforeseen circumstance in which 30 days advance notice is not possible, you must provide as much advance notice as is possible. Infinity Building Solutions, LLC may require employees who are requesting leave, or who are already on a leave, to be examined by a physician of their choice. Infinity Building Solutions, LLC also may require periodic verification by a physician of the employee's inability to work.

Employees who are granted a medical leave of absence during their first 12 months of employment may return to their regular job if it is available. If it is not available, we will generally attempt to place the employee in a similar job for which he or she is deemed by management to be qualified, if such a job is available. If no jobs are available at the time, we will generally give the employee consideration for any position for

which he or she applies and is deemed by management to be qualified. A returning employee will be considered for a 30-day period following his/her notifying Infinity Building Solutions, LLC in writing that he/she is ready to return to work. If the employee does not return within this 30 day period, he/she will be terminated. Medical insurance may be continued during the leave in accordance with the applicable plan document and COBRA.

You should speak directly with your immediate supervisor of Infinity Building Solutions, LLC prior to taking a leave to ensure your understanding of all of your obligations to Infinity Building Solutions, LLC while on leave, such as reporting and verification obligations. If Infinity Building Solutions, LLC does not completely and timely address your request for leave, you should contact GMS at 330-659-0100 Failure to comply with this policy may substantially affect your ability to return to work

Family and Medical Leave Act

The Family and Medical Leave Act (“FMLA”) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

Employee Eligibility

To be eligible for FMLA leave, you must:

- Have worked at least 12 months for the Company in the preceding seven years (limited exceptions apply to the seven-year requirement);
- Have worked at least 1,250 hours for the Company over the preceding 12 months; and
- Currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

Conditions Triggering Leave

FMLA leave may be taken for the following reasons:

- Birth of a child, or to care for a newly born child (up to 12 weeks);
- Placement of a child with the employee for adoption or foster care (up to 12 weeks);
- To care for an immediate family member (employee’s spouse, child, or parent) with a serious health condition (up to 12 weeks); “Spouse” includes same-sex spouses of marriages performed in legal gay marriage jurisdictions.
- Because of the employee’s serious health condition that makes the employee unable to perform the employee’s job (up to 12 weeks);
- To care for a Covered Servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or,
- To handle certain qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on duty under a call or order to active duty in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a Covered Servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

Definitions

A “Serious Health Condition” is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

Identifying the 12-Month Period

Infinity Building Solutions, LLC measures the 12-month period in which leave is taken by the “rolling” 12-month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a covered servicemember, the Company calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

Using Leave

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, his or her injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for birth of a child, to care for a newly born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Company’s operations. Intermittent leave is permitted at the same intervals as provided in the Company’s PTO policy.

Use of Accrued Paid Leave

Depending on the purpose of your leave request, you may choose (or the Company may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the Company’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, Infinity Building Solutions, LLC will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Company may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. Consult the applicable plan document for further information regarding eligibility, coverage and benefits.

Notice and Medical Certification

When seeking FMLA leave, you are required to provide:

1. Sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the Company's normal call-in procedures, absent unusual circumstances.

2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the Company's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic re-certifications may also be required;
3. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The Company will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination. You should speak directly with your immediate supervisor of Infinity Building Solutions, LLC prior to taking a leave to ensure your understanding of all of your obligations to Infinity Building Solutions, LLC while on leave, such as reporting and verification obligations. If Infinity Building Solutions, LLC does not completely and timely address your request for leave, you should contact GMS at 330-659-0100. Failure to comply with this policy may substantially affect your ability to return to work.

Employer Responsibilities

To the extent required by law, Infinity Building Solutions, LLC will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, Infinity Building Solutions, LLC will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, Infinity Building Solutions, LLC will provide a reason for the ineligibility. Infinity Building Solutions, LLC will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

Job Restoration

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

Failure to Return After FMLA Leave

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the Company's standard leave of absence and attendance policies. This may result in termination if you have no other Company-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the Company's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

Other Employment

The Company generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

Fraud

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

Employers' Compliance with FMLA and Employee's Enforcement Rights

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the Company encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of your immediate supervisor of Infinity Building Solutions, LLC, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Military-Related FMLA Leave

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

Definitions

A "covered servicemember" is either: (1) a current servicemember of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a "covered veteran" who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A “covered veteran” is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. The period between October 28, 2009, and March 8, 2013 is excluded in determining this five-year period.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.” For current servicemembers, the term “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

Military Caregiver Leave

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. “Next of kin” means the nearest blood relative of the servicemember, other than the servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Qualifying Exigency Leave

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the covered active duty or call to covered active-duty status of a “military member” (i.e. the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period (with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a *federal* call to active duty, and *state* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

- (1) **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to covered active duty.
- (2) **Military events and related activities.** To attend any official military ceremony, program, or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.
- (3) **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- (4) **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member’s representative before a federal, state, or local agency in connection with service benefits.
- (5) **Counseling.** To attend counseling (by someone other than a health care provider) for the employee, for the military member, or for a child or dependent when necessary, as a result of duty under a call or order to covered active duty.

(6) **Temporary rest and recuperation.** To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 calendar days of leave for each instance of rest and recuperation.

(7) **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of up to 90 days following termination of the military member's active-duty status. This also encompasses leave to address issues that arise from the death of a military member while on active-duty status.

(8) **Parental care.** To care for the military member's parent who is incapable of self-care. The parent must be the military member's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age.

(9) **Mutually agreed leave.** Other events that arise from the military member's duty under a call or order to active duty, provided that the Company and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

Limited Nature of This Policy

This Policy should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The Company reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

Bereavement Leave

Our full-time employees who have been employed for at least sixty (60) days are eligible to receive up to three (3) days of paid bereavement leave in the event they need to miss regularly scheduled workdays due to the death or funeral of a member of the employee's immediate family. Your immediate family includes your spouse, registered domestic partner, children, stepchildren, registered domestic partner's children, parents, grandparents, grandchildren, brother or sister, your spouse's parents, or your registered domestic partner's parents. You must be able to provide a copy of the death certificate or program from the service that was held to your supervisor upon your return to work.

An employee who is notified of a death in his or her immediate family while at work will be paid for the remainder of the scheduled hours that day. The three (3) day eligibility for paid bereavement leave will not commence until the next regularly scheduled workday which is lost. All time off in connection with the death of an immediate family member, as defined above, should be scheduled with your supervisor.

In addition, one (1) day of paid bereavement leave will be given due to the death of a non-immediate relative under the same circumstances as listed above.

Military Leave of Absence

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify your immediate supervisor of Infinity Building Solutions, LLC of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible. If Infinity Building Solutions, LLC does not completely and timely address your request for military leave, you should contact GMS at 330-659-0100.

WHAT WE EXPECT OF YOU

Company Policies

This section of your handbook discusses your responsibilities to Infinity Building Solutions, LLC as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work.

The following policies focus on basic rules that may not be violated under any circumstances. Violation of any of these basic rules, the policies in this handbook, or any other policy of the Company may lead to discipline, up to and including immediate termination. Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate termination. If you have any questions about these basic rules, or what we expect of you as one of our employees, please discuss them with your supervisor.

In most instances, inappropriate conduct will be addressed in the way the company feels is most suited to preventing a recurrence of the problem or correcting it. Among the actions that might be taken are verbal counseling, written counseling, verbal warnings, written warnings, verbal reprimands, and written reprimands, transfers of jobs and/or location, suspensions, demotions, corrective action plans and termination. The degree of discipline or corrective action taken depends on the nature and severity of the offense, and additional factors also may be considered, including without limitation the employee's previous disciplinary record on similar and other offenses.

These rules do not alter the at-will nature of your employment. You have the right to terminate your employment at any time, with or without cause or notice, and the Company has a similar right.

Absenteeism and Tardiness

Each employee is expected to be at his or her work station on time each day and to remain there throughout his or her scheduled hours. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our customers' needs. Absenteeism or tardiness can result in discipline, up to and including termination.

If you are going to be late or absent from work for any reason, you must personally notify your supervisor as far in advance as possible so that proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those circumstances, you are expected to call your supervisor as soon as possible. Leaving a message, voice mail or sending an email does not qualify as notifying your supervisor -- you must personally contact your supervisor. If you are required to leave work early, you must also personally contact your supervisor and obtain his/her permission.

When absence is due to illness, the Company may require appropriate medical documentation.

If an employee fails to report to work or call in, they will be considered to have voluntarily abandoned his/her position and will be terminated.

Alcohol and Drug Policy

All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs (including marijuana) or other unauthorized or mind-altering or intoxicating substances while on Infinity Building Solutions, LLC property (including parking areas and grounds), or while otherwise performing their work duties away from Infinity Building Solutions, LLC. Included within this prohibition are lawful controlled substances, which have been illegally or improperly obtained. This policy also prohibits

possessing drug paraphernalia. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription. The policy and all testing shall be conducted and implemented by the Company to be consistent with applicable Federal and State laws and take into consideration the employees right to privacy.

Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work (including marijuana, and prescribed medical marijuana) and from having excessive amounts of otherwise lawful controlled substance in their systems. This policy does not apply to the authorized dispensation, distribution or possession of legal drugs where such activity is a necessary part of an employee's assigned duties.

Although medical marijuana is legal in some states, Infinity Building Solutions, LLC maintains a zero-tolerance policy for use, possession or distribution in the workplace.

All employees are prohibited from distributing, dispensing, possessing or using alcohol while at work or on duty. Furthermore, off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's ability to perform the essential functions of his/her job.

