

Standard Meter Lab., Inc. Company Handbook

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1. INTRODUCTION

A message from our President

Welcome Aboard!

Since the early 1970s, Standard Meter Lab, Inc. has been a place where electrical contractors, OEM manufacturers, and even the occasional home hobbyist could come and feel confident that one of our friendly staff members would provide a professional and well-educated solution to their problem. Our founder, Robert J. Smith Sr., believes in these basic principles; providing superior quality and unmatched service to our customers. When we delight and exceed expectations, we the Company benefit from returning customers that seek Standard Meter Lab's superior quality and customer service.

As you integrate into our company, you will come to recognize that you are now part of something quite extraordinary, a valued member of the Standard Meter Lab, Inc. team. You may ask yourself what sets our organization apart from our competitors? The answer is YOU and all the other members of our team. That is why we are devoted to aggressively building our front-line employees and their capabilities. In the end it will be these abilities that delight our customers and will help us to continue growing and gaining market share in this industry.

Thank you for choosing to join our mission to make Standard Meter Lab, Inc., the organization that comes to mind when customers think about calibration or have new equipment needs.

Nancy Smith,
President
Standard Meter Lab., Inc.



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REFERENCE INFORMATION

“Standard Meter Lab”, “SML” and “the Company” are used throughout this Handbook and refer to Standard Meter Lab, Inc. You will also frequently see the term “Employee” referred to in this handbook. This term refers to employees of Standard Meter Lab., Inc.

“Human Resources” refers to the department or employee assigned the responsibility for monitoring employee-related activities, benefits, and programs to ensure adherence to company policy guidelines and governmental regulations, consistency throughout the company and to ensure that each employee has a resource outside of their specific work area. This department is responsible for preparing this Employee Handbook and can answer any questions you may have.

AT-WILL EMPLOYMENT

Your employment with the Company is by mutual consent and is not for the specified term. The term “At-Will Employment” means that either the Employee or Standard Meter Lab may terminate the employment relationship at any time, and for any reason, with or without cause and with or without advanced notice. Compliance with the policies and procedures is set forth within the Handbook and within various Standard Meter Lab guidelines. The Standard Operating Procedures has no guarantee of continued employment, nor does it imply the existence of a contract. We expect excellent performance from all our employees. This includes not only the competent performance of technical skills and compliance with SML’s policies, but also a commitment to constant personal and professional growth and improvement. Above all, each employee must demonstrate a commitment to customer relations and go above and beyond to provide exceptional service as well as building a respectful workplace for fellow employees.

By accepting and continuing employment with the Company, you agree to abide by the policies and procedures stated in the Handbook, on your employment application, and if a revision or revisions is set forth within these documents. You are further acknowledging that your employment is “At-Will” and that you are accepting these terms of employment. The Employee will not rely upon any statements or representations not specifically contained within those publications. No section of this Handbook, nor any document or statement can change this “At-Will” employment policy. An agreement to the contrary cannot be made with the Employee unless it is in writing and signed by the President and CEO of the Company.

DISPUTE RESOLUTION

Disputes can usually be resolved. In the event a dispute occurs, you are encouraged to discuss it with your immediate supervisor or manager. Our goal is to solve employment issues, disputes, and problems immediately, with the least amount of conflict and workplace disruption, but with respect and consideration for all employees involved. If you do not feel comfortable talking with your manager, you may contact Human Resources.

2. EMPLOYMENT AND TERMINATION

The Company is committed to providing a productive workplace environment and setting practical employment policy guidelines that will enable all employees to have a positive experience. If you have any questions, we encourage you to discuss them with your manager or Human Resources.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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It is the policy of the Company that employment decisions will be based on merit, qualifications, and competence. Employment and pre-employment practices shall not be influenced or affected by virtue of an applicant or employee's race, color, religion/creed, sex, gender, national origin/ancestry, age, marital status, medical condition, physical or mental impairment or disability, actual or perceived sexual orientation, military/uniformed service or any other characteristic protected by law, except where required or permitted by law.

Any communication, publication or action that would tend to single out any class of individuals, and which would tend to be offensive to such individuals or the public, will not be tolerated. Each employee must recognize and be sensitive to the concerns of others and must not deliberately attempt to compromise or insult another's character or pride. Treat each customer and each fellow employee with the same courtesy, dignity, and respect with which you would like to be treated and do your best to be aware of others' sensitivities and concerns.

If you believe you have been subjected to any form of unlawful discrimination, provide your manager or Human Resources with a written or verbal complaint with specific details including the names of the individuals involved and any witnesses. We will immediately conduct a thorough and objective investigation to resolve the situation. If we determine that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. The company will not retaliate against you for filing a complaint and will not tolerate or knowingly permit retaliation by management or your co-workers.

FITNESS FOR DUTY

The company is committed to ensuring that all employees are physically and mentally qualified and able to handle their job responsibilities. To support this commitment, offers of employment (external and internal) may be contingent upon the successful completion of pre-employment and criminal background screening. Refer to your job description of the physical requirements of the position.

POLICY AGAINST HARASSMENT

We are committed to providing a work environment that is free of unlawful discrimination and harassment. In keeping with this commitment, we maintain a strict policy prohibiting sexual harassment and any other unlawful harassment based on race, color, religion/creed, national origin/ancestry, age, marital status, medical condition, physical or mental disability, actual or perceived sexual orientation, military/uniformed service or any other characteristic protected by law.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where:

1. submission to such conduct is made an explicit or implicit term or condition of employment
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

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

PROHIBITED HARASSMENT CONDUCT

The following are examples to illustrate some of the conduct that violates our workplace policy:

- **Physical:** Assaults of a sexual and/or aggressive nature (e.g., rape, battery, molestation, unwanted touching, blocking normal movement, etc.)
- **Verbal:** Unwanted sexual advances, propositions or other sexual or discriminatory comments based on any protected basis (e.g., sexually oriented gestures, comments, jokes, threats, slurs, promises of preferential treatment, etc.)
- **Visual:** Sexual or discriminatory displays or publications in the workplace (e.g., pictures, cartoons, calendars, gestures, objects, electronically accessed material, etc.) based on any protected basis
- **Retaliation:** Any retaliation for reporting or threatening to report sexual harassment or any other unlawful harassment/discrimination (e.g., disciplining, changing work assignments, refusing to cooperate, etc.)

COMPLAINT PROCEDURE

If you believe that you or one of your colleagues have been harassed by another colleague, manager, vendor, customer, or agent of the company, you should promptly report the incident to your manager, any other manager and to Human Resources. This written or verbal complaint should include specific details including the names of the individuals involved and any witnesses. Managers will refer all harassment complaints to Human Resources immediately. The company will immediately conduct a thorough and objective investigation of the alleged harassment. If it is determined that unlawful harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense, up to and including termination. Human Resources will advise all parties concerned on the results of the investigation. Appropriate action will also be taken to deter any future harassment. The company will not retaliate against you for filing a complaint and will not tolerate or knowingly permit retaliation by management or your co-workers.

If you have any questions about this policy against harassment or the procedure for filing complaints, please contact Human Resources.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

It is the policy of the company to comply with federal and state laws concerning the employment of individuals with disabilities. Accordingly, it is the company's policy to consider reasonable accommodations of qualified individuals who have a disability with respect to selection and hiring, advancement, termination, compensation, training, or other terms and conditions of employment.

