



Hutchison
Engineering, Inc.

STATEMENT OF PERSONNEL POLICIES

Effective March 1, 2019

Revised – June 11, 2020

Revised – January 28, 2021

Revised – June 1, 2022

Revised – January 1, 2023

Revised – March 1, 2023

Revised – April 1, 2023

Revised – June 28, 2023

Revised – July 31, 2023

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TO OUR STAFF

Hutchison Engineering, Inc. (Firm) takes pleasure in welcoming you to our group. In order to answer some of the questions that you may have concerning the Firm's personnel policies, we have developed this Statement of Personnel Policies. This Statement will give you a little of our organizational history, inform you regarding most of our day-to-day routine and acquaint you with what is available in the way of personal and family health insurance, disability income protection, and other benefits, as well as our expectation of employees.

Our services are concentrated in the civil engineering field. Our basic objective is the provision of the best possible professional service to the client and to the public.

The firm of Hutchison Engineering, Inc. was organized October 1, 1972, after the death of Mr. William J. Casler, owner of Casler and Associates. The reorganization of the Firm was made with no change in policy or personnel. Hutchison Engineering, Inc., is a closed corporation.

The firm of Casler and Associates was formed in 1960 after the death of Mr. Kenneth Stapleton, a partner with the original firm of Casler and Stapleton, with no change in policy or personnel. The original firm, Casler and Stapleton was organized in 1945.

Our practice has grown during the years from our original complement of four employees to the present organization of over sixty engineers, technicians, and support staff. Our growth has been made possible by satisfied clients.

PREFACE AND NATURE OF EMPLOYMENT

This Statement is based on the belief that the success of our Firm and its service to the community depend primarily on our personnel. These guidelines have been developed to help foster a positive work environment, as well as to establish uniformity on personnel policy matters. Additions, deletions, and changes may be made from time to time as may be deemed necessary at the sole discretion of Hutchison Engineering, Inc.

THIS STATEMENT OF PERSONNEL POLICIES IS NOT A CONTRACT OF EMPLOYMENT WITH ANY NEW OR PRESENT EMPLOYEE AND IS NOT INTENDED TO CREATE CONTRACTUAL OBLIGATIONS OF ANY KIND. It is simply a pronouncement of the conditions under which all employees will work and the standards to which they will be expected to adhere. The employment of every employee, whether he or she is an officer or non-officer, is employment-at-will, and such employee may be terminated from employment by the Firm at any time with or without cause, just as the employee may choose at any time to end the relationship with the Firm.

EQUAL EMPLOYMENT OPPORTUNITY

The foundation of Hutchison Engineering, Inc., personnel policy is that all qualified persons, regardless of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, military status, or unfavorable discharge from military service are entitled to equal employment opportunities.

Equal Employment Opportunity is our Firm's philosophy as well as policy. We will continue to ensure that all employees are given equal opportunities in all aspects of employment, including, but not limited to, training and development, transfer, promotion and compensation.

Management, both line and staff, is fully committed to this concept and all employees are expected to actively participate in the implementation of the Firm's Affirmative Action Program. We remind all employees that anyone involved in discriminatory practices is subject to termination.

DEFINITION OF EMPLOYEE STATUS

For purposes of this Statement of Personnel Policies, the Firm has the following employee classifications:

1. Full-Time Employees

Full-time employees are those persons who are regularly scheduled to work a full work week (usually 40 hours, but not less than 30 hours) to fill a position for an indefinite period of time. Full time employees are eligible to participate in all company benefits and activities, subject to any limitations noted in the description of those benefits and activities.

2. Part-Time Employees

Part-time employees are those persons who are regularly scheduled to work less than a full work week (usually less than 30 hours) to fill a position for an indefinite period of time. Employees in this category are eligible for statutory benefits. Except as specifically noted herein, part time employees are not eligible for company benefits.

3. Temporary Employees

Temporary employees are those persons who are employed for an indefinite, limited period, or for a short-term seasonal or specific work project, regardless of the number of hours worked per week. Employees in this category are eligible for statutory benefits such as workers compensation, social security and unemployment as provided by law. They are not eligible for personal leave or holiday pay unless they are reclassified as full-time employees.

Temporary changes in the number of hours do not affect an employee's status. However, the employee's status as a full-time, part-time, or temporary employee is not to be construed as a guarantee of work hours, nor is it to be construed as a guarantee of employment.

WORK HOURS

Typically, work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour (12:00 noon to 1:00 p.m.) for lunch. The nature of our work will sometimes require variations in the start and finish times of these work hours. In the event an employee's work requires variation in work hours, each employee is required to inform an officer of the company of the situation. Any employee may request variation in work hours for personal reasons. These variations must be approved in advance by an officer of the company. Any time worked outside the normal work hours defined above without advance approval will be subject to non-payment.

Office employees shall be allowed a coffee break at approximately 9:30 a.m. and 2:30 p.m. In no case shall this coffee break exceed 15 minutes. Out-of-office employees will also be allowed two 15-minute breaks during the workday. The break shall be taken at approximately the aforementioned times for office employees, should the work situation at the time of the break allow.

There will be no conversion of break time to additional paid time off if the employee does not take the break.

WORK WEEK

The work week typically consists of five days, Monday through Friday, totaling a maximum of 40 hours for all full-time personnel.

TARDINESS AND REPORTING ABSENCES

Absence and tardiness work to the detriment of the business of the Firm. Whenever it is found necessary to be absent from work for illness or some other reason, employees are requested to telephone the office by 8:15 a.m.

OVERTIME

Overtime shall be defined as time worked beyond 8 hours a day in a typical Work Week (as defined previously) and all time worked on Saturdays, Sundays, or Holidays. If an employee is granted non-typical Work Week status, their overtime will be based on time worked beyond a 40-hour week.

Engineers, Licensed Professional Land Surveyors, Licensed Professional Engineers, and Structural Engineers are exempt employees and will be paid at the rate of 1.5 times base hourly salary for overtime worked beyond 40 hours per week regardless of the number of hours worked beyond the customary 8 hour day. These exempt employees are to receive authorization from their supervisor to perform overtime work.

Engineering Technicians, Temporary Employees, Part-Time Employees, and Clerical Staff are non-exempt employees and will be paid at the rate of 1.5 times base hourly salary for overtime worked. These non-exempt employees are to receive authorization from their supervisor to perform overtime work.

Executive Officers of the Firm (President, Executive Vice President and Senior Vice President) will not receive direct salary reimbursement for overtime.

Compensation time for overtime worked will not be allowed.

PAY PROCEDURES

All personnel are paid semi-monthly. The pay period time frames are the 1st through the 15th of the month and the 16th through the last day of the month. All paychecks and expense checks are prepared by computer for direct deposit after the timesheets and expense records for the pay period are submitted by the employee and the time and costs are reviewed and posted. Payroll pay date for the pay period ending on the 15th of the month will be the 23rd of the month. Payroll pay date for the pay period ending on the last day of the month will be the 7th of the following month. If the 7th or the 23rd falls on Saturday or Sunday, the employees will be paid on the Friday prior to the 7th or the 23rd. Overtime will be paid for the pay period in which it is earned.

Timesheets generated using Hutchison Engineering, Inc.'s designated software program, Deltek, are due the morning of the next working day following the last day of the pay period. Expense records shall also be due with the timesheets for the reported pay period. The travel expense checks will be processed separate from the paychecks for the pay period. Travel expense checks will be issued no later than the pay period paychecks.