Prescription Drugs

The proper use of medication prescribed by your physician is not prohibited (with the exception of medical marijuana which is prohibited by this policy). Infinity Building Solutions, LLC does, however, prohibit the misuse of prescribed medication. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. Employees are required to disclose any medication that would make them a risk of harm to themselves or to others in performing their job responsibilities. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair job performance.

Notification of Impairment

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee in the performance of his/her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to his/her immediate supervisor.

Who is Subject to a Drug or Alcohol Test

Employees may be required to submit to drug/alcohol screening to the extent permitted by applicable state and federal law as follows, including (1) Pre-Employment, (2) Reasonable Suspicion, (3) post-Accident and (4) At Random.

Random Selection

This policy describes Infinity Building Solution's procedures for conducting random drug testing of employees in its efforts to maintain a safe and drug-free workplace.

Infinity Building Solution will randomly drug-test employees on a quarterly basis. Random testing means employees will be selected for testing using a computer-based random-name generator. This will result in an equal probability that any employee from the entire group of employees will be tested.

Each quarter, the human resources department will pull ten (10) percent of employee names and immediately notify the employees selected for testing. Testing must be completed on the same workday the employee is selected, absent extenuating circumstances such as out-of-town travel. In all circumstances, testing must be completed within 24 hours of selection.

If an employee selected for testing is unavailable for a legitimate reason such as an extended medical absence, human resources will document the circumstances for failure to test. Infinity Building Solution has no discretion to waive the selection of an employee selected at random.

Employees must advise the testing lab of all prescription drugs taken in the past month before the test and must be prepared to show proof of such prescriptions upon request.

Infinity Building Solutions, LLC shall also perform post-accident drug/alcohol testing only in situations in which the employee drug or alcohol use was likely to have contributed to the incident. In these situations, the drug testing shall be conducted to identify the impairment level. The test will not be mandated where the drug use is not a likely factor, such as a bee sting, or repetitive strain or use injury. All testing shall be conducted so as to comply with applicable Federal and State law.

Discipline

Violation of this policy may result in discipline up to and including termination of employment.

Enforcement Policy

In order to enforce this policy, Infinity Building Solutions, LLC may investigate potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, blood tests or other appropriate tests and, where appropriate, searches of all areas of the Company's physical premises, including, but not limited to work areas, personal articles, employees' clothes, desks, workstations, lockers, and personal and company vehicles. Employees will be subject to discipline up to and including discharge for violation of this policy, for refusing to cooperate with searches or investigations, or refusal to submit to screening or for failing to execute consent forms when required by Infinity Building Solutions, LLC.

Investigations/Searches

Where a manager or supervisor has reasonable suspicion that an employee has violated the substance abuse policy, the supervisor, or his designee, may inspect vehicles, lockers, work areas, desks, purses, briefcases, and other locations or belongings without prior notice, in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and remove a personal lock. Locked areas or containers do not prevent Infinity Building Solutions, LLC from searching that area, thus employees should have no expectation of privacy for personal belongings brought on Infinity Building Solutions, LLC premises. Where the employee is not present or refuses to remove a personal lock, Infinity Building Solutions, LLC may do so for him or her, and compensate the employee for the lock. Any such searches will be coordinated with a representative of management. Infinity Building Solutions, LLC may use unannounced drug detection methods to conduct searches.

What Happens When an Employee Tests Positive for Prohibited Substances

All employees who test positive in a confirmed substance test, or refuse such test, conducted in accordance with this policy, will be subject to discipline, up to and including termination.

Test Procedures

All alcohol/drug tests shall be done in accordance with applicable Federal and State law. Applicants and employees subject to testing must sign, prior to testing, any required form consenting to the testing and consenting to the release of the test results to Infinity Building Solutions, LLC. All collection and chain-of-custody procedures will follow the guidelines for the testing recommended by the U.S. Department of Health and Human Services and required by the U.S. Department of Transportation.

Infinity Building Solutions, LLC will pay for all initial testing (including initial confirmation tests) conducted under this policy. Test results and related information will be treated confidentially and divulged to Infinity Building Solutions, LLC management only on a need-to-know basis.

Background Screening

To ensure that employees of the Company continue to be qualified and continue to have a strong potential to be productive and successful, to further ensure that the Company maintains a safe and productive work environment free of any form of violence, harassment or misconduct, and to determine eligibility for promotion, re-assignment or retention, the Company reserves the right to conduct background screening on all of its employees. Background screening is a sound business practice that benefits everyone; it is not a reflection on any particular employee.

Bulletin Boards

Infinity Building Solutions, LLC may maintain a bulletin board(s) as a source of information. This bulletin board is to be used solely to post information approved by the Company regarding Company policies, governmental regulations, and other matters of concern to all employees and related to the employees' employment by the Company. No information may be placed on these bulletin boards without the prior approval of your immediate supervisor of Infinity Building Solutions, LLC.

Cellular Phones, PDAs, and Other Handheld Electronic Devices

While at work, employees are expected to exercise the same discretion in using personal cellular phones, PDAs, and other handheld electronic devices as is expected for the use of all Company devices and equipment. In the remainder of this policy, these devices are collectively referred to as "handheld devices." Excessive use of these handheld devices during the workday can interfere with employee productivity and be distracting to others. Employees should use their good judgment to reasonably limit personal calls, and personal text messaging, instant messaging, emailing and other means of electronic communications during work time. Employees are, therefore, asked to use these handheld devices for personal use outside of working hours, and to ensure that friends and family members are aware of the Company's policy. Flexibility will be provided in circumstances demanding immediate attention. The Company will not be liable for the loss of handheld devices brought into the workplace.

Use of Company-Provided Handheld Devices

Where job or business needs demand immediate access to an employee, the Company may issue a business-owned handheld device to an employee for work-related communications. These handheld devices should be used in accordance with this policy. All business-owned handheld devices are the Company's property to be used to facilitate the business of the Company. All information that is temporarily or permanently stored, transmitted or received via business-owned handheld devices remains the sole and exclusive property of the Company. As such, employees should have no expectation of privacy in connection with their access and use of such equipment.

Employees should not use or access business-owned handheld devices in any manner that is unlawful, inappropriate wasteful of Company resources, or contrary to the Company's best interests. These electronic tools are provided to assist employees with the execution of their job duties and should not be abused. The Company reserves the right to deduct from an employee paycheck any charges incurred for an employee's personal or unauthorized use of the handheld devices.

Recording Devices

To maintain the security of our premises and systems, and the privacy of our employees and customers, the Company prohibits unauthorized photography, and audio or video recording of its employees, confidential documents, or customers. This prohibition includes the use of cell phones equipped with cameras and audio and video recording capabilities. Employees may not use a cell phone, camera phone, PDA or any other handheld device in a manner that violates our No Harassment Policy, Equal Employment Opportunity Policy, or other Company policies. Employees may not use a cell phone, camera phone, PDA or any other handheld device in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Employees are strictly prohibited from taking any photographs or videos using any handheld device on Company premises. Employees who violate this policy are subject to discipline, up to and including immediate termination of employment.

Safety Issues for Handheld Devices

Employees are required to refrain from using their handheld devices while driving in connection with their job duties, except as set forth below. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should pull over to the side of the road and safely stop the vehicle before using any handheld device. Under no circumstances are employees allowed to place themselves or anyone else at risk to fulfill business needs. If an employee needs to make a phone call while driving, the employee must use a hands-free device. However, under no circumstances may an employee while driving use any electronic wireless communications device to write, send, or read any text-based communication, including text messages, instant messages, and/or email messages.

Employees who are charged with traffic violations resulting from the use of their handheld devices while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Special Responsibilities for Managerial Staff

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Children at Work

Infinity Building Solutions, LLC has established this policy to set forth guidelines for bringing children to the office in cases of extenuating circumstances while maintaining a professional work environment.

Extenuating Circumstances

Extenuating circumstances refer to situations in which an employee faces unexpected and unavoidable challenges related to childcare arrangements, such as emergencies, school closures, or temporary unavailability of regular childcare providers.

Approval Process:

- Employees requiring accommodation due to extenuating circumstances must seek approval from
- The policy allows for the temporary presence of children in the workplace during extenuating circumstances on a case-by-case basis. The duration should be limited to the minimum necessary to address the specific situation.
- Employees must provide advance notice to their supervisor or the designated authority when seeking approval for bringing children to the office due to extenuating circumstances.

General Guidelines

In the event that an employee is unable to arrange childcare and should need to bring their child in to the office, it is expected that the employee maintains professional conduct and focus on their work responsibilities. Distractions caused by children should be minimized to ensure productivity and respect for colleagues.

Workplace Safety & Liability

Employees who bring their children to the office during extenuating circumstances must ensure the safety of their children at all times. They should adhere to workplace safety protocols and take necessary precautions to prevent accidents or injuries. The company will not assume liability for any accidents, injuries, or damages caused by or to the children brought to the workplace.

Discretion & Disruption

Managers and supervisors have the discretion to assess extenuating circumstances and determine whether the presence of a child in the office is appropriate. If the presence of a child negatively affects productivity, creates a disturbance, or disrupts other employees, the employee may be asked to make alternative childcare arrangements.

Communication & Enforcement

This policy should be communicated to all employees, and they should be made aware of the extenuating circumstances provision and general guidelines regarding bringing children to the office. Violations of this policy may result in disciplinary action, as outlined in the company's disciplinary procedures up to and including termination.

Company Credit Cards

1. Purpose

Infinity Building Solutions will issue company credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of company-issued credit cards is a privilege, which the Company may withdraw in the event of serious or repeated abuse. Any credit card the Company issues to an employee must be used for business purposes only, in conjunction with the employee's job duties.