To ensure that an individual is qualified for hire and capable of performing the job's essential functions, all offers of employment are subject to review. Please refer to your job description for the physical requirements of the job. An individual who cannot be reasonably accommodated in that job, without undue hardship, will

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not be selected for the position. Employees who have or develop a physical or medical condition that poses a direct threat to the health or safety of themselves or others in the workplace will be placed on leave of

absence. Human Resources, in consultation with the appropriate medical professional and the employee's manager, will determine any reasonable accommodation, safety, and undue hardship.

VIOLENCE-FREE WORKPLACE

Standard Meter Lab is committed to providing a workplace that is free from the acts of violence or threats of violence. In keeping with this commitment, we have established a policy providing "Zero Tolerance" for actual or threatened violence against co-workers, customers or any other persons who are either on the premises or have contact with employees in the course of their duties. Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment. Security and safety in the workplace are every employee's responsibility. It is therefore essential that every employee understands the importance of workplace safety and security. Every verbal or physical threat of violence must be treated seriously and reported immediately to a Standard Meter Lab Manager and to Human Resources. These people will be responsible for investigating quickly and thoroughly and initiate appropriate corrective action.

Examples of prohibited workplace conduct include, but are not limited to:

- Possessing, brandishing, or using a weapon
- Injuring or threatening to injure another person physically
- Engaging in behavior that creates a reasonable fear of injury in another person
- Intentionally damaging or threatening to damage property

In the event of an imminent act of violence or threat of violence, contact law enforcement authorities by dialing 911.

THEFT-FREE WORKPLACE

Standard Meter Lab has a commitment to providing a theft-free workplace and as such, will not tolerate acts of theft committed by, or against, our employees. Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment.

EMPLOYMENT CLASSIFICATIONS

The employment classifications outlined below define parameters which grant employees a certain level of benefits. You should refer to the employee benefits section of this handbook for specific benefit eligibility and details.

Exempt Salary Employee

Employees classified as Exempt are not subject to the overtime pay, meal period, or rest break requirements of the California Labor Code and Industrial Welfare Commission (IWC) Wage Orders. To be classified as exempt at Standard Meter Lab., Inc. (SML), an employee must satisfy both the Salary Basis Test and the Duties Test as defined by state law.

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Regular Full-Time Employees:

Upon the completion of their probationary period, employees who regularly work between 35 to 40 hours per week will be eligible for benefits as defined by each plan.

Regular Part-Time Employees:

Employees who regularly work less than 35 hours per week (1819 hours or less per year) are not eligible for employee benefits.

An employee who moves from one classification to another when he or she fills a new position carries with him or her that classification. At that time, the employee will then be given all the benefits afforded to that classification.

Example:

If a part-time employee is promoted to a position that requires 35 or more hours per week, he/she will be afforded the benefits of a regular full-time employee after meeting the applicable 90-day reclassification period.

ADVANCEMENT OPPORTUNITIES

We are interested in providing an opportunity for your advancement within the company. Employees with the required knowledge, skill, ability, and interest will be given an opportunity for advancement whenever possible, assuming they have been in their current position at least six months. It is our intention to advertise job vacancies internally (either within the department or within the company) to encourage qualified and interested employees to submit their applications for consideration with other qualified external candidates. It is the desire of the company to fill open positions with the best candidate available. If you are interested in a job opening, you are encouraged to inform your manager and officially submit your application by contacting the appropriate individual as directed by the post. Your manager will make the necessary arrangements to schedule time off for interview purposes.

Management/Supervisory positions will require the candidate to successfully pass a background investigation and a drug test.

Internal employee promotions will not be valid until you have passed these requirements. After successful completion of these requirements your promotion will start at the beginning of the next pay period. If you fail your drug test, you will be subject to termination. A re-test will be required if your drug test is considered "diluted or inconclusive". Failure to retest will result in voluntary termination. If you do not pass your background investigation, you will not be granted a promotion.

EMPLOYMENT TERMINATION

Termination from employment is an inevitable part of personnel activity in any organization. Below are examples of some of the most common circumstances under which employment is separated:

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Voluntary Resignation:

Voluntary resignation is initiated by an employee who chooses to leave the company. Because employment is at-will, employees may resign at any time without notice. However, employees are encouraged to give at least two weeks' written notice of intention to leave to minimize disruption to the company's operations.

Standard Meter Lab reserves the right to release you from your employment prior to the end date of your notice. You will be paid through your "actual" last day worked, not the end date of your notice.

Involuntary Resignation/Lay-Off:

Involuntary resignation or lay-offs are initiated by the company for reasons relating to staffing, seasonality of work, economic or reorganization conditions, etc.

Retirement:

Voluntary employment termination initiated by the employee as defined by specific benefit programs (check with Human Resources for details regarding age and length of service). Employees should give as much advanced notice of intention to retire as soon as possible.

Termination:

Involuntary employment termination initiated by the company.

CONCLUSION

Your manager or Human Resources will generally schedule exit interviews or send an exit interview survey to your home for voluntarily terminating employees, affording an opportunity to discuss employee relations issues. Suggestions and comments will also be encouraged. Benefit program status and materials will be provided separately. The return of company-owned property such as keys, laptops, etc. should be handled directly with Human Resources.

CORPORATE COMPLIANCE POLICY AND CODE OF CONDUCT

Standard Meter Lab is firmly committed to complying with its legal and ethical obligations under all state and federal laws. As a result, we expect all employees, at every level with the Company, to comply strictly with all legal and ethical obligations. Our philosophy can be implemented only if our employees recognize their responsibility to treat everyone in an honest and fair manner. Employees failing to meet their responsibilities under this policy may result in disciplinary action, which may include immediate termination.

Standard Meter Lab holds all employees responsible for carrying out and monitoring compliance with this commitment. If any employee becomes aware of any violation of legal or ethical obligation, or any unfair or improper treatment of a customer, vendor or other person having a business relationship with us, the employee must immediately report the matter to your manager or Human Resources so that it can be investigated immediately. This will enable your manager or Human Resources to take all necessary steps to investigate any potential violations of our policy and take appropriate action to correct any violations or incorrect perceptions that are found to exist. By making it the responsibility of all employees to monitor

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compliance with our strict ethical standards and commitment to complying with all legal responsibilities, we can continue to maintain our reputation in the industry.

Employees should feel free to report any information regarding this policy without fear of reprisal or retaliation of any kind. Employees can report information to Human Resources in confidence if they wish. The company will treat such information as confidential to the extent it can do so without failing to fulfill its legal obligations.

3. EMPLOYMENT AND PERFORMANCE EXPECTATIONS

IMMIGRATION

We comply fully with federal immigration laws and are committed to employing only people who are authorized to work in the United States. This procedure has been established by law and requires that every individual provide satisfactory evidence of his/her identity and legal authority to work in the United States no later than three (3) business days after s/he begins work.

As part of SML's onboarding and hiring process, employees are required to complete an I-9 Employment Eligibility Verification form contingent on the job offer once the candidate has accepted the position.

CHANGES IN PERSONAL INFORMATION

Your employee information should be accurate and current at all times. It is your responsibility to notify your manager of any changes in your personal mailing address, telephone numbers, number and names of dependents, emergency contacts, legal name, marital status, military status, beneficiary information, educational accomplishments, and other information which must be accurate and current at all times. Furthermore, if you leave the employment of the Company, you must keep Payroll informed of a current address or if there are any changes to your address. Otherwise, W-2 forms, paychecks, or other employee forms/documents may not reach you and will be returned as undeliverable. If this happens, it is your responsibility to come into the office and pick up the forms personally.