All personnel must report their time and expenses to their supervisor on a timesheet that is generated using the Deltek program. The following procedures apply to reporting your time and expenses:

1. Office personnel shall keep a record of the hours worked on each job along with the proper job code by entering this data in the Deltek program daily.

Employees are to keep a record of computer aided drafting/design equipment use time and other equipment "units" (GPS, nuclear density gauges, etc.) time for each job. The time recorded should be for the actual time working on the computer or other equipment "units". A record shall also be kept of the mileage that company vehicles are used for each job.

Applicable work to be recorded as computer time includes work using MICROSTATION, AUTOCAD, and GEOPAK. Work using EXCEL, WORD, hydraulic analysis programs and other miscellaneous programs should not be recorded as computer time.

The computer time should be entered for each individual job number under the unit quantities tab located on the Deltek program's timesheet page.

Attached to this Statement are sample timesheets, mileage reports and expense vouchers. Please review carefully and follow these examples. Also attached is the general coding list which is to be used for all projects.

2. Timesheets should be submitted by the first working day following the close of the pay period for payroll and billing processing.
3. If an employee is on vacation, ill, out of the city, or away from the office for any reason, the employee should arrange a method with which to submit the timesheet to the office at the end of the pay period using the Deltek program. If an employee is going on a trip or on vacation before the end of the pay period, the employee should submit the timesheet and expense sheet, if applicable, before leaving.

4. Any overtime will be processed and paid with the payroll for the pay period in which the overtime is earned.

If an employee fails to submit a timesheet on time (unless it was delayed through no fault of the employee), the employee's payroll check may be delayed.

ADVANCES ON SALARY

Firm policy prohibits issuing any paychecks in advance of the regular pay days or giving an advance on wages or Benefit PTO pay.

PAYROLL DEDUCTIONS

The law requires deductions to cover federal and state income taxes (where applicable) and Social Security. Required or written authorized deductions are made by the computer automatically.

HOLIDAYS

The following holidays will be observed, and all full-time personnel will receive the holidays with pay: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve, and Christmas Day for a total of eight paid holidays. Full-time employees who work fewer than 40 hours per week shall accrue paid holiday hours on a prorated basis.

VOTING

All personnel are encouraged to vote at local, state, and national elections. Personnel scheduled to work away from the office should request an absentee ballot if they wish to vote. The Firm will not provide time off for personnel nor reschedule work assignments for voting.

BENEFIT PAID TIME OFF

Full time employees will earn personal Benefit Paid Time Off. The time will be earned as a vacation time portion and sick time portion as described below. Each employee's earned time will be combined as personal Benefit Paid Time Off to be used at the employee's discretion.

Vacations:

The importance of an annual vacation for rest and relaxation is well recognized. The Firm will try to arrange the vacation schedule to fit the individual's preferences, but the Firm must also schedule time off with the entire personnel complement and Firm assignment deadlines in mind.

All personnel are requested to advise his or her supervisor concerning his or her preference as far in advance as possible. The vacation schedule can then be arranged to accommodate all considerations. Insofar as is possible, the employee's supervisor will approve the vacation time the employee requests. In the event of conflicting requests, submitted at the same time, preference will be given to the employee with the greatest seniority.

Personnel taking vacation days off are to inform the office staff of the days that they will be gone in order that the office staff may accurately advise clients and supervisors as to when the employee will be back in the office and available for work related duties.

When personnel are on field assignment, the Firm does not try to set up vacation schedules since it is generally not practical to arrange for a vacation during the progress of the job. In most cases, it will be necessary for field personnel to take their vacations between projects or during the winter months.

All full-time employees working 40 hours per week shall earn ten working days vacation each calendar year. During the first year of employment, the employee earns the proration of ten working days (5/6 day per month). During the first year of employment, an employee may not take any vacation time until the employee has completed six months of employment; however, vacation leave accrues during this time.

After completing ten calendar years of continuous full-time employment, the annual vacation will be increased to 15 days each year. At such time as the employee has completed 25 calendar years of continuous full-time employment, the annual vacation will be increased to 20 days each year.

Full-time employees who work fewer than 40 hours per week shall accrue vacation days on a pro-rated basis.

Sick Leave:

In addition to earned vacation time, after continuous employment with the Firm for one calendar year, full-time employees working 40 hours per week are entitled to six days for paid sick leave. During the first year of employment, the employee earns the proration of 6 days (6/12 day per month). Following each calendar year of continuous employment, the employee earns an additional six sick days.

Full-time employees who work fewer than 40 hours per week shall accrue sick days on a pro-rated basis.

Benefit Time Carry Over:

Normally, personal Benefit Paid Time Off should not be carried over from year to year. As a basic policy, the Firm believes each staff member should take an annual rest from duties. However, an employee will be allowed to carry over a maximum of 40 days of Benefit time until the next year. Under no circumstances can the carried over time be greater than 40 days, unless approved by the Board of Directors of the Firm. Following the completion of each full calendar year, the employee will be advised as to his or her personal Benefit Paid Time Off available the coming year.

In the event of resignation, retirement or termination of employment, the employee will be paid for unused time accrued and calculated on a prorated basis to the termination date for the portion earned that calendar year. In addition, a maximum of 10 carry over days can be paid out to the employee. Any time paid in excess of the benefit time accrued as of the termination date shall be reimbursed to the company by the terminating employee.

MATERNITY LEAVE

Hutchison Engineering, Inc will provide up to 6 weeks (240 hours) of paid maternity leave when an employee gives birth. This time must be used within 12 months of the birth of the child, and any unused maternity time will be forfeited at the conclusion of the 12 months. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months prior to the birth of a child. (The 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

Amount, Time Frame and Duration of Paid Maternity Leave

- Eligible employees will receive a maximum of 6 weeks of paid leave per birth. The fact that a multiple birth (e.g., the birth of twins) does not increase the total amount of paid maternity leave granted for that event.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid maternity leave will be paid on the regularly scheduled pay dates.
- Approved paid maternity leave may be taken at any time during the 12-month period immediately following the birth. Paid leave may not be used or extended beyond this 12-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid maternity leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth a child, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid maternity leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' Benefit Paid Time Off. Upon exhaustion of accrued Benefit Paid Time Off any remaining leave will be unpaid leave. The Employee always has to option to take unpaid

leave in lieu of using Benefit Paid Time Off. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

- The company will maintain all benefits for employees during the paid maternity leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay.

Requests for Paid Maternity Leave

- The employee will provide her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

PARENTAL LEAVE

Hutchison Engineering, Inc. will provide 2 weeks (80 hours) of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after July 1, 2023.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months prior to the birth, adoption, or placement. (The 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 2 weeks of paid leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of paid parental leave granted for that event.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on the regularly scheduled pay dates.

- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee. Paid leave may not be used or extended beyond this 12-month time frame.

MILITARY LEAVE

Employees participating in regularly scheduled military training will receive leave for up to ten working days a year. This time off will be without pay unless the employee chooses to use earned Benefit PTO.

JURY DUTY

If an employee is required to report for jury duty, the employee will receive time off for such duty with pay. The employee is expected to work for the portion of the day that his or her services are not required for said jury duty.

RETIREMENT BENEFITS

Hutchison Engineering, Inc. has established a 401(k) Profit Sharing Plan. Please contact the Plan administrator for more details as to the current retirement plan.