2. Authorized Users

Credit cards will be issued to specific office and field personnel who require them to conduct company business. Only employees approved by John, Tyson or David are eligible to receive a company credit card. Each cardholder will manage card activation, application download on his/her phone.

3. Card Usage

Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee and will be recovered in full of the employee's next paycheck; any balance remaining will be deducted in full of subsequent paychecks until the wage advance is fully repaid.

4. Spending Limits

Spending limits will be determined for each cardholder in alignment with their specific job functions and anticipated expenditure requirements. For instance, sales representatives may be allocated a spending limit of up to \$100 per client interaction for activities such as business lunches, dinners, or entertainment, or no more than \$ 50 per person without prior authorization by manager. Similarly, individuals responsible for supply chain management may have a predefined spending cap of \$ 100 for emergency procurements necessitated by unforeseen circumstances, outside the normal protocol of engaging procurement to issue a Purchase Order (PO). Any petitions for alterations to these spending limits necessitate explicit approval from management, underscoring the stringent oversight over financial disbursements.

It is incumbent upon cardholders to meticulously adhere to their designated spending thresholds, exercising prudence and discretion in all transactions. Under no circumstances should expenditures surpass the established limits without obtaining prior authorization from the appropriate authority, upholding the integrity and accountability of company finances at all times.

5. Reporting and Reconciliation

Cardholders are mandated to compile and submit comprehensive bi-weekly expense reports elucidating every single transaction conducted with the company credit card. Each entry must be accompanied by corresponding itemized receipts and a detailed elucidation of the precise business rationale underlying each expenditure.

It is imperative that expense reports are submitted with punctuality, without exception, within a strict timeframe of the 1st and 15th of every month.

Any semblance of irregularities, discrepancies, or transactions of dubious nature must be promptly escalated and reported forthwith to the designated supervisor or the finance department for immediate investigation and resolution, ensuring utmost transparency and accountability in all financial affairs.

6. Card Security

Cardholders are responsible for the security of their company-issued credit card. Cards should be kept in a secure location and should not be shared with others.

Lost or stolen cards must be reported immediately to the credit card company and the finance department to prevent unauthorized use.

7. Non-compliance

Any violation of this policy will result in progressive discipline up to and including termination. In addition, any fraudulent activities will be subject to legal action.

This Credit Card Policy may be reviewed annually and updated as necessary to ensure compliance with regulatory requirements and best practices.

Company Keys/Entry Cards

Each Infinity Building Solutions, LLC employee to whom a key and/or entry card is given is responsible for proper use of that key and/or entry card and will be required to sign for it. A lost or misplaced key and/or entry card must be reported immediately to your supervisor. Never duplicate or loan a key and/or entry card to anyone for any reason. See your supervisor if you need another key and/or entry card. All keys and/or entry cards must be turned in to your immediate supervisor of Infinity Building Solutions, LLC upon separation from the Company. Employees who take a leave of absence must turn in any keys and/or entry cards prior to beginning their leave.

Company Relationships Policy

Infinity Building Solutions, LLC has adopted this policy in recognition of its responsibility to provide guidelines on and to caution employees of the potential problems posed by romantic and sexual relationships with other employees. These problems include conflicts of interest, interference with the productivity of coworkers, and potential charges of sexual harassment. These problems can be particularly serious in situations in which one person has a position of authority over the other, such as in a supervisor-subordinate position.

Infinity Building Solutions, LLC does not prohibit consensual amorous relationships between employees, but it does impose the following restrictions:

1. Infinity Building Solutions, LLC prohibits supervisors and managers from engaging in amorous or sexual relationships with subordinates and requires the supervisor or manager to disclose the existence of such relationship immediately. If such a relationship exists, supervisors and managers are required to take steps to resolve any potential conflict of interest or impropriety created by the relationship.
2. All employees must avoid amorous or sexual relationships with other employees that create conflicts of interest, potential charges of sexual harassment, or discord or distractions that interfere with other employees' productivity.
3. All employees are expected to behave in a professional manner and avoid inappropriate displays of affection, etc., in the work environment.

Additionally, to avoid potential conflicts of interest and to promote productivity in the workplace, the Company does not typically hire or transfer relatives into positions in which they supervise or are supervised by another close family member. The Company also avoids placing family members in positions in which they work with or have access to sensitive information about family members. Questions and clarifications will be addressed by your immediate supervisor of Infinity Building Solutions, LLC.

Company Vehicles

Only authorized employees may use Infinity Building Solutions, LLC vehicles. If a Company vehicle incurs any damage while under the charge of a particular employee, that employee will be responsible for reporting the damage immediately.

You must hold a valid state driver's license for the class of vehicle you are driving. A motor vehicle report will be run on all employees upon hire. Further, you may never use a motorcycle to conduct either business or provide transportation for a customer or fellow employee. All people in Company vehicles are required to use their seatbelts. Employees are prohibited for using Company vehicles for personal use, unless given written authorization from the Owner. Only people authorized by your supervisor can be passengers in Company vehicles.

You must notify the Company immediately of any change in the status of your driving record. Any employee whose duties include the operation of Company or customer vehicles who is cited for D.U.I. or for all moving violation will be considered to have an unacceptable driving record and his or her continued employment will be subject to review. Any employee whose duties include the operation of Company or customer vehicles who becomes uninsurable under the Company's liability policy will be considered to have an unacceptable driving record and his or her continued employment will be subject to review.

Employees operating a company vehicle must obey all traffic laws and posted speed limits at all times. If an employee receives a traffic citation while operating a Company or customer vehicle, the employee will be responsible for paying any fine or penalty. If an employee is involved in a traffic accident while operating a Company or customer vehicle, the employee is required to call a police officer to the scene of the accident. The employee must report the accident to your immediate supervisor of Infinity Building Solutions, LLC immediately. Do not attempt to render medical care or assistance beyond your ability.

Employees are expected to maintain the appearance of the Company vehicles. This includes removing all personal items and trash from Company vehicles daily, along with cleaning the outside of vehicles regularly.

Violations of any portion of the Company Vehicles Policy may lead to disciplinary action up to and including termination.

Computers, Databases, E-Mail, Voice Mail and the Internet

The following policy governs the use of all Company controlled computer equipment and software, collectively referred to hereinafter as "Company Computer Systems." The Company Computer Systems includes all computing/processing assets either owned, leased, internally developed, or otherwise within the company's control, including servers, computers, laptops, tablets, handheld devices, storage devices, electronic devices, cell phones, smart phones, scanners, copiers, fax machines, databases, applications, cloud services, and network infrastructure used for Company business (including e-mail, voice mail, Internet access, data processing, data storage, and application development, installation, and maintenance). The policy also governs all Personal devices used for Company business including tablets, handheld devices, laptops, cell phones, smart phones, or home computers that are connected with or to the Company's computer system on a regular or intermittent basis, but which otherwise are not Company Computer Systems. This policy may not be changed except in a written document issued by your immediate supervisor of Infinity Building Solutions, LLC.

All Company Computer Systems are the Company's property to be used to facilitate the business of the Company. All information that is temporarily or permanently stored, transmitted or received via Company Computer Systems remain the sole and exclusive property of the Company. As such, employees should have no expectation of privacy in connection with their access and use of such equipment and systems.

Employees should not use or access the Company Computer Systems in any manner that is unlawful, inappropriate wasteful of Company resources, or contrary to the Company's best interests. These electronic tools are provided to assist employees with the execution of their job duties and should not be abused.

Company Property

All software that has been installed on the Company Computer Systems is Company property and may not be used for any non-business, unlawful or improper purpose. In addition, all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on the Company Computer Systems and all data temporarily or permanently received, collected, downloaded, uploaded, copied and/or created on non-Company computers used for Company business that relates in any manner to the Company's business is subject to monitoring by the Company, is the exclusive property of the Company and may not be copied or transmitted to any outside party or used for any purpose not directly related to the business of the Company.

Upon termination of employment, an employee shall not remove any software or data from Company Computer Systems and shall completely remove all data collected, downloaded and/or created on non-Company computers used for Company business that relate in any manner to the Company's business. Upon request of the Company, a terminating employee shall provide proof that such data has been removed from all personal computers used for Company business.

Proper Use

Employees are strictly prohibited from using the Company Computer Systems, or personal computers used for Company business, for any improper purpose such as the improper access or transfer of company trade secrets or confidential and proprietary information except for legitimate company business. Further, the Company's Anti-Discrimination Policy and Policy Against Harassment extend to the use of the Company Computer Systems and personal computers used for Company business. Any employee who uses the Company Computer Systems in violation of these policies will be subject to discipline, up to and including immediate termination.