OUTSIDE EMPLOYMENT

You may hold a job with another organization if it does not pose a conflict of interest with Standard Meter Lab and you have no issues in the performance of your job responsibilities. You should consider the impact that outside employment may have on your health and physical endurance. All employees will be evaluated by the same performance standards and will be subject to Standard Meter Lab's scheduling demands, regardless of any existing outside work requirements.

If Standard Meter Lab determines that your outside work interferes with your performance or the ability to meet the requirements of the organization as they are modified from time to time, you may be asked to terminate the outside employment if you wish to remain with Standard Meter Lab.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on Standard Meter Lab. This could, for example, include going to work for another Calibration Lab or competitor in our industry.

DRESS CODE

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Standard Meter Lab requires all employees to present themselves in a professional manner regarding acceptable work attire, personal hygiene, and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism, and dress code.

Grooming and Hygiene Guidelines:

- Maintain personal cleanliness by bathing daily
- Oral hygiene (brushing of teeth) required

- Use of deodorant/anti-perspirant to minimize body odors
- No heavily scented perfumes, colognes, and lotions that may cause allergic reactions, migraines, and respiratory difficulty for some employees
- Clean and trimmed fingernails (¼ inch long or less)
- Wash hands after eating or using the restrooms
- Neat and well-groomed hair, sideburns, mustaches, and beards (no artificial colors e.g., pink, green, etc. that would be deemed unprofessional)
- No dark glasses (unless prescribed by a physician)
- Limited jewelry and no dangling or large hoop jewelry that may create a safety hazard to self or others. A general rule of thumb is that if a pencil can be passed through a hoop earring it is not safe to wear near operating equipment
- Body piercings must be limited to three per ear. Other visible body piercings are unacceptable, unless demanded by religion/culture
- Tattoos must be covered and not visible to customers or visitors

Attire – Business Casual

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that is suitable for the beach, yard work, dance clubs, exercise sessions, or sports contests are not appropriate workplace attire. Clothing that reveals too much cleavage, back, chest, stomach, or your underwear is not appropriate for a place of business. In our work environment, clothing should be wrinkle free, never torn, dirty, or frayed.

In a casual work setting, you should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. Sports teams, universities, and fashion brand names on clothing are generally acceptable.

Dress Code for Travel, Client Interaction, and Trade Shows

While the standard may be casual attire because customers don't often visit, traveling to see customers, exhibiting at or attending trade shows, and representing the company in the business community, requires different decisions about attire. "Business Casual" attire is the minimum standard that must be observed when you are representing the company or interacting with customers or potential customers.

Before visiting a customer or potential customer ascertain the accepted dress code and match it in your attire. This is especially important when you are traveling globally representing the company as customers and dress may differ from those observed in the United States.

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Additionally, some community events, when you are representing the Company, might require formal attire. These might include the Chamber of Commerce and other civic or business development meetings, luncheons, and dinners. Take your cue from other employees who have attended and be observant at the event. Certainly, if you are a speaker at a business event, consider wearing formal attire.

Finally, on the occasions when a customer or a business partner does visit the office, the employee groups with whom the visitor is interacting should adhere to the “Business Casual” attire standard. See below for the recommended guidelines.

Business Casual Attire Guidelines:

Because all casual clothing is not suitable when ‘business casual attire’ is required, these guidelines will help you determine what is appropriate to wear to work.

Slacks, Pants, and Suit Pants:

Slacks that are like Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and synthetic dress pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form fitting pants along with Crocs or flip flop sandals.

Skirts, Dresses, and Skirted Suits:

Casual dresses and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate unless you wear a sweater or jacket over it.

Shirts, Tops, Blouses, and Jackets:

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks, suit blazers, and sport jackets are acceptable work attire. Inappropriate work attire includes tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, tops with bare shoulders, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

Shoes and Footwear:

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, slippers, and any shoe with an open toe are acceptable outside of working in the warehouse or the Lab. Closed toe and closed heel shoes are required in the warehouse and production areas. Appropriate protective footwear such as boots are a requirement when conducting Field Service. Protective Eye wear is required when on field service and when on clientele property.

Hats and Head Coverings:

Hats are generally not acceptable in professional settings. Head coverings worn within the building during business hours are unacceptable, unless they are required for religious purposes or to honor cultural tradition. This does not include company issued gear.

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No dress code can cover all contingencies and employees must exert a certain amount of judgment in their choice of clothing worn to work. If you experience uncertainty about what is acceptable and professional business casual attire for work is, please ask your supervisor or Human Resources.

CONCLUSION

If an employee fails to meet these standards, as determined by the employee's manager and Human Resources, the employee will be asked to resolve the problem and not to repeat it. If the problem persists, the employee may be sent home until the problem is resolved and will receive a verbal warning for the first

offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if violations continue.

SAFETY

Your safety and well-being are important and a shared responsibility of you and the Company. We attempt to do everything within our control to ensure a safe working environment by complying with all applicable safety regulations. We ask that you do your part by adhering to safety rules and exercising caution to safety rules and exercising caution in your work activities. Should you notice any unsafe conditions, correct them immediately or notify your manager.

Reporting Illness or Injury:

Any illness or injury, whether suffered by a customer or employee, must be reported to a manager or Human Resources immediately.

Safety Equipment:

Safety gear such as protective gloves, safety glasses, etc. will be provided for use with various pieces of equipment. Please note that prior to the use of any machinery or equipment, you must receive training in both the use of such equipment and any required safety gear. If your training matrix does not show approvals for equipment, you are not authorized to use it. If you require training, see your manager or Human Resources to arrange training and it will be provided promptly.

Reporting Safety:

Most if not all work-related injuries are preventable. Employees are required to communicate safety violations that may pose a risk to both personnel and property. Any safety violations must be reported to a manager or Human Resources. Any employee failing to communicate safety violations that result in the injury of an employee or leading to property damage may face disciplinary action leading up to and or termination.

"The key to safety is if you see something, say something".

Horseplay:

Always use common sense when performing job functions and keep safety awareness in mind. Never engage in horseplay while at work. Severe injuries can result from horseplay or "joking around" will not be tolerated.

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ALCOHOL POLICY

Refer to SML Policy Document # **SML-003 Drug and Alcohol Policy** for additional information.

4. CUSTOMER SATISFACTION

We all make errors. It is important to address and correct any errors immediately. Research shows that dissatisfied customers will tell an average of (9) friends about their experience. Ninety percent of all customer dissatisfaction goes unreported, and the dissatisfied customer simply goes away. However, it is crucial to recognize when an error is made, even if the customer does not. We must uphold corrective actions to ensure the customer is satisfied.

To achieve customer satisfaction, we recommend applying the following:

- Be aware of the atmosphere and cleanliness of the facility. Put yourself in their position and anticipate what their impression might be as they arrive, how they interact with our staff, and observe how satisfied/dissatisfied they are upon exiting. When we anticipate our customers' needs and take a proactive approach to meeting their needs, there should be no reason for them to ever become dissatisfied.
- If a customer makes a complaint, introduce yourself and ask what you may do to help.
- Listen attentively. Do not interrupt the customer while they are starting the complaint.
- Never argue with a customer.
- Ask the customer what they would like. If reasonable, meet the customer's request. If you cannot completely accommodate a customer's request, do the best you can.
- Act immediately. Prompt attention is as important as the result.
- Ask the customer if they are satisfied. If they are not, ask what will satisfy them.
- Apologize and thank the customer for their patience and understanding.
- If you cannot completely satisfy the customer, or the customer's request is unreasonable, apologize and offer to get a manager or supervisor.
- Report the complaint to the manager after the problem is solved and when the customer is happy.