DEATH IN FAMILY

If a death occurs in a full-time employee's immediate family and it is necessary for the employee to be absent from work, the following is the Firm policy:

1. Up to three days absence will be paid for by the Firm.
2. Any additional time off must be charged against the employee's Benefit PTO.
3. The "immediate family" is defined as:
 - A. Spouse
 - B. Child of the employee
 - C. Parent of either spouse
 - D. Brother or sister of either spouse.

One day's absence will be paid for by the Firm in the event of the death of a grandparent or grandchild of the employee or his/her spouse.

No other time off will be allowed for funeral leave than for those relationships stated above. Time off for any relationship other than the above will be charged against the employee's Benefit PTO.

UNPAID LEAVES OF ABSENCE

An employee may be granted a leave of absence without pay for a period of up to 180 days. You must request unpaid personal leaves in writing at least 30 days in advance of the time you wish the leave to begin. If the leave is necessitated by an emergency, you or a member of your family must notify your supervisor as soon as practicable. This should be followed by a written explanation of the nature of the leave and the expected duration of the leave.

Unpaid personal leave may be granted for sufficiently valid and necessary reasons (e.g. child care or your own or your immediate family member's extended illness). Requests for leave will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, and the expected impact of the leave on the Firm. Accrued paid sick time, if applicable, must be used prior to the start of a leave of absence without pay. It is understood that following a leave of absence without pay, except as may otherwise be required by law; there is no guarantee of reinstatement or re-employment. The Firm endeavors to place employees returning from unpaid personal leave in their former position or a comparable position subject to budgetary restrictions, the need to fill vacancies and the ability to find qualified temporary replacements.

All benefits lapse during a leave of absence without pay and seniority does not accrue. Holidays are not paid and Benefit PTO credits do not accrue. The termination date for medical and other group insurance benefits in the case of a leave of absence without pay vary according to the condition of the medical and group insurance programs in effect at the time. Some medical and group insurance benefits may be continued during the leave if the employee pays the full cost of coverage. The Office Manager may be contacted to obtain details on the conditions in effect at the time of the commencement of the leave of absence.

MEDICAL INSURANCE

The Firm offers medical insurance coverage for its full-time employees and their dependents through a group health insurance plan policy. Participation in the group health plan is voluntary for the employee. The Firm pays a portion of the premium with the balance of the premium being paid by the employee. The amount of the health insurance premium paid by the Firm is based on the type of coverage as follows:

1. Employee Only – 100%
2. Employee and Spouse – 80%
3. Employee and Child(ren) – 80%
4. Employee, Spouse and 1 or more Children (Family) – 80%

New employees are eligible to enroll in the health coverage on the first day of the month following the date of employment. A new employee must enroll within 31 days after initial eligibility. Only full-time employees are eligible for enrollment.

LIFE AND DISABILITY INSURANCE

The Firm offers life, short-term disability, and long-term disability insurance coverage for its full-time employees. The life insurance coverage is available for the employee and his/her

dependents and the disability insurance coverage is only available for the employee. It is recommended that employees that participate in the medical insurance coverage also participate in the life and disability plans. Employees that do not utilize the Firm's available medical insurance are also eligible to voluntarily participate in the life and disability insurance plans. The Firm will pay 50% of the premiums for the life and disability insurance coverage with the balance of the premium being paid by the employee.

Short-term disability insurance has an elimination (waiting) period of 0 days for disability due to injury and 7 days due to sickness. The maximum payment period after the elimination period is 13 weeks. The long-term disability insurance covers the period beginning 90 days after the date of disability up to return to work or to a maximum payment period between the ages of 65 to 70, depending on the age that disability started.

It is recommended that an employee filing a short-term disability claim request that no federal taxes be withheld from the disability benefit payments by the insurance company. By doing so, the Firm's reporting of withholdings and the employee's method of claiming the disability income on his/her tax return should be simplified.

An employee will not accrue Benefit PTO while on short-term and long-term disability.

In the event of an employee's extended illness, the cost of the coverage for the medical and group insurance benefits that are continued while the employee is on short-term disability (maximum 13-week period) shall be shared by the Firm and the employee at the same rate as a full-time employee. If the employee continues to be on leave of absence due to illness beyond the 13-week short-term disability period, the medical and group insurance benefits may be continued during the leave if the employee pays the full cost of coverage, subject to the conditions of the medical and group insurance programs in effect at the time.

DENTAL AND VISION INSURANCE

The Firm offers dental and vision insurance coverage for its full-time employees and their dependents. Participation in the group health plan is voluntary for the employee. The Firm will pay 50% of the premiums for the dental and vision insurance coverage with the balance of the premium being paid by the employee. New employees are eligible to enroll in the health coverage on the first day of the month following the date of employment. A new employee must enroll within 31 days after initial eligibility. Only full-time employees are eligible for enrollment.

WORKER'S COMPENSATION AND ACCIDENT REPORTING

The full contribution of Workers' Compensation is paid by the Firm. It is covered by the state in which the employee is permanently assigned. All accidents or illnesses, no matter how minor, must be reported promptly to the employee's supervisor.

MANNER OF PERFORMANCE

The Firm is justly proud of its reputation and considers each staff member of the team to be a representative of the Firm. All personnel must conduct themselves professionally and courteously so that this reputation will be preserved and enhanced.

QUALITY ASSURANCE PROGRAM

Hutchison Engineering, Inc. has established a Quality Assurance Program. This program shall be followed for all projects. The necessary forms to be completed for the Quality Assurance Program are available from an officer of the Firm.

EXPENSE ACCOUNTS

Internal Revenue Service rules require that all business meals and expenditures be kept separate from other expenses.

Mileage sheets must show place visited, purpose of visit and person visited.

Expense account sheets must show place visited, purpose of visit, and the person or persons visited, as well as business discussed. Receipts are required for all business meals and entertainment, except for the per diem rates. In addition to the entries on the expense account sheet, employees must keep the entries in their diary, including persons present, purpose, and business discussed.

When employees are assigned out of town overnight, they will be paid for meals at the per diem rate. Check with your supervisor for current per diem rates. Lunches will not be allowed except when out of town overnight. No receipts will be necessary for per diem rates for meals.

Motel rates will be reimbursed at cost and receipts are required. The Party Chief will make motel arrangements for the survey crew.

When out of town travel is required for more than one employee at a time, the employees should carpool when possible and utilize double occupancy for motel rooms on non-state-funded projects. Employees should request state lodging rates for motel rooms when working on state-funded projects.

Employees who hold field positions that require the need for a cellular Wi-Fi hot spot for company operations may receive a data usage stipend to reimburse for business related costs incurred when using their personally owned devices. The stipend is considered a non-taxable fringe benefit to the employee. If unsure if you qualify, check with your immediate supervisor. The level of cash subsidy (stipend) will be \$25.00 per month when working outside HEI offices. This expense should be submitted, at the end of the month, on your expense account for the previous month where the data usage is required for field operations.

SHIFT DIFFERENTIAL

Staff required to work an evening shift or required to work a night shift will receive \$4.00/hour shift differential. The shift differential is paid in addition to the regular hourly rate for all hours

worked on the shift. The shift differential is also applicable to long shift but will be paid for the hours (or portions thereof) above 12 hours. An interruption of work for a meal period of one hour or less will not disqualify a shift for shift differential pay. When hours worked qualify for overtime pay, the overtime rate is calculated from the regular hourly rate.