It is not possible to identify every type of inappropriate or impermissible use of the Company Computer Systems. Employees are expected to use their best judgment and common sense at all times when accessing or using these systems. The following conduct, however, is strictly prohibited:

- Employees may not transmit, retrieve, download, or store inappropriate messages or images relating to race, religion, color, sex, national origin, citizenship status, age, disability, or any other status protected under federal, state and local laws.
- Employees may not use the Company Computer Systems in any way that violates the Company's policy against unlawful harassment, including sexual harassment. By way of example, employees may not transmit messages that would constitute sexual harassment; may not use sexually suggestive or explicit screen savers or backgrounds; may not access, receive, transmit or print pornographic, obscene or sexually offensive material or information; and may not transmit, retrieve, download, store or print messages or images that are offensive, derogatory, defamatory, off-color, sexual in content, or otherwise inappropriate in a business environment. Employees are also prohibited from making threatening or harassing statements to another employee, or to a vendor, customer, or other outside party.
- Employees are strictly prohibited from altering, transmitting, copying, downloading or removing any proprietary, confidential, trade secret or other information of the Company, or of the Company's customers without authorization. In addition, employees may not alter, transmit, copy or download proprietary software, databases and other electronic files without proper and legally binding authorization.
- Employees should not download, transmit, or retrieve messages from multi-network gateways, real-time data and conversation programs including, but not limited to, instant messaging services (e.g. AOL Instant Messenger and Yahoo Messenger), Internet chat rooms and bulletin boards during their work shift, unless such activity is necessary for business purposes.
- Employees may not use or allow another individual to use the Company Computer Systems for any purpose that is either damaging or competitive with the Company or detrimental to its interests. All such access and use is unauthorized.
- Employees are strictly prohibited from using the Company Computer Systems in any manner that violates the federal Anti-SPAM law.
- Employees must honor and comply with all laws applicable to trademarks, copyrights, patents and licenses to software and other electronically available information. Employees may not send, receive, download, upload or copy software or other copyrighted or otherwise legally protected information through the Company Computer Systems without prior authorization.

- Employees may not solicit personal business opportunities or conduct personal advertising through the Company Computer Systems.
- Employees may not engage in gambling of any kind, monitor sports scores, or play electronic games through the Company Computer Systems.
- Employees may not engage in day trading, or otherwise purchase or sell stocks, bonds or other securities or transmit, retrieve, download or store messages or images related to the purchase or sale of stocks, bonds or other securities through the Company Computer Systems.
- Employees are permitted to access company computers and databases solely and exclusively to further the company's legitimate business interests. Employees are restricted from accessing company computers, equipment, databases or systems and from disclosing information contained therein for any purpose which does not advance the employer's legitimate business interests.
- See Social Media, Social Networking and Weblogs Policy for information about proper use of these applications.

Unsolicited E-mail

Electronic mail has become an extremely important and efficient means of communication, particularly in the business world. However, the abuse of electronic mail systems, as well as the receipt and transmission of unsolicited commercial electronic mail places an incredible drain on the Company Computer Systems and imposes significant monetary costs to filter and remove unsolicited e-mails from our system. To eliminate the receipt and transmission of unsolicited commercial electronic mail, the Company complies with the federal "CAN-SPAM" law. All employees are responsible for complying with the federal Anti-Spam regulations and therefore may not use the Company Computer Systems to:

- Transmit unsolicited commercial electronic mail promoting the Company's business, goods, products and services without prior authorization.
- Transmit unsolicited commercial electronic mail promoting the employee's personal business, goods, products and services.
- Transmit commercial electronic messages to the Company's customers who have elected to "opt-out" of receiving the Company's electronic advertisements.
- Initiate a transmission of a commercial e-mail message that contains or is accompanied by false or misleading information.

In addition, to help the Company eliminate the receipt of unsolicited commercial e-mail from outside parties advertising various websites, products or services and to further prevent the receipt of offensive or undesired outside e-mail, you should:

- Not use the Company Computer Systems to access any website not directly related to Company business; and
- Delete unfamiliar or suspicious e-mail from outside the Company without opening it.

Monitoring

Employees should expect that any information created, transmitted, downloaded, received, reviewed, viewed, typed, forwarded, or stored in the Company Computer Systems or personal computers used for Company business, or on the Company's voicemail system may be accessed by the Company at any time without prior notice. Employees should have no expectation of privacy or confidentiality in such data, messages, or information (whether or not password-protected), or that deleted messages are necessarily removed from the system.

Employees must provide all passwords and access codes for the Company Computer Systems or personal computers used for Company business to your immediate supervisor of Infinity Building Solutions, LLC. Changing passwords or creating new passwords without notifying your immediate supervisor of Infinity Building Solutions, LLC is strictly prohibited.

The Company's monitoring policy may include, but is not limited to, physical inspection of home drives, memory devices, and handheld devices; review of content passing through the Company Computer Systems and other systems, review of personal e-mail (including personal web-based password-protected e-mail) and text messages accessed using the Company Computer Systems and/or Company data connections; key loggers and other input monitoring mechanisms; and use of screen monitoring software, hardware, and video drives.

System Integrity

Because outside storage devices may compromise the Company's systems, employees are not permitted to use personal storage devices or copies of software or data in any form on any Company computer without first: (1) obtaining specific authorization from your immediate supervisor of Infinity Building Solutions, LLC, and (2) scanning the data for viruses. Any employee who introduces a virus into the Company's system via use of personal software or data shall be deemed guilty of gross negligence and/or willful misconduct and may be held responsible for the consequences, including cost of repair and lost productivity.

Similarly, information is not to be downloaded directly from the Internet onto the Company's computer system. All information downloaded from the Internet is to be placed on a disk and scanned for viruses before being introduced into the Company's system.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment. Employees who damage the Company's computer system through its unauthorized use may additionally be liable for the costs resulting from such damage. Employees who misappropriate copyrighted or confidential and proprietary information, or who distribute harassing messages or information, or who access the computer systems and information it stores and processes without authorization may additionally be subject to criminal prosecution and/or substantial civil money damages.

Conflict of Interest

Our policy forbids employees from engaging in any other business which competes with the Company. Company policy also forbids a financial interest in an outside concern, which does business with or is a competitor of the Company (except where such ownership consists of securities of a publicly owned corporation regularly traded on the public stock market). Rendering of directive, managerial, or consulting services to any outside concern which does business with or is a competitor of the Company, except with the knowledge and written consent of your immediate supervisor of Infinity Building Solutions, LLC, is also prohibited. If you think that there is a possibility that any business venture of yours may conflict with this policy, it is your responsibility to notify your immediate supervisor of Infinity Building Solutions, LLC and obtain his/her approval in writing.

Damage to Property

Deliberate or careless damage to the Company's property, as well as damage to your co-workers' or customers' property will not be tolerated.

Fraud, Dishonesty and False Statements

No employee or applicant may ever falsify any application, medical history record, invoice, paperwork, time sheet, time card, investigative questionnaires or any other document. Any employee found to have falsified or made material misrepresentations or omissions on any such document will be subject to immediate termination of employment. If you observe any such violations, please report them to your immediate supervisor of Infinity Building Solutions, LLC immediately.

Gambling

Gambling is prohibited on Company property, or through the use of the Company's property.

Gifts and Gratuities

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit of more than nominal value, report it promptly to a member of management. It will be returned or donated to a suitable charity.

Hazardous and Toxic Materials

If your job requires that you use hazardous or toxic materials, you are expected to comply with all laws, rules and regulations concerning their safe handling and disposal. If you have any questions about the materials you work with or the proper safety or disposal procedures to follow, please discuss them with your supervisor before taking any action.

Honesty

Our credibility with our customers is critical to our success. Misrepresentation to a customer is against Company policy and against the law. Under the law, an employee may be held personally liable for making misrepresentations to customers. It is also against Company policy to mislead or misrepresent any credit application or customer credit status to any financial institution. Employees are also expected to be honest in their dealings with their supervisors and co-workers.

Housekeeping

Employees must maintain their own work areas and keep them in a presentable manner. At the close of each business day, ensure that all equipment is cleaned and put away. Employees will not litter or discard such items as cigarettes or wrappers on the premises. Remember, we want our customers to look at us as a professional, neat organization.

Work areas must be maintained in a clean, healthy and orderly fashion to prevent unsafe conditions and potential accidents. If you observe conditions or equipment which are potentially dangerous, report them

immediately to your supervisor. It is each employee's responsibility to make sure the work area is clean and orderly at the completion of the scheduled work shift.

Illegal Activity

Employees are not permitted to engage in any kind of illegal activity on duty or on Infinity Building Solutions, LLC's property, or while off the job which reflects detrimentally on the Company's reputation.

Insubordination

We all have duties to perform and everyone, including your supervisor, must follow directions from someone. It is against our policy for an employee to refuse to follow the directions of a supervisor or management official or to treat a supervisor or management official in an insubordinate manner in any respect. Employees must fully cooperate with Company investigations into potential misconduct. Refusal to fully disclose information in the course of a Company investigation constitutes insubordination and will not be tolerated.

Meetings

From time to time, individual or staff meetings may be held for the purpose of providing instruction, training, or counseling or to review Company operating policies. You are required to attend all Company meetings involving your department or which you have been asked to attend.

Misuse of Property

No employee should misuse, or use without authorization, equipment, vehicles or other property of customers, vendors, other employees of the Company.

Off-Duty Use of Facilities

Employees are prohibited from being on the Company premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property or Company equipment for personal use.

Off-Duty Social and Recreational Activities

During the year, the Company may sponsor social or recreational activities for its employees. Your attendance at such social activities, however, is completely voluntary and is not work-related. Neither the Company nor its insurer will be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Outside Employment

There have been times when most of us have had the opportunity or the need to have two jobs at one time. It is important that other employment, as well as outside interests, do not interfere in any way with an employee's job with Infinity Building Solutions, LLC. You should be careful that extra hours of work do not affect the safe operation of your job by leaving you tired and slow to react. Also, if your second job could create a potential conflict of interest, for example, working for a competitor, you are required to obtain written approval, in advance, from your immediate supervisor of Infinity Building Solutions, LLC.

Overtime and Work Schedule

Infinity Building Solutions, LLC may periodically schedule overtime or weekend work in order to meet production needs. We will attempt to give as much advance notice as possible, and we expect that all employees who are scheduled to work overtime will be at work, unless excused by their supervisor. Otherwise, all overtime work must be pre-approved by your supervisor. Working overtime without your supervisor's approval may result in discipline, up to and including termination.