HEALTH AND WELLNESS

Smoking:

To provide a healthy work environment for all employees while respecting the rights of employees, customers and any other guests, the company has established a smoke-free environment. Smoking is prohibited in all buildings. Designated outdoor smoking areas have been established. Smoking is permitted only during break periods and is not allowed in front of the building or in front of customers. If you have any questions, ask your manager or Human Resources.

Eating:

Employees are not permitted to consume food while on duty. Food may only be consumed during break times and only in designated areas. Employees may not chew tobacco while on the clock.

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EMPLOYEE AND CUSTOMER PARKING

Parking:

Employee parking is directly behind the building or on the street. The parking stalls in the front of the building are reserved for customers and guests only. When driving on company time and property, always operate your vehicle in a safe manner. Should you have an accident or cause damage to company property or the property of any other person, notify your manager as soon as possible.

COMPANY AND EMPLOYEE PROPERTY

Customer and Employee Personal Property:

Employees should not hold or accept responsibility for any customer or guest's belongings. Similarly, employees are encouraged not to bring personal possessions to work. We do not assume any responsibility and will not compensate any employee for loss, damage, or theft of any personal property.

We do not recommend employees bring oversized bags and backpacks to work. Bags, backpacks, and purses should be secured in the employee's vehicle or left at home.

Lost or Stolen Property:

If you find any lost or stolen property in the building, turn it in to your manager immediately. If a customer calls or inquires in person about lost or stolen property, immediately refer them to your manager. Avoid entering a discussion or giving out information.

The manager will ensure the property is kept in a safe and secure place within the facility. The manager will attempt to immediately contact the owner of the property. It is management's responsibility to return any lost or misplaced property to the owner.

PHONE AND PERSONAL ELECTRONICS

Customer and Employee Phone Calls:

Company telephones are for company use only. Phone calls are not allowed while employees are working, except for emergencies. Cell phones and pagers should be turned off and put away during work hours. Emergency calls must have prior approval from management and must be kept as short as possible. Employees may use their cell phones while on break.

Customers may not use company telephones. As a rule, when a customer asks to use the phone, ask for the number they wish to dial, assist them in dialing the number and give them the phone. This accommodation can be provided only if business flow permits, and the customer does not have to enter any sensitive areas.

Personal Electronic Items:

Personal stereos, radios, Walkman, and iPods that have headphones are prohibited. Radios may be used with prior management approval. Music that contains offensive, graphic, lewd, or unacceptable lyrics is

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prohibited. The sound level of the music must be at a level where employees can hear conversations, someone knocking on the door or the phone ringing for safety reasons (loud music is prohibited).

5. WAGES AND WORK SCHEDULES

As an employee, you will receive a paycheck for hours and time worked. You may have questions regarding scheduling, overtime, pay, etc. This section should answer many of those questions, however, it is not designed to cover your specific work schedule or pay which will be discussed directly with your manager.

Compensation Philosophy:

The Company is committed to attracting and retaining highly talented and motivated individuals to achieve our vision of being the first choice when people think about calibration or have equipment sales needs. We are committed to delivering equitable compensation that is consistent with the employees' level of performance.

Performance will be evaluated based on several factors, including but not limited to:

- Level of contribution
- Value added to the company
- Customer Service
- Demonstration of the core values the company believes to be vital to its success

Every position has a job description which summarizes the essential functions, responsibilities, and other details of the position. To supplement the description, you and your manager will discuss performance expectations and goals on a regular basis.

Performance feedback is conducted regularly to provide both you and your manager with the opportunity to discuss job tasks, identify successes, encourage, and recognize strengths, indicate areas needing improvement, and discuss positive, purposeful approaches for meeting goals and performing job responsibilities. Employees will be formally reviewed once a year. Managers and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis.

All our employees are compensated according to their job performance, including not only technical competencies, but also customer relations and ability to cooperate and work effectively with fellow employees.

Paydays:

Pay periods begin on Sunday and end on Saturday. Payday is on Friday of each week with your paycheck representing the hours worked in the previous pay period. Paychecks will normally be available sometime from 12:00 PM to 5:00 PM on payday.

Timekeeping:

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Standard Meter Lab to keep an accurate record of time worked to calculate employee pay and benefits. It is

the responsibility of each employee to accurately clock in and out. Workforce is provided for this purpose. Use of the time clock should be covered during your first day of orientation.

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Employees who fail to clock in or out or fail to take lunch 3 times or more in a week may be subject to disciplinary action. Any time-keeping discrepancies must be brought up to management and or Human Resources.

Employees must clock in only upon physical arrival on company property using the Workforce App. You may not clock in more than 5 minutes prior to the start of your shift or more than 5 minutes after the completion of your shift. At the end of each workday, employees are responsible for verifying the accuracy of their time punches. In the event an employee is to be late by 10 minutes or more, employees are required to notify a manager prior to the start of their shift. Any issues with the Workforce app preventing clocking in or out must be promptly reported to management. Incomplete or incorrect time entries can result in the payroll

department having to spend unnecessary time trying to resolve any discrepancies or rectifying an incorrect paycheck. You should be ready to work at the time you clock in. All employees must clock in at the start of their shift and clock out at the end of their shift. The only exception is "FIELD SERVICE ASSIGNMENTS". Write in time for field service assignments to be accepted and must be initialed by management prior to submission to Accounting.

Normal Shift Times:

Mon - Fri 07:30 AM to 04:00 PM (1/2-hour lunch)

NOTE: Some employees take a ½ hour lunch break, and some take a 1-hour lunch break. For this reason, it's required that you clock in and out for your lunch as well.

If you have forgotten to punch in or out, you may sign yourself in and get your manager to approve it by initiating next to where you have written in your time. Tampering, altering, or falsifying time records or recording time for another employee will not be tolerated and will result in disciplinary action for any employee, up to and including termination of employment.

Rest and Lunch Breaks:

Each workday, non-exempt employees may be provided with paid rest periods of 10 minutes based on the total number of hours they are scheduled to work. All non-exempt employees scheduled to work five or more hours per day are required to take an unpaid lunch period (minimum of 30 minutes).

REST PERIODS AND LUNCH BREAKS FOR NON-EXEMPT (HOURLY) EMPLOYEES QUICK REFERENCE		
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HOURS WORKED	10 MINUTE PAID REST BREAKS	30-MINUTE UNPAID LUNCH BREAKS
> 0 < 3 ½	0	0
≥ 3 ½ < 5	1	0
> 5 < 6	1	1
> 6 < 10	2	1
> 10 < 14	3	2

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All regular full-time and non-exempt employees working 7:30AM to 4PM, break times are taken as follows:

Morning Break:	10:00 AM to 10:10 AM (10 mins.)
Lunch Break:	12:00 PM to 01:00 PM (1-hour)
	12:00 PM to 12:30 PM (1/2 hr.)
Afternoon Break:	03:00 PM to 03:10 PM (10 mins.)

Individual break times may be varied slightly to accommodate customers and our workload demands. Variations should be on an as needed basis only and should not exceed 30 minutes either way off the above-listed break times. The department manager must approve any permanent changes to the above-listed

schedule and the change noted in any affected employee's personnel folder. Note all changes must also be approved by Human Resources prior to going into effect. There are government-mandated regulations relating to hours worked and break times that we must ensure to be compliant with.

