



FIELD EMPLOYEE HANDBOOK

We exist to provide excellence in built environments.

REVISION DATE: 6/2022

Welcome to The Berg Group!

We hope that your employment with The Berg Group will be rewarding and challenging. We take pride in our employees as well as in the products and services we provide.

The Berg Group complies with all federal and state employment laws, and this handbook generally reflects those laws. The Berg Group also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook is written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that employee have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning their employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Berg Group reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If employee have questions about their employment or any provisions in this handbook, contact our Human Resource Department at HR@berggroup.us. We wish employee success in their employment here at The Berg Group. All the best,

Ron Johnson,
President & Chief Executive Officer
The Berg Group

THE BERG GROUP CORE VALUES

We exist to provide excellence in built environments.

BRING IT

Show up ready to win.

OWN IT

Commit to and take pride in what you do!

BUILD IT

Continuously improve construction performance.

SHARE IT

Celebrate others and share your experience

DISCLAIMER

This handbook is intended to keep you informed of The Berg Group's policies and procedures. It is not intended to be comprehensive or to address all possible situations. If you have specific questions concerning your eligibility for a benefit or the applicability of a certain policy or practice, please contact Human Resources (HR).

The Berg Group does business and employs people in multiple states and must comply with different state and local laws governing employment. This means some policies and processes may be different in your location than what appears in this handbook. Local laws and regulations may prevail. Consult with your supervisor or Human Resources if you're not sure whether or not a policy applies to you.

This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Berg Group reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. The policies stated in this handbook may be changed, modified, or interpreted by applicable state and local laws.

If you are covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement (CBA), the employment terms set out in this handbook work in conjunction with, and do not replace or amend, any terms or conditions of employment set forth in the employment agreement or CBA. Should there be a direct conflict in between this handbook and the written employment agreement

or CBA, the terms of the employment agreement or collective bargaining agreement will control.

All employees will electronically acknowledge that they have read, understood, and agree to the contents of this handbook. You may receive updated information concerning changes in policy from time to time requiring your acknowledgment.

The policies and procedures described in this handbook are implemented at the discretion of The Berg Group and may be changed or amended at any time in its sole discretion.

No officer, employee, or agent of The Berg Group is authorized to waive, modify, or add to any of the provisions in this handbook, with the exception of a Company Officer, who only may do so in a personally signed, written document.

At all times, The Berg Group reserves the right to determine the appropriate sanction for violation of the policies, procedures, and guidelines.

AT-WILL EMPLOYMENT

Except as modified by applicable law, employment with the Berg Group is on an "at-will" basis. This means an employee's employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect the right of an employee to leave The Berg Group at any time, with or without notice and with or without cause.

Nothing in the employee handbook or any other of The Berg Group's documents should be understood as creating guaranteed or continued employment, a right to termination only "for cause" or of any other guarantee of continued benefits or employment.

This policy may not be appropriate in its entirety for employees working in Montana, for employees working under an employment agreement, or for employees covered by collective bargaining agreements.

STANDARDS OF CONDUCT

The Berg Group wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all employees, clients, customers, and other stakeholders. Every employee has a shared responsibility toward improving the quality of our work environment.

While it is impossible to list every item that could be considered misconduct in the workplace, examples in the sidebar include common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit The Berg Group's right to discipline or discharge employees for any reason permitted by law.

ETHICS CODE

The Berg Group will conduct its business honestly and ethically. All employees are expected to adhere to high standards of business and personal integrity as a representation of The Berg Group's business practices. Ethical violations may result in discipline, up to and including termination of employment.

EQUAL EMPLOYMENT STATEMENT

The Berg Group is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, national origin, ancestry, creed, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, physical or mental disability, genetic information (including testing and characteristics), association or relationship with a member of a protected status group, veteran status, uniformed servicemember status, vaccination status, immunity passport holder status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment. The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy. We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunities with your Manager or any other designated member of management.