Your supervisor will inform you of the hours you are to work. Due to changing needs of our customers, your actual work schedule may vary from time to time. If it does, you will be notified by your supervisor. Management retains the right to reassign employees to a different shift where it is necessary for the efficient operation of the Company.

Parking

So that we will have sufficient and convenient parking for our customers, we require all of our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park your vehicle, please ask your supervisor.

For LV Installers, should you need to park offsite, Infinity Building Solutions will cover the cost of parking so long as you are in a company vehicle and it has been approved by your supervisor beforehand. If you park offsite and you are driving your personal vehicle, you are responsible for any incurred parking fees.

Personal Appearance and Behavior

We expect all employees to use good judgment in choosing dress and appearance and to present a neat, well-groomed appearance and a courteous disposition. We feel that these qualities go further than any other factor in making a favorable impression on the public and your fellow workers.

Employees should dress and present themselves in a business-like manner that reflects professional standards. Flashy, skimpy, tight-fitting, revealing, offensive and other non-business-like clothing are unacceptable. Employees who report to work in unacceptable attire may be requested to leave work and return in acceptable attire. Such time away from work will generally be without pay.

Warehouse, HVAC and Field employees should wear a vest or shirt with the company logo on it as well as hardhats with the company logo, long pants and leather work boots. Earbuds are not to be worn at anytime. This attire is subject to jobsite requirements.

Panel shop employees are required to wear long pants and closed toed work shoes. Loose fitting clothing will not be permitted. Wireless earbuds are approved for use for this position only.

Office employees should dress in business casual attire.

Employees are also expected to behave and conduct themselves in a professional manner at all times in the workplace. Unprofessional behavior in the workplace, such as inappropriate comments, jokes, gestures, printed materials, sexually related conversations, inappropriate touching of another employee (such as but not limited to kissing, hugging, massaging, sitting on laps), and any other behavior of a sexual nature is prohibited. Employees who fail to observe these standards will be subject to disciplinary action, up to and including termination.

Employees are expected to observe the Company's personal appearance and behavior policy at all times while at work.

Pets in the Workplace

At Infinity Building Solutions, people come first. It is the policy of Infinity Building Solutions to provide a safe, non-threatening and healthy work environment for all employees. With the exception of service animals for individuals with disabilities, having animals in the workplace is a privilege, not a right. Having animals in the workplace requires complete responsibility on the part of the pet owners. Pet owners are expected to recognize that not all employees or visitors like animals in the workplace, and in some cases people with allergies cannot tolerate being in close proximity to animals.

To be respectful of all workers at Infinity Building Solutions while attempting to allow Company pet owners the ability to bring animals to work, when appropriate, the following rules apply.

Pet Eligibility

Only employees who have obtained prior approval from the management are allowed to bring pets to the workplace. Pets must be well-behaved, non-aggressive, “office-broken,” and properly socialized. That means:

- House broken, even in times of excitement.
- Friendly to fellow workers, strangers and other animals in the building.
- Not protective of your work space; your pet should not growl, whine, bark or threaten people as they come in to or pass your work space.
- Certain pets, such as reptiles or exotic animals, may be prohibited due to safety or legal concerns.

Pet Owner Responsibilities

Pet owners are responsible for the behavior, supervision, and care of their pets at all times. Pets must be up to date on vaccinations, flea/tick prevention, and regular veterinary check-ups. Owners should ensure their pets are clean, well-groomed, and free of offensive odors. Owners must clean up after their pets promptly and dispose of waste in designated areas.

Workplace Rules

Pets should remain in designated pet-friendly areas and are not allowed in restricted zones, such as kitchens, dining areas, or meeting rooms unless explicitly permitted. Pets should be kept on a leash or in a carrier when moving through common areas or when interacting with employees or customers who may be uncomfortable or allergic. Excessive barking, aggression, or disruptive behavior may result in the pet being asked to leave the premises.

Pet Safety & Comfort

Owners should provide comfortable bedding or blankets for their pets to rest on. Access to food and water should be provided by owners and should not be shared with other pets or employees. In cases of extreme weather conditions, owners should ensure their pets are adequately protected and not exposed to harmful temperatures.

Liability & Insurance

Pet owners are solely responsible for any damage or injury caused by their pets. The company will not be liable for any incidents. Owners may be required to provide proof of liability insurance covering their pets.

Discretion Authority

The company reserves the right to revoke pet privileges at any time if a pet poses a risk to the safety, health, or comfort of employees, customers, or other pets. Management may establish additional rules or guidelines as necessary to ensure the well-being of employees and the smooth operation of the workplace.

Poor Performance

Employees are expected to make every effort to learn their job and to perform at a level satisfactory to the Company at all times.

Progressive Discipline

In the event of unsatisfactory conduct in the workplace, the Company's objective is to administer consistent discipline for everyone. The best disciplinary measure is one that does not have to be enforced. The display of good leadership and administration of fair supervision at all employment levels certainly reduces, but does not eliminate, the need for disciplinary measures.

Progressive Discipline means that these four steps will normally be followed to correct most problems:

1. Verbal warning
2. Written warning
3. Suspension without pay
4. Termination of employment

Unfortunately, some employee problems could be serious enough to justify bypassing the usual disciplinary steps. Those problems may result in immediate suspension, or, in more extreme situations, immediate termination.

The purpose of progressive discipline is to correct problems at an early stage to benefit both the employee and the Company.

Personal Mail

All mail which is delivered to Infinity Building Solutions, LLC is presumed to be related to our business. Mail sent to you at the Company will be opened by office personnel and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Company postage meters and letterhead may not be used for personal correspondence.

Protection of the Company's Trade Secrets and Confidential Information

As part of their employment with the Company, employees may be exposed to and/or provided with trade secrets ("Trade Secrets") and other confidential and proprietary information ("Confidential Information") of the Company relating to the operation of the Company's business and its customers (collectively referred to as "Trade Secrets/Confidential Information").

"Trade Secrets" mean information, including a formula, pattern, compilation, program, device, method, technique or process, that: (1) derives independent economic value, actual or potential, from not being generally known to the public or to other persons or entities who can obtain economic value from its disclosure or use; and (2) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. The Company's Trade Secrets are: (1) not generally known to the public or to the Company's competitors; (2) were developed or compiled at significant expense by the Company over an extended period of time; and (3) are the subject of the Company's reasonable efforts to maintain their secrecy.

"Confidential Information" means information belonging to the Company, whether reduced to writing or in a form from which such information can be obtained, translated or derived into reasonably usable form, that

has been provided to employees during their employment with the Company and/or employees have gained access to while employed by the Company and/or were developed by employees in the course of their employment with the Company, that is proprietary and confidential in nature.

As part of the consideration employees provide to the Company in exchange for their employment and continued employment with the Company is their agreement and acknowledgement that all Trade Secrets/Confidential Information developed, created or maintained by them shall remain at all times the sole property of the Company, and that if the Company's Trade Secrets/Confidential Information were disclosed to a competing business or otherwise used in an unauthorized manner, such disclosure or use would cause immediate and irreparable harm to the Company and would give a competing business an unfair business advantage against the Company.

Employees will not, except as required in the conduct of the Company's business or as authorized in writing by the Company, disclose or use during their term of employment or subsequent thereto any Trade Secrets/Confidential Information. Furthermore, all records, files, plans, documents and the like relating to the business of the Company which employees prepare, use or come in contact with shall be and shall remain the sole property of the Company and shall not be copied without written permission of the Company and shall be returned to the Company on termination or cessation of employment, or at the Company's request at any time.

Publicity

In the course of advertising, public relations or other similar conduct for business purposes, the Company may utilize media resources. The Company may use your photograph, picture, and/or voice transcription for promotion or advertising at any time without compensation.

Safety

It is our policy to promote safety on the job. The health and well-being of our employees is foremost among our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition to your supervisor. Each employee shall be instructed regarding the Company's injury prevention program. Each employee is expected to assist Infinity Building Solutions, LLC in maintaining safe working conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility. Remember: SAFETY FIRST.

Infinity Building Solutions, LLC requires any work-related injury -- including those which do not involve serious injury and those involving customers -- must be reported to your employer immediately not to exceed 24 hours of the alleged injury. It is only through full knowledge of every accident that the Company can become a safer, healthier place to work for everyone.

Searches and Inspections

In order to protect the safety and property of all of our employees, the Company reserves the right to inspect employees' lockers, desks, cabinets, briefcases, toolboxes, purses, personal computers, personal motor vehicles and any other personal belongings brought onto Company property. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

All files and records stored on Company computers are the property of the Company and may be inspected at any time. Company computers are for business purposes only and should not be used for non-work-related matters. Use of Company computers for unauthorized purposes is prohibited. Electronic mail and voice mail messages are to be used for business purposes only and are considered Company property. The Company may access its computers at any time with or without prior notice and the employee should not assume that any data stored in Company computers is confidential.

Sleeping

Everyone needs to be fully alert while on the job in order to protect the safety of all employees and to properly serve our customers. Therefore, we cannot tolerate sleeping or inattention on the job.

Smoking

Smoking is prohibited in all Company buildings and vehicles. Smoking must be confined to designated outdoor areas. Of course, smoking is prohibited in all areas where paint and flammable materials are present. As smoking in the presence of some customers and co-workers may be offensive to them, we expect that employees who choose to smoke will exercise good judgment as to when and where they smoke.