Overtime Pay:

When operating requirements or other business needs cannot be met during regular working hours, you may be asked to work overtime. We pay overtime rates to regular full-time and non-exempt employees in accordance with federal and state guidelines. All overtime must be approved in advance by a manager. Overtime pay is paid only for the regular hours worked. It is not paid for vacation, holidays, or other time off. Paid Benefit hours (e.g. vacation, etc.) will not be considered hours worked for overtime calculation within a workweek.

Exempt employees will not be paid for overtime. However, if these demands become unreasonable, management reserves the right to further compensate these employees by either comp-time or monetary means.

Pay Deductions:

We are required by law to make certain deductions from every employee's paycheck. These deductions are applicable to federal, state, and local income taxes, Social Security Taxes (FICA) and California requirements that state disability (SDI) and Paid Family Leave (PFL) be deducted from paychecks. Additionally, we allow eligible employees to authorize payroll deductions such as health care premiums, health dependent care spending amounts, 401(K) contributions, etc. The company is also required by law to recognize certain court orders, liens, and wage assignments.

6. BENEFITS

Employee Benefits:

We have a comprehensive Employee Benefits program that is designed to assist you with your dependents' health needs, periods when you must be away from work and planning for your future needs. If you have any specific questions regarding any of the programs or plans, please contact Human Resources for a benefit summary of your job classification.

Insurance:

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Employees are provided with selective benefits as outlined which may include Medical, Dental and Vision. Several programs including Social Security, Workers' Compensation, State Disability, and Unemployment Insurance cover all employees in the manner prescribed by law.

Insurance benefits eligibility is based upon a variety of factors, including employment classification. A Human Resources representative can identify the programs for which you are eligible. Summary information about many of these programs is described in separate materials provided at the time of eligibility.

Workers' Compensation:

If you incur a work-related injury or illness, you must inform your manager immediately, no matter how minor an on-the-job injury may appear. This will enable you to qualify for coverage as quickly as possible. Workers' Compensation benefits for work related injury begin three (3) days after the injury or immediately upon hospitalization.

You must provide a statement from a physician that verifies the leave, approximate date(s) the leave will begin and end, anticipated duration, and the date of expected return to work. If there are any changes to this information, we recommend having your doctor or physician prepare an updated statement and submit it to the Company immediately.

When you return from work-related medical leave, you must present a written release from your doctor or physician indicating that you can return to your normal work duties. If you fail to report to work after your expected return date or after a physician has determined that you are no longer disabled, you will be considered to have resigned, or the Company may consider the employee abandoned the job.

As part of our active return to work program, if your doctor provides written documentation releasing you to return to work with temporary physical restrictions, you will continue to be paid at 100% of your straight time pay for the hours worked in your temporary modified duty. This temporary duty cannot exceed twelve (12) weeks. At the time an employee is determined to be permanently disabled and unable to return to work, disability separation would be initiated.

Workers' compensation leave is usually covered by worker's compensation disability benefits. Eligible employees may elect to use any accrued vacation benefits they have available to provide up to 100% of base pay while on leave. Employees on work related medical leave may continue health insurance coverage providing they pay all required employee share of insurance premiums throughout the leave. Vacation hours will continue to be accrued for the first (4) weeks of a workers' compensation leave. FMLA/CFRA Leave runs concurrently with workers' compensation leave.

The Company provides a workers' compensation insurance program at no cost to all employees. This program is insured through a workers' compensation carrier and covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. If you are injured or become ill because of your job, this insurance pays for medical care, necessary rehabilitation services, and provides you income in case you are disabled and cannot work, or death benefits to your dependents. If you are injured on the job and are unable to return to work, your wages for the date of the injury will be paid in full. If you are off work the following three days, you will be unpaid. This three-day waiting period will not be applied for injuries of a serious nature, that is, if the injury extends beyond fourteen (14) days or if the injury requires hospitalization. If you remain off work beyond the three (3) day waiting period, you will receive a workers' compensation disability payment (paid by the insurance carrier based on your straight time base pay rate)

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and depending on the nature and duration of the absence. In addition, you will be required to submit continuous documentation from your doctor to our Safety Manager to maintain these benefits.

We have an active return to work program. If an injury results in temporary physical restrictions, your current job may be modified. There may also be a job available in another department that can meet your temporary physical restrictions. You will continue to be paid at 100% of your straight-time base rate of pay for the hours worked in your temporarily modified duty. This temporary duty cannot exceed twelve (12) weeks.

We want you to enjoy the variety of social and recreational activities offered, however, neither the Company nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity that is not part of your work-related duties.

Unemployment Insurance:

The Company pays the full cost of state unemployment insurance benefits to provide eligible individuals with a weekly income when they are out of work. Eligibility for unemployment insurance compensation is determined on a case-by-case basis by the Employment Development Department according to state law. Additional information can be obtained from your local state agency.

Holidays:

To be eligible for holiday pay, recognized as part of the Company's benefits, employees must work the normally scheduled workdays leading up to and after the holiday. Absence(s) for cause will be given consideration in payment or non-payment of a holiday in such cases. Like all benefits, Holiday Pay is accessible to all employees after their initial 90-day probation.

Schedule of Paid Holidays (SML Holiday Calendar 2026):

NEW YEARS DAY	Thursday, January 1, 2026
MEMORIAL DAY	Tuesday, May 26, 2026
INDEPENDENCE DAY	Saturday, July 4, 2026
LABOR DAY	Monday, September 7, 2026
THANKSGIVING	Thursday, November 26, 2026
CHRISTMAS EVE	Thursday, December 24, 2026
CHRISTMAS DAY	Friday, December 25, 2026

As of January 6, 2026 all probationary Exempt Salary Employees will be required to submit PTO for any Holiday benefit; in the event the employee has not accrued PTO they will be required to go negative into the PTO allotment.

Any other religious holidays or days taken off will be unpaid or will be considered as vacation with your manager's approval. They should be taken in ½ day increments.

Good Friday

On Good Friday, employees will be given the option to take two (2) hours of unpaid time off in the afternoon, for the purpose of attending the church of their choice.

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Sick Leave (California)

As of January 1, 2024, California employers are now required to provide at least 40 hours of paid sick leave per year or 5 days of paid sick leave per twelve-month period. This benefit will be available to the employees after completion of their full-time 90-day probation period. Once taken during the twelve-month period from your hire date, you will not be eligible for another three days of sick leave until you reach your next anniversary date. **NOTE:** Unused sick leave cannot be accumulated from year to year.

Vacation:

Employees who have successfully completed their 90-Day probationary period and who have been reclassified as regular full-time employees are eligible to accrue vacation benefits. Vacation is earned on an hour worked basis. Accrual of vacation benefits is suspended during the utilization of Unpaid Time Off and Paid Time Off.

Salary Exempt Employees:

Salary Exempt Employees who work less than 4 hours in a workday will be required to submit PTO to cover any missed time from work. A maximum of 160 hours of vacation will be allowed on the books for all regular full-time employees. Any employee reaching the maximum limit will stop accruing vacation hours, until the total vacation hours earned for that employee drops back below the capped limit.