EMPLOYMENT AUTHORIZATION VERIFICATION

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. An employee will be required to complete a federal Form I-9 on the first day of employment. If this form and verification of employment eligibility are not completed during the first three days of work for pay we are required by law to terminate your employment. If you are currently employed and have not complied with this requirement or if your status has changed, please inform your supervisor or Human Resources immediately.

EMPLOYMENT AT BERG

CONFLICTS OF INTEREST

The Berg Group is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between an employee and a competitor, supplier, distributor, or contractor to The Berg Group, employees must disclose it to their Supervisor. If an actual or potential conflict of interest is determined to exist, The Berg Group will take such steps as it deems necessary to reduce or eliminate this conflict.

CONFIDENTIALITY AND NONDISCLOSURE OF TRADE SECRETS

As a condition of employment, employees are required to protect the confidentiality of The Berg Group's trade secrets, proprietary information, and commercially sensitive information. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization. A Confidentiality Agreement is signed prior to starting employment via our ARCORO onboarding process.

EXAMPLES OF INAPPROPRIATE CONDUCT INCLUDE BUT ARE NOT LIMITED TO...

- VIOLATION OF THE POLICIES AND PROCEDURES SET FORTH IN THIS HANDBOOK.
- POSSESSING, USING, DISTRIBUTING, SELLING, OR NEGOTIATING THE SALE OF ILLEGAL DRUGS OR OTHER CONTROLLED SUBSTANCES.
- INACCURATE REPORTING OF THE HOURS WORKED BY YOU OR ANY OTHER EMPLOYEE.
- PROVIDING KNOWINGLY INACCURATE, INCOMPLETE OR MISLEADING INFORMATION WHEN SPEAKING ON BEHALF OF THE COMPANY OR IN THE PREPARATION OF ANY EMPLOYMENT RELATED DOCUMENTS.
- TAKING OR DESTROYING COMPANY PROPERTY.
- POSSESSION OF POTENTIALLY HAZARDOUS OR DANGEROUS PROPERTY, SUCH AS FIREARMS, WEAPONS, CHEMICALS, ETC., WITHOUT PRIOR AUTHORIZATION.
- FIGHTING WITH, OR HARASSMENT OF, ANY FELLOW EMPLOYEE, VENDOR, OR CUSTOMER.
- DISCLOSURE OF COMPANY TRADE SECRETS AND PROPRIETARY AND CONFIDENTIAL COMMERCIAL-SENSITIVE INFORMATION OF THE COMPANY OR ITS CUSTOMERS, CONTRACTORS, SUPPLIERS, OR VENDORS.
- REFUSAL OR FAILURE TO FOLLOW DIRECTIONS OR TO PERFORM A REQUESTED OR REQUIRED TASK.
- REFUSAL OR FAILURE TO FOLLOW SAFETY RULES AND PROCEDURES.
- EXCESSIVE TARDINESS OR ABSENCES.

POSTING OF JOB OPENINGS

The Berg Group is dedicated to assisting employees in managing their careers and reaching their professional goals through promotions and transfer opportunities.

The Berg Group desires to promote qualified employees from within when possible, consistent with the need to assure that all positions are staffed by highly competent individuals. All job openings generally will be posted on our Company website for all to access. The Berg Group reserves the right to not post certain positions.

It is recommended and customary that an employee discuss interest in a posted job with their direct supervisor prior to applying. Employees interested in posted positions must submit an online application to be considered. In certain situations, management may require a minimum amount of continuous service before applying for a transfer or promotion.

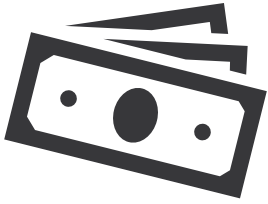
PROMOTIONS

It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job. Sometimes union members are offered promotions to corporate roles which are not part of the collective bargaining unit and are therefore not covered by a collective bargaining agreement.

WAGE AND HOUR POLICIES

Benefit Eligibility

Please contact your Union for benefit information.



PAY PERIOD

Pay periods begin on Sunday and end on Saturday. Employees are paid on a weekly basis. Employees are paid on the Friday following the pay week (52 pay periods annually). For example, their Friday paycheck should reflect the previous pay periods hours worked.