Social Media, Social Networking and Weblogs Policy

This policy governs employee use of social media, including any online tools used to share content and profiles, such as personal web pages, message boards, networks, communities, and social networking websites including, but not limited to, LinkedIn, Facebook, MySpace, Pinterest, Flickr, Twitter, Tumblr, and web blogs. The lack of explicit reference to a specific site or type of social media does not limit the application of this policy

The Company respects the rights of all employees to use social media. However, because communications by Company employees on social media could, in certain situations, negatively impact business operations, customer relations, or create legal liabilities, it is necessary for the Company to provide these guidelines. For example, there are special requirements applicable to publishing promotional content online. Promotional content is content designed to endorse, promote, sell, advertise or otherwise support a company's products or services. These guidelines are intended to address these and other similar matters.

In addition to ensuring that employee use of social media does not create any legal liabilities, these guidelines are intended to ensure employees understand the types of conduct that are prohibited. This policy will not be interpreted or applied so as to interfere with the rights of employees to discuss or share information related to their wages, hours, or other terms and conditions of employment. Employees have the right to engage in or refrain from such activities.

Employees engaging in use of social media are subject to all of the Company's policies and procedures, including, but not limited to, the Company's policies: (1) protecting certain confidential information related to the Company's operation; (2) safeguarding Company property; (3) prohibiting unlawful discrimination, harassment and retaliation; and (4) governing the use of Company computers, telephone systems, and other electronic and communication systems owned or provided by the Company.

Employees are prohibited from the following:

- Using or disclosing the Company's trade secret information or proprietary information related to products, production processes, designs, or using or disclosing documents or similar information that has been designated or marked as business sensitive, confidential/private, intellectual property or business use only. Examples of confidential information include customer information, trade secrets, non-public financial performance information and strategic business plans, and does not include information related to wages, hours and working conditions.
- Using or disclosing a client's, vendor's, partner's or supplier's trade secret information or confidential information (as defined above) related to products, production processes, designs, or using or disclosing documents or information that have been designated or

marked as business sensitive, confidential/private, intellectual property or business use only.

- Using social media to post or to display comments about co-workers, supervisors, customers, vendors, suppliers or members of management that are vulgar, obscene, physically threatening or intimidating, harassing, or otherwise constitute a violation of the Company's workplace policies against discrimination, retaliation, harassment, or hostility on account of any protected category, class, status, act or characteristic.
- Infringing on Company logos, brand names, taglines, slogans or other trademarks. Respect the laws regarding copyrights, trademarks, rights of publicity and other third-party rights.
- Posting or displaying content that is an intentional public attack on the quality of the Company's products and/or services in a manner that a reasonable person would perceive as calculated to harm the Company's business and is unrelated to any employee concern involving wages, hours, or other terms and conditions of employment.
- Unless authorized and approved by the Company, disclosing or publishing any promotional content, as defined above, about the Company or its products. If content regarding a Company product or service could be relied on by the public or customers, employees should indicate that their views are their own and do not reflect the views of the Company.
- Engaging in activities that involve the use of social media that violate other established Company policies or procedures.
- Using social media while on work time, which is the time employees are engaged in work, unless it is being done for Company business and with the authorization of the Company.
- Posting a photograph of a supervisor, manager, vendor, supplier, or customer without that individual's express permission.

Violations of this policy may result in disciplinary action up to and including termination. If you have any questions about this policy, contact your immediate supervisor of Infinity Building Solutions, LLC.

Employees may not use employer-owned equipment, including computers, Company-licensed software or other electronic equipment, nor facilities nor Company time, to conduct personal blogging or social networking activities.

Employees should know that the Company has the right to and will monitor the use of its computer, telephone, and other equipment and systems, as well as any publicly accessible social media. Employees should expect that any information created, transmitted, downloaded, exchanged or discussed on publicly accessible online social media may be accessed by the Company at any time without prior notice. This is particularly true in cases involving the use of Company equipment or systems.

Social media account ownership: To the extent an employee is authorized as part of his/her job duties to use social media account(s) to advance the employer's interests, the employer, not the employee, owns the account(s) and employees are required to return all logins and passwords for such accounts at the end of employment.

Solicitation - Distribution Policy

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Infinity Building Solutions, LLC has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on Infinity Building Solutions, LLC property or use company facilities, such as e-mail, voicemail or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs or organizations.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time.

Nonemployees may not make solicitations or distribute literature at any time.

Infinity Building Solutions, LLC may grant limited exemptions from these rules for charitable purposes at its discretion.

Theft

Theft of any kind is strictly prohibited. To protect you, your co-workers and Infinity Building Solutions, LLC, we reserve the right to inspect all purses, briefcases, packages, lockers and vehicles on the Company's property. If you must remove Company property from the premises, you must obtain written permission in advance from your supervisor.

Time Keeping Procedures

You should punch in and out for every shift through use of the time and labor app. If you are unable to clock in and out using the app you must notify your supervisor within one (1) business day following the missed punch shift.

Travel and Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Infinity Building Solutions, LLC business. Infinity Building Solutions will cover the cost of lodging expenses. If any meal expenses occur, the employee is expected to pay up front and then will be reimbursed by Infinity Building Solutions, LLC as follows:

- \$10 per day for breakfast
- \$15 per day for lunch
- \$20 per day for dinner

You are not permitted to combine meal reimbursement expenses. For example, if you choose to skip breakfast on that given day, you cannot combine that amount to increase your lunch or dinner expense. In order for reimbursement, a valid itemized receipt must be provided before payroll is submitted for that week.

Unauthorized Interviews

Employees should not speak to the media on the Company's behalf without contacting your immediate supervisor of Infinity Building Solutions, LLC. All media inquiries should be directed to them.

Work From Home Policy

Infinity Building Solutions may offer a remote work environment for eligible employees. Employees who work remotely are still required to work their regular shift. If there is any technical difficulty, the employee must notify management as soon as possible. The employee may be required to work from a different location for the remainder of the day if the issues are not resolved in a timely manner or request time off. Working remotely may not adversely affect the employees productivity, or the progress of individual or team assignments. Any abuse of this policy could result in immediate disciplinary action up to and including termination.

It is not possible to identify every type of inappropriate behavior or abuse of the company's "working remotely" policy, however, the following rules must be followed:

- Employees should be available for phone calls, meetings, and have the ability at any time when requested by management or clients during core working hours. Core working hours are between 8:00 am and 5:00 pm and all employees must be online. Hours worked outside of those hours is "flex time" for employees.
- The priority is to complete the client's work.
- Employee's work environment must allow for employee's full attention and not have background noises or distractions that will interfere with the ability to complete assigned work or communicate with others.
- Internal and External service levels, along with performance standards, must always be maintained or improved.
- All calls and emails must be responded to within an appropriate time frame.
- Ensure in cases where power or internet outages occur to report to a proper location to continue working.

Flex Time

Flex Time allows for an employee to modify the start/end time of their workday to accommodate other scheduling needs, however, all flex-schedules must be preapproved by management.

Workplace Violence Policy

Infinity Building Solutions, LLC has a zero tolerance for violent acts or threats of violence against our employees, applicants, customers or vendors.

We do not allow fighting, threatening words or conduct. Weapons of any kind are strictly prohibited and not permitted on Company premises.

No employee should commit or threaten to commit any violent act against a co-worker, applicant, customer or vendor. This includes discussions of the use of dangerous weapons, even in a joking manner.

Any employee who is subjected to or threatened with violence by a co-worker, customer or vendor, or is aware of another individual who has been subjected to or threatened with violence, is to report this information to your immediate supervisor of Infinity Building Solutions, LLC as soon as possible.

All threats should be taken seriously. Please bring all threats to our attention so that we can deal with them appropriately.

All threats will be thoroughly investigated, and all complaints which are reported to management will be treated with as much confidentiality as possible.

CHANGES IN STATUS

Changes In Personnel Records

To keep your personnel records up to date, to ensure that the Company has the ability to contact you, and to ensure that the appropriate benefits are available to you, employees are expected to notify the Company promptly of any change of name, address, phone number, number of dependents, or other applicable information.

Outside Inquiries Concerning Employees

All inquiries concerning employees from outside sources should be directed to your immediate supervisor of Infinity Building Solutions, LLC. No information should be given regarding any employee by any other employee or manager to an outside source.

Notice of Resignation

In the event you choose to resign from your position, we ask that you give us at least two weeks' written notice. You are responsible for returning Company property in your possession or for which you are responsible.

Exit Interview

Any employee leaving Infinity Building Solutions, LLC may be required to attend an exit interview conducted by the employee's supervisor or your immediate supervisor of Infinity Building Solutions, LLC. The purpose of the interview is to determine the reasons for termination and to resolve any questions of compensation, Company property or other matters related to the termination.

To Sum It All Up

This handbook highlights your opportunities and responsibilities at Infinity Building Solutions, LLC. It is a guide to your bright future here. By always keeping the contents of the handbook in mind, you should be successful and happy in your work at Infinity Building Solutions, LLC. Once again, welcome to Infinity Building Solutions, LLC, and we look forward to working with you.

FLORIDA ADDENDUM

This addendum is applicable only to employees working in the state of Florida and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Infinity Building Solutions, LLC Employee Handbook. Together, the Employee Handbook and the Florida Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company's current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Florida Addendum, please do not hesitate to discuss your questions with your immediate supervisor of Infinity Building Solutions, LLC.

Domestic Violence Leave

The Company shall permit an employee to request and take up to 3 working days of leave from work in any 12-month period if the employee or a family or household member of an employee is the victim of domestic violence or sexual violence. This leave may be with or without pay, at the discretion of the employer.

Military Leave

In addition to the leave and benefits provided under federal law, the Company provides unpaid leave to employees who are duly qualified members of the Florida National Guard when such employees are called to authorized training or duty by the proper authority.