VESTING SCHEDULE EXEMPT SALARY EMPLOYEES

Years of Full Time Employment	Vacation Earned Per Year
0-1	40 Hours (1 Week)
1-8	80 Hours (2 Weeks)
8-up	120 Hours (3 Weeks)

VESTING SCHEDULE NON-EXEMPT HOURLY EMPLOYEES

Years of Full Time Employment	Vacation Earned Per 40 Hours Worked	Vacation Earned Per Year
0-1.25	.02 Hours	41.6 Hours (1 Week)
1-8	.04 Hours	83.2 Hours (2 Weeks)
8-up	.06 Hours	124.8 Hours (3 Weeks)

Vacation Requests:

Vacation requests should be in writing using an “Employee Time Off Request Form” preferably 30 days before the requested time off but at a minimum two weeks prior to the actual time off. An exception to this rule might be an unexpected family emergency or illnesses. The employees’ direct manager must approve of any vacation to be paid out. It is the manager’s responsibility to ensure there are no overlapping vacation

schedules. Because of the small size of our Company, only one person from each department may take a vacation at any given time. If two employees from the same department desire the same time off, the employee scheduling that time slot first will have priority. Only the general manager can allow more than one

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employee from the same department to be on vacation at the same time.

Employees hired prior to 07/01/2022 are grandfathered in regarding vacation earned per Rev. C.

All pending tasks and our responsibilities should be completed or delegated prior to leaving for vacation.

Vacation can be taken as earned but cannot be taken in advance of being earned and can be taken in increments of one hour (e.g. 1, 2, 3, 8 etc.).

NOTE: The employee taking the time off has the responsibility of ensuring that the payroll department receives the approved time off request form no later than Monday of the previous week for the scheduled time off. Failing to do so will result in their next paycheck being truncated by the amount of time missed.

Retirement Savings Policy IRA (CalSavers)

Overview

Standard Meter Lab., Inc. (SML) provides employees with the opportunity to save for retirement through CalSavers, a state-sponsored Roth Individual Retirement Account (IRA) program. This program is designed to help employees build financial security for the future through easy, automatic payroll deductions.

Eligibility

All employees who are at least 18 years of age are eligible to participate in the CalSavers program. New employees become eligible to enroll after thirty (30) days of continuous employment.

Enrollment and Deadlines

Upon becoming eligible, your contact information will be securely shared with CalSavers. You will receive an invitation directly from CalSavers (via email or mail) with instructions on how to set up your account.

Action Required

Within 30 days of receiving your notification from CalSavers, you must choose to either opt-in (select your contribution rate and investment funds) or opt-out of the program.

Automatic Enrollment

Per California state law, if you do not take action within 30 days of notification, you will be automatically enrolled in the program with a standard initial contribution rate of 5% of your gross pay, which will be deducted from your paycheck on an after-tax basis.

Contributions and Changes

Employee Contributions

Deductions are made directly from your paycheck. You may change your contribution rate or opt-out of the program at any time by contacting CalSavers directly.

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No Employer Match

SML acts solely as the facilitator for this program. SML does not provide matching contributions or any other form of employer contribution to CalSavers accounts at this time.

Portability

Your CalSavers account is personal to you. If you leave employment at SML, your account stays with you.

Employee Responsibility

Employees are responsible for managing their CalSavers accounts, including making investment selections and ensuring their contact information is up to date. SML staff cannot provide financial or tax advice regarding your participation in the program. For more information or to manage your account, please visit www.calsavers.com.

Family Medical Leave (FMLA/CFRA):

Federal and California state law allows employees who have been with the Company for a minimum of twelve (12) months and have worked at least 1250 hours in the previous 12-month period to request an unpaid leave of absence to care for a newborn, newly adopted child, children, parent, domestic partner, or spouse with a serious health condition. The leave should have as much advance written notice as possible and will be approved for a maximum of twelve (12) weeks during any twelve (12) month period.

There is a one-hour minimum duration of intermittent leave for the serious health condition of the employee, or for the care of a family member. The minimum duration for baby bonding is generally two (2) weeks, however a request for family medical leave of less than two weeks duration on any two occasions will be granted. Employees may use any available vacation hours during the leave. Employees on Family Medical Leave may continue health insurance coverage providing they pay the required employee share of insurance premiums throughout the leave. Vacation hours will continue to be accrued for the first four (4) weeks of family medical leave based upon actual hours worked. All other paid time off benefits will be available during the family medical leave not to exceed 100% of base pay.

Standard Meter Lab uses a rolling 12-month period measured backward from the date an employee uses any FMLA/CFRA time.

An employee who returns from a leave will be returned to the same or a comparable position held when the leave begins. There are some exceptions to this reinstatement guarantee. Please contact Human Resources with any questions or for further clarification prior to the start of your leave.

Which Family Members May You Take Leave For?

According to CFRA, an eligible employee may take job-protected leave to care for a child of any age, spouse, domestic partner, parent, grandparent, grandchild, or sibling with a serious health condition. "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of an employee or the employee's domestic partner, or a person to whom the employee stands in loco parentis. "Parent" includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child.

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Committed Relationship:

A relationship in which the employee and the domestic partner of the employee, are each other's sole domestic partner, are not married to or domestic partners with anyone else and share responsibility for a significant measure of each other's common welfare and financial obligations. This includes, but is not limited to, any relationship between two individuals of the same or opposite sex that is granted legal recognition by a State or by the District of Columbia as a marriage or analogous relationship including, but not limited to, a civil union.

Paid Family Leave (California):

Paid Family Leave is a wage replacement program for employees who suffer a loss of income and need to take time off from work to care for a seriously ill family member or bond with a new child. The plan provides up to a maximum of eight-weeks of paid leave during a 12-month period to eligible employees who must care for a child, domestic partner, parent's serious health condition, or who are unable to work due to the birth, adoption, or foster care placement of a new child (bonding with a child) within one year of the date of birth. Eligible employees are those covered by California SDI. Medical certification is required, and employees must satisfy a seven (7) day unpaid waiting period and have been off work for at least eight (8) calendar days. Employees are required to use one week of vacation pay, if available. Employees receiving SDI benefits due to pregnancy will not be required to satisfy a new waiting period. Paid Family Leave runs concurrently with CFRA and/or FMLA.

Pregnancy Disability Leave (California):

Should you become disabled by pregnancy, childbirth, or related medical conditions, you are eligible to take a Pregnancy Disability Leave (PDL), as covered by California state law. PDL runs concurrently with FMLA. If you are affected by pregnancy or a related medical condition, you are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable and if such accommodation can be reasonably made.

The PDL is for any period(s) of actual disability caused by your pregnancy, childbirth, or related medical conditions up to four (4) months (or 88 workdays for full-time employees) per pregnancy. The PDL does not need to be taken in one continuous period but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth is covered by PDL.

You will need to provide written certification from your health care provider for your pregnancy disability or for the medical advisability of a transfer.

These unpaid leaves are usually covered by state disability benefits. Employees may elect to use any vacation hours they have available to provide up to 100% of base pay while on leave.

Employees on leave may continue health insurance coverage providing they pay all required employee share of insurance premiums throughout the leave. Vacation hours will continue to be accrued for the first four (4) weeks of PDL. All other paid time off benefits will be available during the PDL, not to exceed 100% of base pay.

An employee who returns from leave will be returned to the same or a comparable position held when the leave begins. There are some exceptions to this reinstatement guarantee. Please contact Human Resources for further clarification prior to the start of your leave.

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Personal Leave:

The Company may grant unpaid personal leave to employees who wish to take time off from their duties. Requests for personal leave of absence must be submitted in writing to your manager and must be approved in writing by your manager before the leave begins. Requests for personal leave will be evaluated based on several factors, including anticipated operational requirements and staffing considerations during the proposed period of absence. Personal leave may be granted for a period of up to four (4) weeks in a “rolling” calendar year. Any available vacation must be used during personal leave. Employees on personal leave may continue health insurance coverage providing they pay all required employee share of insurance premiums throughout the leave.