DIRECT DEPOSIT

The Berg Group Encourages all employees to enroll in direct deposit. To change or update accounts and/or enroll in direct deposit, please make any updates utilizing the Direct Deposit Form in the Field Crew App. Reach out to your supervisor with any questions.

PAY ADVANCES

It is The Berg Groups policy that we do not permit advances on paychecks.

PAY RAISE

Information regarding change in pay must be submitted from your Union or Superintendent to Payroll@berggroup.us.

RECORDING TIME

All non-exempt employees' hours are to be recorded on the daily sign-in sheet. Foremen are required to record time within the Foreman app daily and have everything submitted by Saturday each week for Superintendent approval.

Employees are required to notify their direct supervisor of any pay discrepancies, unrecorded or mis-recorded work hours, or any missed meal or break periods. Falsification of time records or recording time may result in discipline, up to and including termination of employment.

PAYROLL STUBS

Review your paystub for accuracy. If you find an issue, report it to your Supervisor immediately.

Employees who elect direct deposit will receive a secure email that includes their pay stub each payday.

Employees that decide to not enroll in direct deposit will receive a live check mailed to their address on file.

Payroll stubs itemize deductions made from gross earnings.

By law, The Berg Group is required to make the required deductions including but not limited to:

- Federal, State, and Local Taxes
- Social Security and Medicare
- Court-Ordered Child Support Withholdings
- Court-Ordered Wage Levies and Garnishments

The Berg Group will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions

OVERTIME

There may be times when The Berg Group cannot meet its operating requirements or client project timelines during regular working hours. If this happens, we may schedule non-exempt employees to work overtime hours. The Berg Group will attempt to give as much notice of overtime work as possible, however, advance notice may not always be possible.

Overtime pay of one and one-half an employee's regular rate of pay and is paid for any hours worked over 40 hours in a workweek or as state, local law, and/or CBA requires. Overtime is calculated based on actual time worked.

Any paid absence, leave, or other payments will not be considered hours worked for purposes of performing overtime calculations. All overtime must be authorized by the proper Project Supervisor before it is worked.

If unauthorized overtime is worked, the employee will be paid accordingly and will be subject to discipline up to and including termination for working without prior authorization.

The Berg Group generally attempts to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

GENERAL POLICIES

PERSONAL DATA CHANGES

It is your obligation to provide The Berg Group with your current contact information, including your current mailing address and telephone number. Inform The Berg Group of any changes to your marital or tax withholding status. Failure to do so may result in incorrect withholding information or delayed receipt of W-2 and other mailings. To make changes to this information please submit an Employee Change Form through the Field Crew App.

OUTSIDE EMPLOYMENT & COMPANY RESOURCES

Outside employment or other paid work which creates a conflict of interest or which affects the quality or value of your work performance or availability at The Berg Group is prohibited. The Berg Group recognizes that employees may seek additional employment or other paid work during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, scheduling, or otherwise adversely affect the employee's ability to effectively perform his or her duties. Employees are not to use Company resources for personal business. Any conflicts should be reported to your supervisor.

USE OF COMPANY VEHICLES AND EQUIPMENT

Only authorized drivers will be allowed to drive Berg vehicles. To become authorized, an employee must have a valid driver's license with a good driving record. A motor vehicle report (MVR) will be run on all employees who are hired into or assume a role in which driving is an essential job duty. Once Berg obtains the results, an email will be sent from The Berg Group confirming the employee is authorized to drive Company vehicles. Employee must review and sign The Berg Group's Fleet policy along with completing Berg's Defensive Driving training before receiving a company vehicle or being approved to drive a personal/rental vehicle for work purposes.

It is the employees responsibility if they are a driver of a Berg vehicle, personal or rental vehicle for work, to ensure that the vehicle is in full operational condition before each use.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Berg property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or other people. Your supervisor can answer questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

It is improper to use a Company vehicle for personal use. There may be other uses of Company vehicles which are improper. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

PER DIEM

When certain employees are working away from home for extended periods of time, they may be eligible for per diem payments. Further details about the per diem program, amounts, and eligibility may be obtained from Human Resources or your supervisor.