Employees will not need to do anything extra to receive the long shift differential pay. Employees will need to charge "Shift Differential" units to receive the evening shift and night shift differentials.

Employees will receive their shift differential pay in the paycheck for the period the shift differential was worked. It will be noted in the "Other Pay" column of the pay stub.

Definitions:

Long Shift: Any continuous shift in excess of 12 hours. Long shift differential pay will be paid for the hours (or portions thereof) above 12 hours.

Evening Shift: Any work period which includes four or more consecutive hours between 6 pm and 11 pm. Shift differential pay will be paid for the entire shift.

Night Shift: Any work period which includes four or more consecutive hours between 11 pm and 7 am. Shift differential pay will be paid for the entire shift.

USE OF PRIVATE VEHICLE

In cases where it is necessary for an employee to use his or her own car on Firm business, a mileage allowance is allowed by the Firm, which is the amount approved by the Internal Revenue Service. The Firm maintains public liability and property damage insurance for company vehicles, but this insurance does not cover driving personal cars on Firm business.

Therefore, it is required that all employees driving personal cars on Firm business carry insurance in an amount not less than \$1,000,000 for bodily injury, including those resulting in death, to any one person, and total amount not less than \$1,000,000 on account of any one occurrence. Property damage insurance should not be for less than \$1,000,000.

USE OF FIRM VEHICLE

Use of company vehicles for Firm business is encouraged if available.

If an employee receives a traffic citation while operating any vehicle on Firm business, the employee must report it to his or her supervisor before the end of the next working day. The employee is responsible for payment of any fines. No one is to operate any vehicle on Firm business without a valid operator's license.

Any accident involving a Firm vehicle must be reported to the employee's supervisor as soon as possible, but in no event later than 24 hours after the accident.

Driving a Firm vehicle while under the influence of alcohol or narcotics is sufficient grounds for disciplinary action, including suspension or discharge.

SIGNING OUT

When an employee is to be out of the office during working hours their supervisor is to be informed of the reason and duration of the trip.

Additionally, at offices with “Sign Out” sheets, the employee is required to sign out so administrative staff is aware of the departure.

SERVICES AND EQUIPMENT

Mail: All incoming mail is delivered to the front office and, unless obviously marked as personal, is opened and distributed to the appropriate personnel. All outgoing mail should be taken to the front office for postage. Receipt of personal mail at the office is discouraged.

Telephone: Personal telephone calls, both local and long distance are discouraged unless of an urgent nature.

Copying: The copy machine may be used by any employee who has a need to do so for company business. The Firm does not prohibit your making a few personal copies at no cost provided it does not interfere with anyone’s work or with the Firm’s use of the copier. If you have permission to make large numbers of personal copies (such as for charitable or civic activities), you shall reimburse the Firm for the expense involved.

Other Equipment: Other Firm equipment such as tools, supplies, postage meters, etc. are to be used for Firm business purposes only, except where otherwise authorized in advance.

Care of the Equipment: All employees shall treat company equipment, including company vehicles, with proper care and maintenance. Loss, abuse, misuse, or neglect of company equipment may be considered grounds for disciplinary action, including termination of employment.

HOUSEKEEPING

Offices should appear orderly at all times. All material being worked on shall be removed from the tops of desks and counters at night. Personnel in private offices should keep their offices neat and not allow material to accumulate to the extent that it will present a disorderly appearance.

CORRESPONDENCE FILES

Each project has been assigned a job number. Correspondence files are set up accordingly. The project number should appear on each letter written to facilitate proper filing. On occasion it may be necessary to take files away from the file cabinets, in which case the file should be returned as soon as possible.

PERSONAL APPEARANCE AND DEMEANOR

Discretion in style of dress and behavior is essential to the efficient operation of the Firm. It is also the policy of the Firm to respect client requirements in this respect. Employees are, therefore, required to dress in appropriate attire and to behave in a professional, businesslike manner. Employees will not be allowed to wear shorts, either in the office or in the field, during working hours or to perform work without wearing a shirt. Please use good judgment in your choice of appropriate work clothes and remember to conduct yourself at all times in a way that best represents you and the Firm.

Employees failing to adhere to proper Firm standards with respect to appearance and demeanor are subject to disciplinary action.

BUSINESS ETHICS

The Firm prides itself on the high standards of excellence embodied in our operating principles. We expect all employees to personify these ideals. The following are guidelines regarding our standards of ethics, honesty and integrity. It is impossible to cover every situation that may arise. When you have a question, consult your supervisor or an officer of the Firm.

Gifts and Entertainment: Employees may accept only business-related meals, entertainment, gifts, or favors from any person, company or other entity that has or is doing or seeking to do business with the Firm which will not create an obligation to the donor. All gifts and entertainment having a value exceeding \$75.00 must receive authorization from the Board of Directors prior to acceptance.

Conflicts of Interest: No employee should use his or her position with the Firm or information acquired during employment in a manner that may create a conflict, or the appearance of a conflict between the employee's personal interests and those of the Firm. Absent written authorization by the Firm, no employee shall be affiliated with any person, company or other entity that the Firm does business with.

Confidentiality: It is the policy of the Firm to ensure that the operations, activities, and affairs of the Firm and our clients are kept confidential to the greatest possible extent. If, during their employment, employees acquire confidential or proprietary information about the Firm and/or its clients, such information is to be handled in strict confidence and not to be discussed with outsiders. Employees are also responsible for the internal security of such information.

Employees found to be violating this policy are subject to disciplinary action, up to and including termination.

COMPUTER/INTERNET/E-MAIL USAGE POLICY

The Internet presents users with opportunities for easy, rapid and efficient global communications and research, but also creates certain risks, including security risks and legal liability. The purpose of this Internet/E-mail Usage Policy is to maximize the benefits and minimize the risks associated with the use of the Internet. Internet access is authorized to employees of the Firm only. Internet activities include, but are not limited to, the use of electronic mail and the viewing of World Wide Web pages.

1. The E-mail, computer system and all items produced are owned by the Firm. The Firm has the right, but not the duty, to monitor any and all aspects of its computer system including, but not limited to, monitoring sites employees visit on the internet, monitoring chat groups and new groups, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees. Employees waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet.
2. All E-mail, documents, or files stored on the company's computer system may be disclosed to a third party in the course of litigation discovery, law enforcement investigation or regulatory investigation.
3. The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene, or offensive, such as slurs, epithets or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs. In addition, the Internet must not be used for any malicious activities against individuals or groups, such as threats or illegal schemes, or any other illegal activity.
4. The Internet must not be used to access, send, receive, or solicit sexually oriented messages or images.
5. Downloading or distributing of copyrighted material that is available on the Internet is an infringement of copyright law. Additionally, the downloading or posting of copyrighted material from any source to the Firm's network is an infringement of copyright law. Permission to copy the material must be obtained from the publisher.
6. Software should not be downloaded from the Internet, as the download could introduce a computer virus on the Firm's network. Additionally, copyright laws may cover the software so the downloading could be an infringement of copyright law. The network administrator will download and install all software required by the Firm for business. If any users need additional software, they should contact the network administrator for approval and installation of the software.
7. Employees should safeguard against using the Internet to transmit personal comments or statements through E-mail or to post information to news groups or Usenet that may be mistaken as the position of the Firm. Additionally, employees should guard against the disclosure of confidential information through the use of the Internet E-mail, news groups, Usenet, blogs or social media.
8. The Internet should not be used to send or participate in chain letters and other illegal schemes. The Internet should not be used to solicit or convert others for commercial purposes, causes, outside organizations or other non-job-related purposes.
9. Users are responsible for keeping their password secure and private. Password should not be given to other employees, except administration or the network administrator if requested.