Voting Leave

Florida law does not require an employer to allow employees time off, paid or unpaid, to vote. Florida law prohibits an employer from firing or threatening to fire any employee for voting or not voting in an election, for a particular candidate, or for a specific ballot measure. Employees who need time off to vote should notify your immediate supervisor of Infinity Building Solutions, LLC prior to election day, and the Company requires such employees to submit proof of voting.

Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to your immediate supervisor of Infinity Building Solutions, LLC.

GEORGIA ADDENDUM

Introduction

This addendum is applicable only to employees working in the state of Georgia and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Infinity Building Solutions, LLC Employee Handbook. Together, the Employee Handbook and the Georgia Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company's current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Georgia Addendum, please do not hesitate to discuss your questions with your immediate supervisor at Infinity Building Solutions, LLC.

Georgia Policies

Voting Leave

The Company provides reasonable and necessary unpaid leave, up to two (2) hours, to eligible employees to vote in any municipal, county, state or federal election, general primary or special primary. Employees are eligible for leave under this policy if their work schedule does not provide at least two (2) consecutive hours either before or after their shift when the polls are open. Employees who will need a leave of absence to vote should notify your immediate supervisor at Infinity Building Solutions, LLC prior to the day of election. The Company may specify the period, during which the polls are open, for employees to leave work to vote.

Jury Duty

Georgia law makes it illegal for an employer to discharge, discipline, or otherwise penalize an employee for taking leave for the purposes of attending a judicial proceeding in response to a subpoena, summons for jury duty, or other court order.

If you receive a call to jury duty, please notify your supervisor immediately and give a copy of your jury duty summons to your supervisor so that he or she may plan the department's work with as little disruption as possible.

Except as otherwise required by county or city ordinances, employees required to appear for jury duty will be paid their regular compensation, less any fees received for jury duty service. Employees should provide a copy of the court payment records.

Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and report to work if requested.

Court Attendance and Witness Leave

The Company provides unpaid leave to employees who receive a subpoena or summons to attend court proceedings. If you receive a subpoena or summons to appear in court, please notify your immediate

supervisor at Infinity Building Solutions, LLC immediately so that the Company may plan the department's work with as little disruption as possible.

Employment of Minors

No minor under 16 years of age shall be employed by or permitted to work in or about any mill, factory, laundry, manufacturing establishment, or workshop nor in any occupation which has been designated as hazardous. Nor shall any minor under the age of 16 years be employed or permitted to work at any occupation or in any position which the Commissioner of Labor may declare by regulation dangerous to life and limb or injurious to the health or morals of such minor. Except as otherwise provided in this chapter, no minor under 16 years of age shall be permitted to work for any person, firm, or corporation between the hours of 9:00 P.M. and 6:00 A.M. No minor under 16 years of age shall be employed or permitted to work in any gainful occupation covered by this chapter for more than four hours on any day in which the school attended by said minor is in session, more than eight hours on days other than school days, or more than 40 hours in any one week.

No minor under 12 years of age shall be employed or permitted to work in any gainful occupation at any time, provided that this Code section shall not be construed to apply to employment of a minor in agriculture, domestic service in private homes, or any specific employment permitted by this chapter or to employment by a parent or a person standing in the place of a parent.

Lactation Breaks

The breastfeeding of a baby is an important and basic act of nurture which should be encouraged in the interests of maternal and child health. A mother may breastfeed her baby in any location where the mother and baby are otherwise authorized to be.

An employer shall provide break time of a reasonable duration to an employee who desires to express breast milk at the worksite during work hours. Any break time provided for breastfeeding shall be paid at the employee's regular rate of compensation. If the employee is paid on a salary basis, the employer shall neither require the salaried employee to use paid leave during any break time nor reduce the employee's salary as a result of the salaried employee taking a break to express breast milk during the workday. The employer shall provide a private location, other than a restroom, where such employee can express breast milk in privacy at the worksite.

An employer that employs fewer than 50 employees shall not be subject to any requirement of this policy that would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.

Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating company machinery, equipment or vehicles for work-related purposes or while engaged in company business off premises is forbidden except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

Employees who are aware of violations or threats of violation of this policy are required to report such violations or threats of violations to your immediate supervisor at Infinity Building Solutions, LLC immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

NORTH CAROLINA HANDBOOK ADDENDUM

Introduction

This addendum is applicable only to employees working in the state of North Carolina and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Infinity Building Solutions, LLC Employee Handbook. Together, the Employee Handbook and the North Carolina Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company's current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the North Carolina Addendum, please do not hesitate to discuss your questions with your immediate supervisor at Infinity Building Solutions, LLC.

North Carolina Policies

Equal Employment Opportunity

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with North Carolina law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to ancestry; sickle-cell trait; hemoglobin C-trait; off-duty, lawful use of lawful products, including tobacco and alcohol; genetic information, including requests for genetic testing or genetic counseling services; or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Unlawful Harassment

In addition to the protected statuses listed in the Company Employee Handbook, and in accordance with North Carolina law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on ancestry; off-duty, lawful use of lawful products, including tobacco and alcohol; or any other protected status in accordance with applicable federal, state, and local laws.

Unpaid Parental Leave for School Involvement

The Company provides up to four (4) hours of unpaid leave per calendar year to any employee who is a parent, guardian, or person standing in the place of a parent of a school-aged child so that the employee may attend or otherwise be involved at that child's school. Such leave is available for employees with children enrolled in grade school instruction, preschool or childcare facilities. The leave shall be taken at a mutually agreed upon time. The eligible employee must provide the Company with a written request for the leave at least 48 hours before the time desired for the leave. The Company may require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave. Employees who request and take leave under this policy, for purposes not listed in this policy, will be subject to discipline, up to and including termination.

For more information regarding this leave, see your immediate supervisor at Infinity Building Solutions, LLC.

Parental Compliance with Juvenile Court Orders

To the extent required by law, the Company provides reasonable and necessary unpaid leave to employees whose child is under the jurisdiction of the juvenile courts. This includes leave to comply with a court order requiring the parent to attend a court appearance, a parental responsibility class, or the child's medical, surgical, psychiatric, or psychological evaluation or treatment. The company will not discharge, demote, or deny a promotion or other benefit of employment to any employee because the employee complies to these court orders.

To request leave under this policy, the employee must provide Your immediate supervisor with advance notice of the leave. If advance notice is not possible, your immediate supervisor may require documentation of any emergency that prevented the employee from complying in advance with the Company's usual time off policy or procedure. For more information regarding this leave, see Your immediate supervisor.

Domestic Violence and Crime Victim Leave

To the extent required by law, the Company provides reasonable and necessary unpaid leave to employees who are victims of domestic violence or are seeking to pursue protective or civil no contact orders to protect them against non-consensual sexual contact and stalking as defined by state law.

For the purposes of this policy, domestic violence includes situations when an employee or a minor child residing with, or in the custody of, the employee is subject to actual or threatened physical harm, including sexual offenses, by a current or former spouse, a person of the opposite sex who lives with (or lived with) the employee, a parent, a party who stands *in loco parentis* to the minor child, a grandparent, a person who has a child in common with the employee, a current or former household member, or a person of the opposite sex who is in a dating relationship with the employee, or when an employee is a victim of stalking as defined by N.C.G.S. § 14-277.3.

To request leave under this policy, the employee must provide Your immediate supervisor with advance notice of the leave. If advance notice is not possible, Your immediate supervisor may require documentation of any emergency that prevented the employee from complying in advance with the Company's usual time off policy or procedure. For more information regarding this leave, see your immediate supervisor at Infinity Building Solutions, LLC.

Disaster Response Leave

The Company provides reasonable and necessary unpaid leave to employees who serve as members of a volunteer fire department, rescue squad, or emergency medical service agency and who are called into service after the Governor or General Assembly proclaims a state of disaster.

The Company reserves the right to limit the amount of leave if the employee's services are required to address an on-going emergency or disaster relief activities within the company.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused PTO time. In order to use paid leave, an eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

When returning from leave under this policy, employees should provide appropriate documentation from the Director of the Division of Emergency Management or the head of the local emergency management agency confirming the employee's service in a response to a disaster.

SOUTH CAROLINA ADDENDUM

Introduction

This addendum is applicable only to employees working in the state of South Carolina and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Infinity Building Solutions, LLC's Employee Handbook. Together, the Employee Handbook and the South Carolina Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company's current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the South Carolina Addendum, please do not hesitate to discuss your questions with your immediate supervisor of Infinity Building Solutions, LLC.

South Carolina Policies

Equal Employment Opportunity

In addition to the protected statuses listed in the Infinity Building Solutions, LLC Employee Handbook, and in accordance with the South Carolina law, the company is committed to providing equal employment opportunities to all employees and applicants without regard to race; color; religion; sex; pregnancy, or any illness arising out of and occurring during the course of pregnancy, childbirth, or related medical conditions; national origin; disability; age, military status; ancestry; or any other protected status in accordance with applicable federal, state, and local laws.

Employees will be free from discrimination for medical needs arising from pregnancy, childbirth, or related medical conditions. Infinity Building Solutions, LLC will not take adverse action against an employee in the terms, conditions, or privileges of employment for requesting or using a reasonable accommodation to the known limitations for medical needs arising from pregnancy, childbirth, or related medical conditions.

Bone Marrow/Organ Donation Leave

Infinity Building Solutions, LLC provides a paid leave of absence for eligible employees to undergo a medical procedure to donate bone marrow. Eligible employees include those that work 20 or more hours a week. The combined length of the leaves shall be determined by the employee, but may not exceed forty (40) hours, unless agreed to by Infinity Building Solutions, LLC. Infinity Building Solutions, LLC may require verification by a physician of the purpose and length of each leave requested by the employee to donate bone marrow.