Per diem will be paid out to qualified employees weekly. Employee trips home must be planned a minimum of two weeks in advance of travel. Travel

generally begins on a Friday, and employees generally return to work on Sunday night. Alternate arrangements may be made with the Foreman on the job.

At the start and completion of work, per diem will be prorated based on days worked.

Employees are responsible for:

- Booking flight and purchasing plane ticket(s).
- Finding, booking, and paying for their accommodations near the job site.
- Supplying gas to travel back and forth from the job site and the hotel unless operating a Berg Vehicle.

If operating a Berg Vehicle, payments of \$30/hour for drive time for initial mobilization and final demobilization from the job site will be provided. If you are covered by an applicable collective bargaining agreement that contains provisions regarding travel, subsistence, and/or per diem, this section may not be applicable or may be applied in conjunction with the CBA.

ATTENDANCE & PUNCTUALITY

Please respect your own time and your colleagues' time. Unscheduled or frequent absences and habitual tardiness reduce the effectiveness of work groups and place a burden on your colleagues.

Employees who will be absent for a full or partial workday, or who will be late to work, or who wish to leave early, must provide as much notice as possible to their supervisors. Failure to do so, excessive absenteeism, or excessive tardiness may result in disciplinary action, up to and including termination. Employees may be required to provide documentation of any medical or other reason for being absent or late.

ACCEPTABLE METHODS OF NOTIFICATION

The employee must contact their direct supervisor to report unplanned time off via phone, text or email. The employee will receive a confirmation of receipt from their supervisor.

Only the employees may contact their supervisor to report unplanned time off.

Relatives or anyone else – including other employees – may NOT report unplanned time off on behalf of another employee, unless there is a medical

emergency, accident, or other incident that renders the employee incapable of contacting their supervisor.

BREAKS FOR NURSING MOTHERS

The Berg Group will provide nursing mothers reasonable time to express milk for their infant child for up to one year following the child's birth. Nursing mothers will be provided a private room, other than a restroom, to express their milk.

MEAL AND REST PERIODS

The Berg Group strives to provide a safe and healthy work environment and complies with all regulations regarding meal and rest periods. Employees should observe rest and meal periods in accordance with federal, state, and local laws, as well as applicable CBAs. Check with your Supervisor regarding procedures and schedules for rest and meal breaks. If you know in advance that you may not be able to take your scheduled break or meal period, let your Supervisor know; in addition, notify your Supervisor as soon as possible if you were unable to take or were prohibited from taking a meal or rest period.

LEAVES OF ABSENCE

A leave of absence is defined as an approved absence from work for a specified period for medical, parental, pregnancy-related, or other approved reasons as defined by law. This leave of absence may be paid or unpaid depending on the type of leave and circumstances. If an employee finds that he/she must be out of work for an extended period of days he/she should contact their supervisor and Human Resources to determine if a formal leave of absence may be appropriate.

The Berg Group requires documentation for all leaves.

OTHER TYPES OF LEAVES

FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA is a leave of absence available to the employee, if the employee qualifies, for up to 12 workweeks (or up to a total of 26 workweeks if for Servicemember Caregiver Leave) of unpaid leave in any 12-month period. The Berg Group's FMLA year is not a calendar year. Rather, it is a rolling 12-month period measured backward from the date an employee first uses FMLA leave. Using this method, The Berg Group will look back over the last 12 months from the date of the first FMLA request, add all FMLA time the

employee has used during the previous 12 months and subtract that total from the employee's 12-week leave allotment.

FMLA requests will be reviewed on a case-by-case basis based upon employer coverage and employee eligibility.

Employees will be asked to complete a FMLA leave request form in writing and submit to Human Resources.

ELIGIBILITY REQUIREMENTS

To be eligible for FMLA, the employee must meet all the following conditions:

- Employee must have been employed by a covered employer for at least 12 months
- Have worked at least 1,250 hours during the 12-month period immediately preceding start of the FMLA leave
- Be employed at or within 75 miles of a worksite where 50 or more employees are employed by the same employer

Leaves may be taken for the following reasons:

FAMILY LEAVE

- The birth and care of their newborn child.
- The placement of a child with the employee for adoption or foster care.