10. Users should not transmit or disclose items produced, confidential or privileged information to individuals, group, or competitors, except when collaborating on a project.
11. All E-mail and E-mail attachments should be checked with an anti-virus scanner before opening. If in doubt, do not open the E-mail or the attachment.
12. All job-related E-mail should be printed out, initialed and hand-routed to the Principal and manager in charge of the department. This will ensure that the E-mail is placed in the proper correspondence file. To make filing easier, when sending an E-mail, place the company job number in the subject. Example - begin the subject with (HEI 2000)". A signature will automatically be placed at the end of an E-mail.
13. No employee should attempt to bypass or circumvent the Firm's network security, email filtering, or internet content filtering.
14. No unauthorized computers or hardware should be connected to the network. If there is a need for some type of specific hardware or software, please check with administration or the network administrator.
15. Job related materials should be stored on the server either in the proper job folder or on the H drive so these items are accessible by others and backed up on a regular basis. Job-related files should not be stored on the desktop.

Failure to follow this policy could result in discipline or loss of Internet and E-mail access. This policy may be amended or revised from time-to-time. Employees will be provided with written copies of all amendments and revisions to this policy.

PERSONNEL FILES

It is the responsibility of each employee to promptly notify the Firm of any changes in personnel data. Personal mailing addresses, telephone numbers, number of income tax exemptions, beneficiaries of group insurance, and persons to notify in case of emergency should be accurate and current at all times. If there are any changes, employees should notify the Office Manager in the main office.

The Firm maintains a personnel file on each employee. These files include such information as the employee's job application, resume, performance evaluations, salary increases, and other employment records. Access to an employee's personnel file is restricted. Generally, only supervisors and management personnel of the Firm who have a legitimate reason to review information in the file are allowed to do so. Employees wishing to review their own file should contact an officer of the Firm. With reasonable advance notice, employees may review their own personnel file in the main office and in the presence of an individual appointed by the Firm to maintain the files.

PURCHASE ORDERS

Purchase orders signed by one of the officers of the Firm must be obtained before an employee buys any material or requests service. In emergencies, purchase orders shall be obtained after purchase of the necessary materials or services and sent to the seller.

SAFETY

Safety in all operations is not just a company goal, it is a requirement. To this end, a written policy has been established as a stand-alone document to govern the operations of Hutchison Engineering, Inc.

It is a condition of employment with Hutchison Engineering, Inc. that all employees become familiar with the policy and adhere faithfully to its requirements, as well as the safety rules, instructions, and procedures issued in conjunction with it. Failure to do so will result in disciplinary action.

OUTSIDE EMPLOYMENT AND OUTSIDE ACTIVITIES

Employees are encouraged to become involved in community activities. Hutchison Engineering, Inc. is a community firm and volunteering to work for the community is encouraged. However, employees should avoid any activities which may be or appear to be a conflict of interest. Employees may not use Firm stationery, nor participate in community organizations or public affairs as representatives of the Firm unless the employee has Firm authority to do so.

The conduct of employees of the Firm necessarily reflects on the Firm's reputation. Employees are cautioned to avoid conducting themselves in a manner which would reflect negatively on the Firm.

Outside or other employment (moonlighting) is not prohibited. However, the employee's responsibility is first to this Firm. If outside employment conflicts in any way with the employee's job performance, the employee will be asked to cease the outside employment. Outside employment is prohibited if it represents a conflict of interest. The Firm considers a conflict of interest any employment for a client of the Firm, any employment for a competitor of the Firm, any employment with any employer that has a business relationship with the Firm, or the performance of any professional service that this Firm can or does perform.

This Firm is not responsible for the actions of employees who "moonlight", nor does the Firm's liability insurance cover their actions. Therefore, employees who "moonlight" must issue a written declaration, in a form approved by the Firm, to their client or outside employer that the employees are working on their own behalf and that the Firm is absolutely not responsible for their actions; nor is the Firm involved in any way with the work being performed. The third party must also sign the document. It must contain an understood hold harmless clause for the Firm, either within the document itself or as attached by the third party. All such documentation shall be executed and on file with the Firm prior to commencement of services. Failure to comply will result in employee discipline up to termination. The written declaration is to be executed and submitted to an Officer of the Firm for review prior to the authorization of any secondary employment.

Employees are to seek the advice of their supervisor if they have questions regarding this policy.

PROFESSIONAL ACTIVITIES

Membership in professional organizations will be considered for participation by the Firm on an individual basis.

SERVICE CLUBS

The Firm encourages employees to participate in local service clubs such as Lions, Exchange, Kiwanis, Rotary, AMBUCS, etc. The Firm will pay the dues (exclusive of meals and other expenses) for membership in one service club for a maximum of two employees per service club.

PROFESSIONAL REGISTRATION

The Firm encourages professional registration by providing the necessary experience under the direction of registered professionals and assumes that each qualified Engineer will achieve professional status at the earliest opportunity. Responsible direction of engineering work involved in higher management level responsibility requires registration under state laws. All possible assistance in preparing for Engineer Intern, Professional Engineer, Land Surveyor in Training, Professional Land Surveyor, and Structural Engineer registration will be provided, and time off with pay and expenses will be granted for taking the required examinations.

CONTINUING EDUCATION

Your productivity will depend upon your personal efforts to increase your fund of knowledge and your ability to gain practical experience in the field of your choice. All personnel are encouraged to participate in a continuing education program during their active professional lives to stay abreast of a rapidly expanding technology. It is our desire to assist in education efforts, and we will make all reasonable attempts to adjust work assignments so as to permit attendance at meetings, formal instruction courses, and other professional development activities. If instruction courses are directly related to assigned duties within the Firm, assistance in the form of financial aid may be available. Each request for such assistance will be considered by the Board of Directors on the basis of service with the Firm, funds available, and applicability of the proposed course of study to present or future needs of the Firm.

STATE OF ILLINOIS PROFESSIONAL DEVELOPMENT HOURS

The State of Illinois adopted amendments to Illinois laws governing design professionals to require continuing education for land surveyors, structural engineers and professional engineers. The State, in conjunction with the Structural Engineering Board, Engineers Licensing Board and Land Surveyors Licensing Board, adopted administrative rules to implement specific continuing education requirements also known as Professional Development Hours (PDH).

The engineering and surveying professions provide an ever-changing spectrum of challenges requiring new skills and a variety of expertise in this art and science. It is vital that all

engineers and surveyors be committed to their own personal continuing education, so they can face these challenges and opportunities as they arise. The Firm encourages all our professional staff to attend seminars and training sessions/classes that will enhance their professional development and fulfill continuing education requirements of the State of Illinois.

Under the current State requirements, each Illinois licensee is required to complete the following Professional Development Hours (PDH) relevant to their profession, prior to the next renewal period and every renewal period thereafter:

Land Surveyors	=	20 PDH
Professional Engineers	=	30 PDH
Structural Engineers	=	30 PDH

Some of these Professional Development activities include certain programs and events such as:

- Seminars
- Tutorials
- Professional Societies
- Workshops
- Holding Office in Professional Organizations
- Professional Meetings
- College Courses
- Publishing Articles
- Teaching

All employees are encouraged to view and become familiar with the State's continuing education rules and the specific types of activities that will satisfy the requirements at the Department's internet site: www.dpr.state.il.us.