Bereavement Leave:

Any regular full time or part time employee will be provided with up to five (5) unpaid days of bereavement leave for the death of an immediate family member or relative. Immediate family members include spouses, parents, brothers, sisters, and children. Two (2) days of unpaid bereavement leave will be provided for relatives including brothers and sisters-in-law, fathers and mothers-in-law, uncles, aunts, and grandparents.

CIVIC DUTY LEAVES

Jury Duty:

Standard Meter Lab recognizes that jury duty is a civic responsibility. Notify your manager and provide them with a copy of the notice or summons from the court as soon as possible. Arrangements may need to be made to accommodate your absence.

During your civic duty, you are expected to report for work whenever the court schedule permits. You can confirm whether you are required to be present in court by dialing the contact information provided on your jury summons notice.

During this time off you are required to use available vacation pay to supplement what the court pays you. This pay will be calculated based on your base pay rate, less than what the court pays you to equal 100% of your normal base pay and will last for as long as you have available vacation. Once your vacation pay is

consumed, Standard Meter Lab will continue to provide health insurance for up to four (4) weeks total. However, the remainder of your jury duty will be unpaid.

Witness Duty:

If you have been subpoenaed as a witness by Standard Meter Lab, you will receive paid time off for the entire period of witness duty. If you have been subpoenaed by a party other than Standard Meter Lab, you are free to use accrued and unused vacation time to receive compensation for any period of witness duty that would otherwise be unpaid. A copy of the subpoena should be given to Human Resources immediately after it is received so that operating requirements may be adjusted, where necessary, to accommodate your absence. You are expected to report to work whenever the court schedule permits.

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Time Off to Vote:

If you are unable to vote in a statewide or federal election during your non-working hours, we will grant you up to two (2) hours off to vote. You should request time off from your manager at least two (2) days prior to Election Day so that the necessary time can be scheduled at the beginning or the end of the shift or whatever presents the least disruption to the business.

MILITARY LEAVES

Reservist and National Guard:

Any employee who is a member of a Reserve or National Guard component of the United States Armed Forces may request an unpaid leave of absence for annual training duty up to seventeen (17) days. Benefit programs and job status will be unaffected by the leave. Training leaves will not normally exceed seventeen (17) days per year, plus reasonable travel time. This seventeen (17) day benefit will also apply when a reservist is called to active duty. Please notify your manager at least two (2) weeks prior to the leave date. Employees may use any available vacation hours to receive compensation for this time off.

Long Service:

A leave of absence without pay will be granted to any employee who enters a branch of the United States Armed Forces (enlists or is drafted). You should provide as much advanced notice as possible to your manager. An employee taking military leave will continue to be eligible for employee benefits during the period of the leave under the same conditions which apply to unpaid leaves for any other purpose (See 'Personal Leave') except regarding insurance and retirement benefits. If the employee is on military leave for more than thirty-one (31) days, COBRA will be made available to the employee and the employee's family. Health insurance will continue providing the employee pays all the required premium payments. An employee may use any available vacation hours during the leave.

Regarding job status, you will be reinstated if you have left the job to go to active duty and your period of absence is no longer than five (5) years and the employer's conditions have not changed to make re-employment impossible or unreasonable. Your reinstatement will be into the job status of your former position, or a comparable position provided you have the job qualifications and if application for re-employment is made within ninety (90) calendar days of the date of an honorable discharge or the date of release from hospitalization following discharge.

Emergency Duty and Training:

If you are participating as a reserve peace officer, emergency rescue personnel or volunteer firefighter you are allowed unpaid time off to perform emergency duty and/or training. An employee may take temporary leave of absence, not to exceed fourteen (14) days per year, to attend fire or law enforcement training. If you need to take time off for emergency duty and/or training, please alert your manager as soon as possible. Employees may use vacation hours to receive compensation for this time off.

7. ATTENDANCE GUIDELINES

To maintain a productive work environment, we expect you to be reliable and punctual in reporting to work as scheduled. All employees are allowed a 10-minute clock in grace period at the start of their shift time. For example, if the workday starts at 07:30 AM, employees can clock in any time between 07:25 AM at the

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earliest and 07:40 AM at the latest without facing tardiness penalties. However, employees must immediately notify their direct manager, or Human Resources should they arrive at work beyond the 10-minute clock in grace period. Absenteeism and tardiness place a burden on other employees and on the company. If you are ill, or there is an emergency, call your manager or Human Resources as soon as possible. If you have a problem, discuss it with your manager so that arrangements can be considered. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including separation of employment.

Absences/Approved Absences:

Approved absences are those periods of absence that have been previously arranged such as vacation, jury duty, leaves of absence, military duty, funerals, etc. Approved absences must have prior approval of the manager and do not count as an absence for disciplinary reasons.

Excused Absences:

Excused absences are absences which do not have prior approval, but which are communicated to the manager. Examples of excused absences are sickness, family emergencies, or other categories of unavoidable absence. You are allowed one excused absence in any 30-day period.

Unexcused Absences:

An unexcused absence is failure to personally notify management when absent. Failure to report an absence (e.g., no call – no show) may result in termination. Any employee who does not call their manager or report to work for three (3) consecutively scheduled workdays will be considered to have abandoned his/her job and will result in voluntary separation of employment. Unexcused absences extend to probationary employees within their first 90 days who miss work, are ineligible for sick leave or to non-probationary employees who have exhausted all available sick leave and cannot provide documentation to excuse the absence.

Sick Pay

In accordance with California law, eligible employees will be front loaded with 40 hours of paid sick leave each year on January 1st or at time of hire. Sick pay may not be combined or used to cover vacation. Sick pay is to be used solely for medical or illness related needs per California State Law. Employees will be charged a minimum of 2hrs per occurrence.

Eligibility: Probationary employees are not eligible to utilize sick pay during their initial 90-day probationary period. Eligibility for using entitled sick pay begins after the completion of the 90-day probationary period.

Usage: Once eligible, employees may use entitled paid sick leave for their own illness, injury, or medical appointment, or to care for a family member who is ill or needs medical care.

Documentation: While generally not required, management reserves the right to request reasonable documentation to support the need for sick leave, particularly in cases where an employee is still within their probationary period or has exhausted their accrued sick leave after completing probation. Employees who are eligible to use sick leave and have available sick leave hours do not need to provide documentation to excuse any absences.

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Front Load and Balance: Employees can view their current sick leave balance on their pay stubs or through the Workforce app. Unused sick leave hours may not carry over to the following year. Employees will be given a cap of 40 hours on January 1st every year or when the employee is hired, whichever is applicable.

Returning To Work:

Employees returning to work after an extended (3 days or more) illness, injury or medical leave of absence will need a doctor's release verifying the employee's ability to return to work with or without restrictions. Although a health care provider's statement normally will not be requested for short term (less than 3 days) absences, Standard Meter Lab may request a statement in situations where it determines that it is warranted.

8. STANDARDS OF JOB PERFORMANCE AND CONDUCT

To ensure orderly operations and provide the best possible work environment, Standard Meter Lab expects employees to follow rules of conduct that will protect the interests and safety of personnel and guests. The Company has a progressive discipline procedure that ensures a fair method of disciplining employees. This is intended to provide notice of your conduct or performance issues to give you an opportunity to correct any problems. These issues could include such actions as unsatisfactory performance or conduct, violation of personnel policy guidelines or safety/health rules, excessive absenteeism/tardiness, or unauthorized personal use of company equipment.