MEDICAL LEAVE

- When the employee is needed to care for their child, spouse, or parent who has a serious health condition.
- When the employee is unable to perform the essential functions of their position because the employee has a serious health condition.

Definition of Serious Health Condition

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Hospital Care: Inpatient care (i.e., an overnight stay) in a hospital.
- Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves treatment two or more times by a health care provider, or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- Pregnancy: Any period of incapacity due to pregnancy, or for prenatal care.

- Chronic Conditions Requiring Treatments: An incapacity resulting from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time and may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.)
- Permanent/Long-Term Conditions Requiring Supervision
- Multiple Treatments: Any period of absence to receive multiple treatments by a health care provider or by a provider of health care services.

If you have questions about what illnesses are covered under this FMLA policy or under the Company's sick leave policy, you are encouraged to consult with Human Resources.

EXIGENCY LEAVE

When an employee has a qualifying exigency involving their spouse, child, or parent who is on active duty or call to active-duty status as a member of the U.S. Armed Forces in support of a contingency operation.

SERVICEMEMBER CAREGIVER LEAVE

When the employee is needed to care for an eligible spouse, child, parent or next of kin who has a serious injury or illness incurred in the line of duty on active duty. The 26-week period is reduced by any FMLA leave taken in the same 12-month period for a different FMLA qualifying reason. Employees who seek Servicemember Caregiver Leave should contact Human Resources for additional information.

If the employee is eligible for FMLA, the employee is entitled to a maximum of 12 workweeks of leave in any 12-month period when a leave is for one or more of the reasons described above, except that the employee may receive a total of 26 weeks of FMLA leave in conjunction with Servicemember Caregiver Leave. FMLA leave will run concurrently with other state leaves, including workers compensation, to the extent allowed by applicable law.

LEAVE FOR BIRTH OR PLACEMENT OF A CHILD

FMLA leave taken due to the birth of a child or placement for adoption or foster care must generally be concluded within 12 months after the birth or placement. Intermittent or reduced schedule leave related to the birth or placement of a child for adoption or foster care may be taken with the prior approval and in consultation with their supervisor and HR.

NOTICE AND PROCEDURES FOR SEEKING FMLA LEAVE

If the employee knows in advance that the employee will be seeking a Family or Medical Leave because of the birth, adoption, or placement of a child in their home, or because of a planned medical treatment, the employee must notify their supervisor at least 30 days in advance. If circumstances require that the leave begin in less than 30 days, the employee must notify their supervisor as soon as practical.

The employee must provide sufficient information to allow the Company to determine whether their request for leave qualifies for FMLA leave. Calling in sick is not sufficient. Failure to respond to reasonable inquiries or provide necessary information may result in the denial of a request for FMLA leave. The Berg Group will request an FMLA leave request form to be turned into HR.

If the employee misses work because of an FMLA qualifying reason that Berg has previously approved, the employee is required to inform their supervisor and HR that they will be taking FMLA.

CERTIFICATION OF THE SERIOUS HEALTH CONDITION

The Company will require medical certification for employee or family member's serious health condition. Forms will be provided using the current Department of Labor certification process.

The medical certification form provided to the employee by Berg must be completed and be returned to Human Resources within 15 days of receiving the form. At Berg's discretion and expense, the Company may request a second and/or third opinion. Periodic recertification of the medical condition may also be required.

If the employee fails to provide requested Family and/or Medical Leave medical certification within 15 days of receiving the form the leave will not be certified as FMLA. The employee will be on an unapproved leave and their employment may be terminated.

If medically necessary for their serious health condition or that of their spouse, child, or parent (or next of kin in the case of Servicemember Caregiver leave), leave may be taken on an intermittent or reduced schedule leave. If leave is requested on this basis, the employee may be required to transfer (temporarily) to an alternative position with equivalent pay and benefits to better accommodate recurring periods of absence or a part-time schedule.