Since professional registration is obtained and renewed on an individual basis, the Firm does not pay any fees for Professional Development Hours, except as identified elsewhere in this section or in the Continuing Education section. Employees are free to select whatever seminars and professional development activities desired when fulfilling PDH requirements on their own time. The Firm will continue to encourage staff members to enroll in training workshops, seminars, and other similar training sessions, which are related to the Firm's area of expertise. For these sessions, the Firm may pay for the cost of tuition, fees, travel expenses and the employee's training time. Approval of an Officer of the Firm is required prior to registration for the session to be considered for payment.

It is always each licensee's responsibility to maintain a record of their own PDH's in accordance with the requirements of the appropriate State licensing board. The specific rules are found at the Department's web site and include such documentation as: date and place of program; name and address of provider; number of hours received; certificate of attendance; a log of the professional activities or publications; or transcripts of course. Such records will need to be maintained for a period of five (5) years. The Firm will not assume any responsibility for the employee in fulfilling the requirements for obtaining and maintaining State Licensure.

Individuals registered in states other than Illinois or certified in other categories, such as the Professional Traffic Operations Engineer (PTOE), should be familiar with those states' or certifying boards' requirements for PDH's. The above policies also apply to out of state registrants.

TERMINATION OR SEPARATION FROM EMPLOYMENT

Employment with the Firm is at-will employment and therefore an employee may be terminated at any time, with or without cause, just as the employee may choose at any time to end the relationship with the Firm. If termination is necessary due to downsizing or fluctuations in workload, the Firm will try to give two weeks' notice to the employees. Employees affected will be expected to continue duties during this period.

An employee may be off work for a variety of reasons, including accident, illness, or other reasons. In no event may this time period exceed 180 days in one year. The year begins from the first day off work. If the employee fails to return to work at the expiration of 180 days as defined herein, the employee's employment will be terminated unless additional time off work is approved by the Board of Directors of the Firm.

RESIGNATION

Staff members resigning for any reason are expected to give at least two weeks' notice. Terminal pay will be through the effective date of resignation. In the event of resignation, retirement or termination of employment, the employee will be paid for unused time accrued and calculated on a prorated basis to the termination date for the portion earned that calendar year. In addition, a maximum of 10 carry over days can be paid out to the employee. Any time paid in excess of the benefit time accrued as of the termination date shall be reimbursed to the company by the terminating employee.

SMOKE-FREE BUILDING POLICY

Hutchison Engineering, Inc. has established a policy of a Smoke-Free Workplace.

DRUG AND ALCOHOL POLICY

It is the Firm's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, employees of the Firm are expected to follow the procedures set forth herein.

Employees shall not report to work under the influence of alcohol or illegal drugs. Employees shall not possess or consume alcohol or illegal drugs while on Firm property or on Firm Time. Employees shall not have their ability to work in a safe, efficient, and effective manner impaired as a result of the use of alcohol or illegal drugs. Employees shall not sell or provide, directly or indirectly, illegal drugs or alcohol to any person while the provided or the recipient is on Firm property or performing Firm business.

This policy does not prohibit the possession or use of prescription drugs in a manner approved by a physician when that usage does not impair the employee's ability to perform his or her job duties safely, efficiently, or effectively. Employees are required to advise their supervisor that they are taking such drugs.

The Firm requires every employee's consent to and cooperation in drug or alcohol testing and inspection of the employee's possessions while on Firm property or performing Firm business when any supervisory employee of the Firm has a reasonable suspicion that the employee has violated this policy.

An employee who tests positive or is found to be "under the influence" as defined by Illinois state criminal statutes, or where an inspection reveals alcohol or illegal drugs, is subject to discipline, up to and including immediate discharge. An employee who refuses to submit immediately to a drug or alcohol test when requested by the employee's supervisor or a principal of the Firm is subject to discipline, up to and including immediate discharge.

All costs of testing will be paid by the Firm. From the time of the initial testing and until test results are received and reviewed by the Firm, an employee will be placed on an unpaid leave. In the event the test results are negative, the Firm will pay the employee for the leave period, so long as there are no other independent circumstances or behavior justifying the unpaid leave due to misconduct by the employee. If the employee's test results are positive, then the Firm will not pay the employee for the leave period.

Employees are required to consent to the release of the alcohol or drug test results to the Firm. The employee must agree to execute any forms necessary to accomplish this disclosure. Illegal drugs discovered in an inspection pursuant to this policy will be turned over to law enforcement personnel.

Within five days after a criminal drug statute conviction for a violation occurring in the workplace, an employee shall notify a principal of the Firm of the conviction. Within 30 days of receiving notice of an employee's conviction, the Firm will take appropriate disciplinary action against the employee, up to and including discharge, or require that the employee participate in a drug abuse assistance or rehabilitation program approved by the Firm.

If discharge does not occur based on mitigating factors such as length of service, employee attitude, work performance, etc., the employee will be required to enroll in a Firm-approved treatment program and placed on a non-occupational leave of absence. The employee shall consent to the release of information to the Firm by the treatment program, which will assist the Firm in determining the employee's successful completion of the program. Failure to participate in and complete a rehabilitation program, where necessary, will result in discharge. If an employee is not discharged after the first positive testing, a second positive testing will result in discharge.

With prior approval of the Board of Directors, special in-house functions may allow for alcohol consumption. The alcohol consumption at any approved function must be moderate.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or an officer of the Firm to receive assistance or referrals to appropriate resources in the community.

It is the responsibility of each employee with a drug or alcohol problem to seek and complete treatment. The Firm will provide assistance in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required.

Participation in an employee assistance program is confidential and will not jeopardize employment or advancement, but participation will not protect employees from disciplinary action for continued unacceptable job performance or rule violations.

SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY

POLICY

It is the responsibility of each individual employee to refrain from sexual harassment, and it is the right of each individual employee to work in an environment free from sexual harassment.

DEFINITION

- A. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Act of 1964, as amended in 1991. According to the Illinois Human Rights Act, sexual harassment is defined as, “unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when”:
 - 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
 - 2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
 - 3. such conduct has the purpose or effect or substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.
- B. Other conduct commonly considered to be sexual harassment includes:
 - 1. Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
 - 2. Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls”, “smacking” or “kissing” noises.
 - 3. Visual: Posters, signs, pin-ups, or slogans of a sexual nature.
 - 4. Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.
- C. Sexual harassment can involve a man harassing a woman, a woman harassing a man or between members of the same gender.

RESPONSIBILITY OF EMPLOYEE

Each individual employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who sexually harasses a fellow worker is liable for his or her individual conduct. The harassing employee will be subject to disciplinary action, up to and including discharge.

RESPONSIBILITY OF SUPERVISORY PERSONNEL

- A. Each supervisor is responsible for maintaining the workplace free of sexual harassment and discrimination. This is accomplished by promoting a professional environment and by dealing with sexual harassment and discrimination as with all forms of employee misconduct.
- B. Specifically, a supervisor must address an observed incident of sexual harassment or complaint, with seriousness, take prompt action to investigate it, report, end it, implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not make a formal complaint.
- C. Supervisors must ensure that no retaliation will result against an employee making a sexual harassment or discrimination complaint. It is unlawful for an employer to retaliate against an individual for filing a sexual harassment or discrimination complaint. It is also unlawful to retaliate against any employee for participating in an investigation of a sexual harassment or discrimination complaint. Retaliation is a serious violation that will subject the offender to sanctions independent of the merits of the sexual harassment or discrimination allegation.