Military Leave

In addition to the leave and benefits provided under federal law, and in accordance with South Carolina law, employees who are members of the South Carolina state National Guard, reserves, or a state organized militia will be provided with time off for active service, drills, or training and will be reinstated in accordance with applicable state and federal law. You are expected to notify Infinity Building Solutions, LLC of upcoming military duty by providing your supervisor with a copy of your orders as soon as possible. Except as otherwise required under applicable state or federal law, time off under this policy will be unpaid.

Notice of Wage Reduction

The Company will provide an employee a written notice within seven (7) days of any wage reduction.

Notice Requirements

At the time of hire, the Company will provide each employee in writing with their normal hours, wages agreed upon, the time and place of payment, and the deductions that will be made from the wages, including payments to insurance programs.

Infinity Building Solutions, LLC can satisfy this notification requirement by posting the terms conspicuously at or near the employee's place of work. Infinity Building Solutions, LLC will provide an employee at least seven (7) days' notice of any changes in the above listed terms, except for wage increases.

Payment upon Separation from Employment

Infinity Building Solutions, LLC will pay an employee who is discharged from employment, (fired, discharged, terminated, or laid off) no matter the reason, all wages within 48 hours of the separation or the next regular payday which may not exceed thirty (30) days.

Pregnancy Accommodation

Infinity Building Solutions, LLC will provide reasonable accommodations for pregnancy, childbirth, and/or a related medical condition. Under the South Carolina Pregnancy Accommodations Act, the following requirements will be observed:

An employee shall not be required to take leave from work if another reasonable accommodation can be provided; Infinity Building Solutions, LLC and employee shall engage in a timely, good faith, and interactive process to determine effective reasonable accommodations; and Infinity Building Solutions, LLC has a policy to provide, a similar accommodation to other classes of employees, then a rebuttable presumption is created that the accommodation does not impose an undue hardship on the employer.

Examples of what may constitute a reasonable accommodation includes, but is not limited to:

- more frequent or longer breaks;
- time off to recover from childbirth;
- acquisition or modification of equipment;
- appropriate seating;
- temporary transfer to a less strenuous or less hazardous position;
- job restructuring;
- light duty;
- modified work schedule; and
- private space that is not a bathroom for expressing breast milk.

Volunteer Firefighter/ MS Leave

Infinity Building Solutions, LLC provides unpaid time off for employees who serve as volunteer firefighters or providers of emergency medical services to respond to an emergency. To be eligible for leave under this policy, employees must provide written notification to Infinity Building Solutions, LLC no later than thirty (30) days after being certified as a volunteer firefighter or volunteer emergency services provider. Employees must make reasonable efforts to notify their supervisors as soon as possible when they know they will be

late to work or absent from work due to being dispatched to an emergency. Additionally, following an absence under this policy, employees must provide appropriate written documentation that confirms the date(s) and time(s) of their absence from the Chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization.

TENNESSEE ADDENDUM

Introduction

This addendum is applicable only to employees working in the state of Tennessee and only amends those provisions that are specifically addressed below. Regarding the amended provisions, in the event of any conflict between the Employee Handbook and this Addendum, this Addendum shall control. Except as set forth herein, the Employee Handbook is not modified by this Addendum.

This state addendum is to be read in connection with Infinity Building Solutions, LLC's Employee Handbook. Together, the Employee Handbook and the Texas Addendum will provide you with important information about your employment with the Company and serve as a guide to the Company's current policies, practices, and procedures. If you have questions as you review the Employee Handbook or the Texas Addendum, please do not hesitate to discuss your questions with your immediate supervisor of Infinity Building Solutions, LLC.

Tennessee Policies

Equal Employment Opportunity

In addition to the protected statuses listed in the Handbook, and in accordance with Tennessee law, the Company is committed to providing equal employment opportunities to all employees and applicants without regard to religious creed, National Guard membership, off-duty tobacco use, or any other protected status in accordance with applicable federal, state, and local laws.

Policy Against Harassment

In addition to the protected statuses listed in the Handbook, and in accordance with Tennessee law, the Company strictly prohibits all forms of unlawful harassment, which includes harassment based on religious creed, National Guard membership, off-duty tobacco use, or any other protected status in accordance with applicable federal, state, and local laws.

Meal Periods

Except for certain exempt employees, all employees who work six (6) or more hours in a day are required to take a thirty (30) minute duty-free meal period. Employees are completely relieved of their job responsibilities during their meal periods. For this reason, employees must clock in and out for their meal periods or record the beginning and ending time of the meal period on their timesheet every day. Employees may be required to sign a certification providing, among other things, that they have taken all of their daily meal periods during the pertinent pay period.

Civic Duty

Jury Duty Leave: If you receive a call to jury duty, please notify your supervisor immediately and give him/her a copy of your jury duty summons so that s/he may plan the department's work with as little disruption as possible.

Except as otherwise required by county or city ordinances, employees who have completed at least 6 months of employment and who are required to appear for jury duty on a regularly scheduled workday will be paid the difference between their regular pay and the total amount received for jury service.

Voting Leave: The Company provides employees with the opportunity to vote in any state or federal election. Employees whose work schedule does not provide at least three consecutive hours during which the polls are open to vote will be provided up to three (3) hours of time off without loss of pay to vote. Employees requesting leave under this policy should provide notice to their supervisor by no later than noon (12:00 p.m.) the day before an election day.

Voting Machine Technician Leave: The Company provides unpaid leave to full-time employees who are appointed by a county election commission as a voting machine technician for the day or days when they are required to attend to voting technician duties. Employees requesting leave under this policy should provide advanced notice, including appropriate documentation in support of their request, including dates of the required service.

Civil Air Patrol Leave

Employees who serve as a member of the Tennessee Army and Air National Guard on active duty or the Tennessee State Guard or Civil Air Patrol, and who are called to duty or training will be provided with unpaid leave to comply with such orders. Employees must give as much notice as possible of the need for leave. It is your duty to keep your supervisor informed should the time for leave change. Employees may be required to provide certification of eligibility for the requested leave. While on leave, employees will not suffer loss of time, pay not specifically related to the leave of absence, regular leave, vacation, or impairment of efficiency rating.

Volunteer Firefighter Leave

The Company provides reasonable and necessary unpaid leave to employees who are active volunteer firefighters to respond to fire calls during regular hours of employment. Additionally, employees who are active volunteer firefighters and who worked for more than four (4) hours the prior day or night as a volunteer firefighter in an emergency may be permitted to take off the next scheduled work period within twelve (12) hours following such emergency as a vacation day or sick leave day without the loss of pay. If the employee is not entitled to a vacation day or sick leave day, then the employee may be permitted to take off such work period without pay.

Employees must notify their supervisor as soon as possible of the need to respond to a fire call.

The Company may require employees to submit a written statement from the chief of the volunteer fire department verifying that the time off was used to respond to a fire or serve in an on-call capacity.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

Volunteer Rescue Squad Leave

The Company provides reasonable and necessary unpaid leave to employees who serve as volunteer rescue squad workers to respond to a qualified emergency.

An employee must make reasonable efforts to notify the Company of the need for leave to respond to a qualified emergency prior to their scheduled shift. The Company may require any employee taking leave under this policy, upon return from leave, to provide a copy of the incident report and certification by the supervisor or acting supervisor of the rescue squad confirming that the employee was actively engaged and necessary for the emergency response. The report should set forth the date, time, and nature of the emergency.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must comply with the Company's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Company machinery, equipment or vehicles for work-related purposes or while engaged in Company business off premises is forbidden, except where expressly authorized by the Company and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. This policy does not apply to firearms stored in the employee's locked motor vehicle.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to your supervisor immediately. Violations of this policy may result in disciplinary action, up to and including discharge.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND AT-WILL AGREEMENT

By signing below, I acknowledge that I have received my copy of the Infinity Building Solutions, LLC Handbook and that I will familiarize myself with its contents.

1. I understand that this Handbook represents the current policies, regulations, and benefits, and that except for employment at-will status, any and all policies or practices can be changed at any time, although only changes in writing issued by an authorized representative are binding on Infinity Building Solutions, LLC and/or GMS. Infinity Building Solutions, LLC retains the right to add, change, or delete wages, benefits, policies, and all other working conditions at any time. However, the policy of "at-will employment" (Paragraph 2) may only be changed, altered, revised or modified through a written agreement signed by myself, an authorized representative of Infinity Building Solutions, LLC, and GMS.

2. I further understand that nothing in the Employee Handbook creates or is intended to create a promise or representation of continued employment. I understand that my employment, position and compensation with Infinity Building Solutions, LLC are at will, and may be changed or terminated at the will of Infinity Building Solutions, LLC. I understand that I have the right to terminate my employment with Infinity Building Solutions, LLC at any time, with or without cause or advance notice, and Infinity Building Solutions, LLC has the same right. I also understand that my at-will employment status may not be changed except in writing signed by me and the your immediate supervisor of Infinity Building Solutions, LLC. Similarly, my relationship with GMS is "at-will," it may be terminated by me or GMS with or without cause or advance notice, and only a written agreement between me and GMS can change this at-will status. This document supersedes all prior agreements, understandings, and representations (whether written or oral) concerning my relationship with Infinity Building Solutions, LLC and GMS.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS. DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

EMPLOYEE SIGNATURE

NAME (PRINT)

DATE

[RETAIN IN EMPLOYEE PERSONNEL FILE]