PROCEDURE FOR REQUESTING FMLA LEAVE

All employees requesting FMLA must provide written notice (to the extent able and using Berg's request form) of the need for the leave to their supervisor and Human Resources. Within five business days after the employee has provided this notice, HR will complete and provide the employee with the DOL Notice of Eligibility and Rights.

USE OF PAID LEAVE

Subject to applicable law, the employee is required to use and exhaust PTO and/or sick leave prior to beginning the unpaid portion of their FMLA leave. If the employee is eligible for full or partial leave as the result of a work-related injury (workers' compensation leave), the leave will run simultaneously with their FMLA leave.

The company will continue to pay the employer portion of health care premiums during FMLA leave. The employee, where applicable, will continue to be responsible for their share of the premiums while on leave. These are to be sent to The Berg Group Accounts Receivable department and be kept current and paid monthly. If the employee does not return from a leave, Berg may recover its share of the premiums paid on their behalf.

RETURN TO WORK

The employee may be asked to report periodically on their intent to return to work. In the case of leave for their own serious health condition, the employee will be required to provide a return-to-work/fitness for duty certification from their health care provider before returning to work. If the certification is not received by the specified date, their return to work may be delayed or denied. If the employee is unable to return to work at the end of FMLA leave, the employee may request a Medical or Personal Leave of Absence or other assistance. All such requests are evaluated by The Berg Group on a case-by-case basis and the Company's determination will be final. Should their need for leave extend beyond 12 weeks, and the employee has not received an authorization as noted above, the employee will be considered to have voluntarily resigned.

FRAUDULENT REQUESTS

A leave may be revoked and/or other disciplinary action may be taken against the employee if the request for, or continuance of, a leave is believed to be fraudulent.

MILITARY LEAVE (USERRA)

The Berg Group complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

VOTING LEAVE

The Berg Group will allow you reasonable paid time off to vote. Your supervisor will determine the time of day you may be absent from work to vote, consistent with applicable legal requirements.



FRAUDULENT REQUESTS

A leave may be revoked and/or other disciplinary action may be taken against you if the request for, or continuance of, a leave is fraudulent.

WORK PLACE SAFETY

GENERAL SAFETY

It is the responsibility of all The Berg Group employees to maintain a healthy and safe work environment. The Berg Group may create, issue, and implement separate safety policies and procedures, which may address items including but not limited to required safety training; hazard identification, communication, and reporting; required personal protective equipment; required safe work practices; etc.

Failure to follow all safety and health policies may result in disciplinary action, up to and including termination of employment. The Company also requires that all occupational illnesses or injuries be reported to your Manager as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

- (a) Unwelcome requests for sexual favors
- (b) Lewd or derogatory comments or jokes
- (c) Comments regarding sexual behavior or the body of another employee
- (d) Sexual innuendo and other vocal activity such as catcalls or whistles
- (e) Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature
- (f) Repeated requests for dates after being informed that interest is unwelcome
- (g) Retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to The Berg Group
- (h) Offering or providing favors or employment benefits in exchange for sexual favors
- (i) Any unwanted physical touching or assaults or blocking or impeding movements.

WORKS' COMPENSATION INSURANCE POLICY

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at The Berg Group, no matter how slightly, all injuries must be reported to the your Supervisor and Safety supervisor immediately.

Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Safety Supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

POLICY AGAINST WORKPLACE HARASSMENT

The Berg Group strictly prohibits all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, color, national origin, ancestry, religion, sexual orientation (including transgender status, gender identity or expression), pregnancy, physical or mental disability, genetic information, veteran status, uniformed servicemember status, or any other status protected by local, state, or federal law. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals or has the purpose or effect of unreasonably interfering with the person's work performance, or otherwise adversely affects that person's employment opportunities.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify each act that constitutes or may constitute sexual harassment, the following sidebar lists some examples.