PROCEDURES FOR FILING A COMPLAINT

- A. An employee who either observes or believes herself/himself to be the object of sexual harassment or discrimination should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor, office manager and offending employee. It is not necessary for sexual harassment or discrimination to be directed at the person making the complaint. The employee should document what was said or done along with the date, time and place it took place and keep any written records of harassment or discrimination (i.e. letters, notes, memos, telephone messages, emails or texts).
- B. The official process for making a complaint about sexual harassment or discrimination falls into several stages:
 - 1. Direct Communication: If there is sexually harassing behavior or discrimination in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or memo.
 - 2. Contact with Supervisory Personnel: At the time, direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate Supervisor or the Office

Manager. If the harasser is the immediate Supervisor, the problem should be reported to the next level of supervision or the Office Manager.

3. **Formal Written Complaint:** An employee may also report incidents of sexual harassment or discrimination directly to the Office Manager. The Office Manager will counsel the reporting employee to be available to assist with filing a formal complaint. Hutchison Engineering, Inc. will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.
4. **Resolution Outside Firm:** It is hoped that most sexual harassment and discrimination complaints and incidents can be resolved within Hutchison Engineering, Inc. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the federal Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. This complaint must be filed with the IDHR within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint to the EEOC must be filed within 300 days.

- C. An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges of assault and battery.

FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment or discrimination complaint to accomplish some end other than stopping sexual harassment or discrimination. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can result in disciplinary action, up to and including discharge.

ACCOMMODATION OF INDIVIDUALS WITH DISABILITIES

Hutchison Engineering, Inc. complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The Firm also provides reasonable accommodation for such individuals in accordance with these laws. It is Hutchison Engineering Inc.'s policy to, without limitation:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.
3. Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on Hutchison Engineering, Inc.

Procedure for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation to their supervisor or an Officer. On receipt of an accommodation request, the Firm will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Firm might make to help overcome those limitations.

The Firm will determine the feasibility of the requested accommodation and will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the complainant may appeal the Firm's decision pursuant to the Grievance Procedure herein.

GRIEVANCE PROCEDURE

In any group of people, there may be honest differences of opinion on matters pertaining to their employment. For instance, there may be differences of opinion involving an evaluation, a discipline measure taken, or a policy implemented. There may also be complaints by employees concerning working conditions or what is perceived by the employee as harassment. A grievance is a complaint by an individual employee expressing dissatisfaction that the employee feels when he or she believes, rightly or wrongly, that a mistake has been made in the administration of a rule, plan, policy, or condition of employment, or that he or she has been treated in a manner inconsistent with his or her rights.

If an employee has a grievance, the following procedures are to be followed:

- A. The grievance should be in writing and given to the employee's supervisor. This should be done as soon as possible after the matter grieved occurs.
- B. The person receiving the grievance will investigate the grievance immediately and promptly reply in writing to the grievance.
- C. If the employee is not satisfied with the reply of the supervisor, the employee may submit a written grievance to an officer of the Firm.
- D. An officer of the Firm will investigate the matter as soon as possible and promptly reply in writing.
- E. If the employee is not satisfied with the reply of the supervisor and an officer of the Firm, the employee may submit a written grievance to the Board of Directors. This written grievance should be submitted as soon as possible after receiving the officer's reply. The Board of Directors will investigate the matter promptly and render a written decision as soon as possible. The decision of the Board of Directors will be final.

Since all grievances and decisions are to be made in writing, it is important that the grievance contain sufficient information to render a decision and sufficient to communicate a decision. The written grievance should,

- A. Give a clear, detailed statement of the grievance, the full name and title of the persons involved, documents in support of the grievance (if any), and the date(s) pertinent to the grievance.
- B. State the specific action desired by the employee to be taken by the Firm regarding the grievance.
- C. State reasons why the specific action should be taken.
- D. State in a brief summary the results of previous discussions on the issues involved (if applicable).
- E. The document is to be signed by the employee, dated, and indicate his or her job title.

Employees should understand that the use of this grievance procedure by an employee in good faith will in no way negatively affect any aspect of the employment relationship and will be kept as confidential as possible and apart from the complaining employee's personnel file. The Firm believes that every employee who has a work-related problem or needs an explanation concerning conditions of employment should have an opportunity to express his or her concern. Sometimes problems need to be handled in a structured manner to insure consistent, fair and documented resolution. This grievance procedure is set up to handle such problems.

In addition to the more formal grievance procedure outlined here, the management of Hutchison Engineering, Inc. operates with an open management style in which each employee is encouraged to speak freely to his or her supervisor. The Firm makes a conscious effort to keep employees informed about matters affecting their job and welcome employees' ideas and suggestions. Employees should feel free to discuss work matters or issues of concern with their supervisor. If the employee's supervisor is unable to provide assistance, the employee may request to speak with an officer of the Firm. It is the Firm's goal that management will be accessible and resolve problems.

CHANGES OR REVISIONS TO THE STATEMENT OF PERSONNEL POLICIES

This Statement of Personnel Policies will be reviewed on a regular basis by management and may be revised by the Board of Directors at any time. Additions, deletions, or modifications may be made as deemed necessary at the sole discretion of management and will be made in writing.

EXCEPTIONS TO THESE POLICIES

The Board of Directors has absolute authority to grant any and all exceptions to the policies set forth in the Statement of Personnel Policies. A majority vote of the members of the Board of Directors is required to authorize exceptions.

GENERAL CODING FOR PROJECTS

1. Roadway	
Supervision and Control	0100
Data Collection	0101
Soils	0102
Typical Sections/pavement design	0103
Plan and profile sheets	0104
Cross sections/construction limits	0105
Maintenance of traffic	0106
Intersection design/details	0107
Erosion control plans	0108
Miscellaneous detail sheets	0109
Drainage calculations/layout	0110
Quantities/estimates	0111
Specifications	0112
Meetings/field checks	0113
Permits/RR coordination/utilities	0114
QA/QC	0115
Alignments/Modeling	0116
Grading plans	0117
Streetscape	0118
2. Structures	
Supervision and control	0200
Data Collection	0201
Bridge/building inspection	0202
Bridge condition reports	0203
Soils/SGR	0204
TS&L	0205
Hydraulic reports	0206
Structure plans	0207
Quantities/estimates	0208
Specifications	0209
Meetings/field checks	0210
Permits/RR coordination/utilities	0211
QA/QC	0212
3. Right of Way	
Supervision and control	0300
Courthouse research	0301
Deed analysis	0302
Descriptions	0303
Computations	0304
Plats and ROW plans	0305
Negotiations and condemnation	0306
QA/QC	0307
4. Airports	
Supervision and control	0400
Data Collection	0401
TIP Submittals	0402
Computations	0403
Master plan and ALP	0404
Engineering reports	0405
Airport plans	0406
Quantities/estimates	0407
Specifications	0408
Meetings/field checks	0409