Progressive discipline typically involves verbal counseling and written warning(s) before an employee is terminated. However, variations from this progressive discipline procedure may occur whenever the Company deems circumstances warrant acceleration of the steps or immediate termination. The Company retains discretion to bypass or alter any or all steps. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but the following are a few examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate suspension or separation of employment:

Standard Meter Lab may exercise its discretion to utilize various forms of discipline including verbal warnings, written warnings, demotion, suspension, and termination. While one of these forms of discipline may be taken in connection with a particular employee for a particular situation, no formal order or procedure is necessary.

It is not possible to provide an exhaustive list of all forms of behavior that are considered unacceptable and intolerable in the workplace. The following are some examples of behavior that may result in immediate termination and rehire ineligibility:

- Offensive or rude behavior toward a customer/guest or failing to accommodate any reasonable request they may make, regardless of the customer/guest's conduct.
- The use of or being under the influence of alcohol, any illegal drug, or in a condition that a reasonable person would deem as being impaired or unable to function normally and safely; or in position of distribution or sale of any illegal drug in or around the company premises, including the parking area, during a scheduled shift or not.
- Violation of any law while on company premises, specifically including the violation of any Alcoholic Beverage Control regulation. The only exception will be the violation of a minor traffic infraction.

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- Refusing to help a customer, or discriminating against any employee, customer, or guest, including any violation of our non-discrimination policy.
- Failure to report any accident or injury (whether to an employee or customer) in compliance with the procedures set forth in the safety manual.
- Engaging in any activity or conduct that could endanger oneself or an employee or risk injury to a customer, including the failure to report or remedy any obviously dangerous conditions in or around the company premises.
- The willful violation of any safety related policy or procedure as well as abuse or misuse of company property or equipment.
- Theft or willful destruction of property or equipment.
- Failure to call in to management or other authorized management person(s) when you are unable to report for work. Excessive absenteeism/tardiness or patterned absences on a recurring basis.
- Unauthorized removal or position of company supplies, equipment, cash, or the property of a fellow employee or a customer by an employee.
- Insubordination towards management personnel, including the refusal to perform reasonable or assigned specific job tasks refusing to follow the directions of your manager or supervisor, or follow established policies and procedures.
- Sexual or other unlawful harassment or discrimination.
- Abusive or vulgar language.
- Actual or threatened violence.
- Smoking in any non-smoking area.
- Unauthorized clocking in or out for another employee.
- Possession of dangerous or unauthorized materials, such as firearms, knives or explosives, in the workplace in addition to your vehicle.
- Falsification or unauthorized destruction of any records of the Company.
- Falsifying or making erroneous entries or material omissions on an employment application or other personnel records.
- Unauthorized removal of Company records from the Company premises.
- Unauthorized disclosure of confidential information.

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This statement of prohibited conduct does not alter or limit Standard Meter Labs “At-Will” policy of termination at any time for any reason, with or without cause or without notice.

9. COMMUNICATION AND EMPLOYEE RELATIONS

In an organization such as SML, communication is imperative for smooth operation. In addition to normal departmental meetings and information dissemination, the Company has several company-wide channels available to keep you informed of policy guideline changes, company events and any other information which will help you stay informed. These channels may not answer all your questions concerning the company. However, if at any time you have questions, seek them out and ask your manager or Human Resources for more information.

Electronic Communication:

Our e-mail system is intended to be used for company communications. This does not include uses requiring substantial expenditures of time, uses for profit/fundraising or uses that would otherwise violate company policy regarding employee time commitments or company equipment. You may not send forged electronic mail, mail that will intimidate or harass other users, chain messages that can interfere with the efficiency of the system, mass mailings not related to the topic of the addressed group, or promotional mail for profit-making purposes. We expect that you avoid any language and/or content that might offend others, or in any way be construed to be harassment or discrimination.

E-mail is an asset belonging to the company. As such, your messages and attachments files stored on our email servers are to be treated as the property of the company. As a result, no employee should have any expectation of privacy as to his/her email messages or attachments. The Company may access or disclose private electronic messages or files of any employee at any time for any reason, if, in the exercise of the company’s judgment, it is necessary to determine compliance with company policies, answer a subpoena or court order, investigate misuse, locate information, or for any other reasonable business purpose. Tampering with Standard Meter Lab phones, computers and other electronic devices is prohibited and subject to disciplinary action up to and including termination.

Employee Relations and Open Door Policy:

Whenever people work in close contact with one another, misunderstandings or complaints can arise from time to time. In themselves, they may not seem serious, however, if allowed to remain unresolved, they can become a severe matter. The only way a problem can be solved is to openly communicate and address them as early as possible.

You should feel free to seek information or advice from your manager on any matter concerning you or to call attention to any condition which may appear to be operating to you, or the Company’s disadvantage. We

strongly encourage you to discuss any condition or circumstance that you believe needs correction, and assure you that you will not be criticized, nor will it present any or future positions you may seek to be jeopardized for doing so.

If you have an issue with a co-worker, we urge you to discuss the issue together, making every attempt to resolve it. Should the issue continue, discuss it with your manager who will attempt to assist you in resolving it promptly. If your manager is unable to assist in resolving the issue, you may request the assistance of

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Human Resources and will be able to discuss your issue confidentially and explore options for resolution.

COMPANY INFORMATION DISSEMINATION

Bulletin Boards:

Bulletin boards and announcements are located throughout the Company in key places, such as the breakroom. These boards are maintained by either Human Resources or your department. They are used regularly for company announcements and the post of job openings, as well as for general information. Because of the amount of company information of which you must be aware, these bulletin boards are to be used for company purposes only.

General Employee Meetings:

General employee meetings are held periodically by members of the management to give insight on business and keep you informed on the state of the company.

Safety Meetings:

TBD

Personnel Records:

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of a Human Resources representative or your manager. You may only make copies of payroll records and documents in your file that you have previously signed. If you would like to inspect your personnel file, contact your manager or Human Resources to arrange a mutually convenient time. The time spent viewing your file is unpaid and limited to twice a year.

Human Resources restricts disclosure of your personnel records to only authorized individuals within the Company or an authorized representative. It also restricts disclosure to those outside of the Company unless the Company is authorized to release information by you (through your written authorization) or by a government/legal order to do so.

Employment References:

All Requests for references must be in writing and directed at Human Resources. They will verify information provided for current and former employees such as the dates of employment; position held and pay rates. No other manager or employee is authorized to release job-related references for current or former employees.

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EMPLOYEE NON-DISCLOSURE AGREEMENT

In conjunction with your employment by the Company, you have been entrusted with certain information about the operations of Standard Meter Lab., Inc. This information is confidential and is the property of and under the direct control of Standard Meter Lab. To protect the substantial investment which the Company has made in the development of this information, each employee is required as a condition of employment to draw up the following agreement.

Accordingly, in consideration of your employment, you hereby agree as follows:

You will not disclose to any person, firm, partnership, association, corporation, the names or addresses of past or present customers, sources of supply, or any other details pertaining to the methods or practices followed in obtaining business or the operation of Standard Meter Lab without prior written consent.

I agree that by signing this Company Handbook Agreement, state that I have read and agree to abide by its terms and conditions of employment.

Employee Name (Print): _____ Date: _____

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

NOTE:

This signed copy is to be kept in the employee's personal file. It is available to the named employee upon request at any time during normal working hours.

For reference, a full copy of this Employee Handbook is to be available at the Human Resources office and on the Company Display Board located in the breakroom.

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