	Permits/RR coordination/utilities	0410
	QA/QC	0411
5.	Planning/Design Reports	
	Supervision and control	0500
	Data collection	0501
	Preliminary layouts	0502
	Intersection studies/traffic counts	0503
	Maintenance of traffic	0504
	Project report	0505
	Cost opinions	0506
	Public involvement/meetings	0507
	Environmental studies	0508
	Drainage studies	0509
	Meetings/field checks	0510
	Funding application/grants	0511
	Permits/RR coordination/utilities	0512
	QA/QC	0513
	Aerial Mosaics	0514
	Plan and profile sheets	0515
	Cross sections/construction limits	0516
	Crash analysis	0517
6.	Survey	
	Supervision and control	0600
	Horizontal/Vertical control	0601
	DTM/cross sections	0602
	Topography	0603
	Hydraulic surveys	0604
	Utilities pick-up	0605
	Property surveys	0606
	ROW stakeout	0607
	Construction stakeout	0608
	As built surveys	0609
	Download/reduce/contours	0610
	Permits/RR coordination	0611
	QA/QC	0612
7.	Water & Sewer	
	Supervision and control	0700
	Data collection/field tests	0701
	Funding applications/grants	0702
	Preliminary layout	0703
	Soils	0704
	Report writing	0705
	Plan and profile sheets	0706
	Quantities/estimates	0707
	Specifications	0708
	Meetings/field checks	0709
	Permits/RR coordination/utilities	0710
	QA/QC	0711
	Design calculations	0712
	Cross sections/construction limits	0713
	Erosion control plans	0714
	Miscellaneous details sheets	0715
8.	Construction Observation	
	Supervision and control	0800
	On site observation	0801

Pay requests	0802
Preconstruction Meetings/Meetings	0803
Laboratory concrete testing	0804
Laboratory soil testing	0805
Nuclear density testing	0806
Field concrete testing	0807
Documentation	0808
QA/QC	0809
Field soil testing	0810
Inspection survey	0811
9. Construction Control	
Supervision and control	0900
Project start-up	0901
Shop drawing review	0902
Pay request	0903
Change orders	0904
Site visits	0905
As built plans	0906
Special requirements	0907
Contractor guarantee work	0908
Lawsuits/legal	0909
QA/QC	0910
10. Special Design	
Site development	1000
Site drainage/detention	1001
Traffic studies	1002
Impact fee studies	1003
Traffic signal design	1004
Lighting	1005
Electrical	1006
Mechanical	1007
Mapping	1008
Marinas	1009
QA/QC	1010
Agriculture	1011
11. Architecture Projects	
Pre-Design Programming/Scope Development	1100
Schematic Design	1101
Design Development Material	1102
Construction Document Production	1103
Bidding Process Facilitation	1104
Construction Administration	1105
Project Manager Coordination	1106
Renderings/Models, as an additional service	1107
Historic Preservation	1108
On-Site Survey, Analysis, Documentation &	1109
As-Built Drawings	

Labor Codes to be used with Job Numbers listed below

Non-billable - General	9999
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Miscellaneous Job Numbers

0011	Office Administration
0012	Computer Administration
0014	Precontractual negotiations
0018	Continuing Education/Conferences
0019	Lawsuits/Legal

All other miscellaneous job numbers are hard coded into each timesheet

IDENTIFICATION CODE NUMBERS FOR TIMESHEET UNITS

- 1 CADD
- 3 Nuclear Density Equipment
- 4 Breaking Concrete Cylinders
- 5 GPS Equipment
- 6 Mileage Rate
- 10 Robotic Equipment
- 11 Daily Vehicle Flat Rate
- 12 Shift Differential

SAMPLE TIMESHEET

Detailed Timesheet for the Period Ending 6/15/2022

Wednesday, June 29, 2022
1:40:00 PM

Hutchison Engineering, Inc

Employee 1000 Doe, John J.

Signed

Approved

Profit Center

Posted

4907.00	01GS	Brown - TR 94 Trib to La Missouri Crk																Total Hr			
		Client: Brown County Highway Department																			
		General Services																			
	06:02	Reg	21.0																		
4925.00	01GS	Marion - CH 9 & CH 11 HSP Improvements																Reg			
		Client: Marion County Highway Department																			
		General Services																			
	06:02	Reg	69.0																		
		Ovt	10.0																		
0011.00	000J	General Overhead																		Reg	
		Jacksonville																			
	99:99	Reg	2.0																		
DAILY TOTALS		Reg	92.0	10.5					10.0	10.5	10.0	10.5						10.0	10.0		
		Ovt	10.0														10.0				

SAMPLE EXPENSE REPORT

Detailed Expense Report

Wednesday, June 29, 2022
1:52:08 PM

Hutchison Engineering, Inc

Employee 1000 Doe, John J.

Signed _____

Posted

Approved _____

Expense Report:		5/16/2022 - 5/31/2022				Report Date:		5/16/2022	
Date	Category	Description	Project	Phase	Subphases	Bill	Account		Amount
5/16/2022	Per Diem Meals		4925.00	03DC		<input checked="" type="checkbox"/>	5211		32.00
		Marion - CH 9 & CH 11 HSIP Improvements							
5/17/2022	Per Diem Meals		4925.00	03DC		<input checked="" type="checkbox"/>	5211		42.00
		Marion - CH 9 & CH 11 HSIP Improvements							
5/18/2022	Per Diem Meals		4925.00	03DC		<input checked="" type="checkbox"/>	5211		42.00
		Marion - CH 9 & CH 11 HSIP Improvements							
5/19/2022	Per Diem Meals		4925.00	03DC		<input checked="" type="checkbox"/>	5211		32.00
		Marion - CH 9 & CH 11 HSIP Improvements							
5/16/2022	Lodging		4925.00	03DC		<input checked="" type="checkbox"/>	5215	<input checked="" type="checkbox"/>	132.47
		Marion - CH 9 & CH 11 HSIP Improvements							
5/17/2022	Lodging		4925.00	03DC		<input checked="" type="checkbox"/>	5215	<input checked="" type="checkbox"/>	132.47
		Marion - CH 9 & CH 11 HSIP Improvements							
5/18/2022	Lodging		4925.00	03DC		<input checked="" type="checkbox"/>	5215	<input checked="" type="checkbox"/>	132.47
		Marion - CH 9 & CH 11 HSIP Improvements							
5/18/2022	Miscellaneous		0011.00	000J		<input type="checkbox"/>	7431	<input checked="" type="checkbox"/>	22.93
		General Overhead							
5/31/2022	Cell Phone		0011.00	000J		<input type="checkbox"/>	7440		40.00
		General Overhead							
5/31/2022	Wifi Hotspot		0011.00	000J		<input type="checkbox"/>	7530		25.00
		General Overhead							
5/23/2022	Per Diem Meals		4925.00	03DC		<input checked="" type="checkbox"/>	5211		32.00
		Marion - CH 9 & CH 11 HSIP Improvements							
5/24/2022	Per Diem Meals		4925.00	03DC		<input checked="" type="checkbox"/>	5211		42.00
		Marion - CH 9 & CH 11 HSIP Improvements							
5/23/2022	Lodging		4925.00	03DC		<input checked="" type="checkbox"/>	5215	<input checked="" type="checkbox"/>	145.18
		Marion - CH 9 & CH 11 HSIP Improvements							
5/24/2022	Lodging		4925.00	03DC		<input checked="" type="checkbox"/>	5215	<input checked="" type="checkbox"/>	145.18
		Marion - CH 9 & CH 11 HSIP Improvements							