OTHER HARASSMENT

Other workplace harassment is often verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, race, color, national origin, ancestry, religion, sexual orientation (including transgender status, gender identity or expression), pregnancy, physical or mental disability, genetic information, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances which may constitute other forms of workplace harassment, the following are some examples:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on The Berg Group's premises, or circulated in the workplace; and

- o A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

REPORTING DISCRIMINATION AND HARASSMENT

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is encouraged to discuss concerns with their supervisor or Human Resources. Anyone who receives a report must notify HR (HR@berggroup.us).

The Berg Group prohibits retaliation against any employee who reports possible discrimination or harassment, provides information about, or assists in the investigation of any complaint of harassment or discrimination. We will promptly and thoroughly investigate claims and take appropriate action. If The Berg Group determines that harassment or discrimination occurred, and take corrective action to effectively end the harassment.

Discipline for substantiated claims of a violation of this policy may include but is not limited to reprimand, suspension, demotion, transfer, and discharge. As necessary, The Berg Group may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, The Berg Group will follow up as necessary to ensure there has been no retaliation for making a complaint or cooperating with an investigation.

POLICY AGAINST VIOLENCE & REPORTING

The safety and security of our employees, vendors, contractors, and the general public is of the highest importance to The Berg Group. We are committed to working collaboratively with employees to provide a work environment free from violence and other disruptive behavior.

The Berg Group has a policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occur in the workplace or other areas.

Report to their supervisor or Human Resources any behavior that compromises The Berg Group's ability to maintain a safe work environment. All reports will be investigated and kept confidential, except where there is a legitimate need to know.

RETALIATION

The Berg Group employees are expected to cooperate in any investigation of workplace violence. Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, the employee will not be

subject to discipline for reporting a threat or for cooperating in an investigation. If the employee initiates, participates or is involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, the employee will be subject to discipline, up to and including termination. Applicants and employees will not be subjected to harassment, intimidation, or any type of retaliation because they have:

- Filed a complaint;
- Assisted or participated in an investigation, compliance review, or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity.
- Opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or
- Exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

FIREARM AND OTHER WEAPONS POLICY



To the extent allowed by applicable state laws, nothing in this policy should be viewed as prohibiting the lawful carry or possession of firearms by an employee in a parking facility or parking area. However, any firearm or other weapon kept in a personal vehicle must be concealed and locked in the vehicle in accordance with applicable state law.

GENERAL SAFETY POLICY

It is the responsibility of every employee to maintain a healthy and safe work environment. Please report all safety hazards, occupational illnesses and injuries to your Supervisor and the Safety Supervisor for completion of a First Report of Injury.



EMERGENCY PROCEDURES

Dial 911 to report emergency situations immediately first. Be prepared to give the following information and have someone meet the responders at the front door.



Location: Building address and entrance identification

Identity: Your name, phone number, and the business name

Details: Specifics of the situation or condition of the patient

Contact: Supervisor and/or Human Resources.

First aid kits are available at each of The Berg Group's offices and jobsites for any minor injuries.

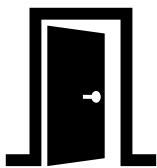
See emergency action plan for more information or contact our Safety Director.

NONSMOKING POLICY

The Berg Group is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. Smoking on the job site, in the office, client areas, and restrooms is prohibited.



EMPLOYEE SUGGESTIONS/OPEN DOOR POLICY



The Berg Group welcome suggestions for continued improvement and welcome employee ideas for better ways to do employees job, produce or sell the products/services of The Berg Group, or meet customer needs. Employees are encouraged to discuss ideas with management. Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with The Berg Group tools or property are considered the property of The Berg Group.

Applicants and employees will not be subjected to harassment, intimidation, or any type of retaliation because they have:

- Filed a complaint;
- Assisted or participated in an investigation, compliance review, or any other activity related to the administration of any federal, state, or local law requiring equal employment opportunity;
- Opposed any act or practice made unlawful by any federal, state, or local law requiring equal opportunity; or
- Exercised any other legal right protected by federal, state, or local law requiring equal opportunity.

SOCIAL MEDIA POLICY

The Berg Group recognizes that social media can be a fun and rewarding way to share life and opinions with family, friends and co-workers. It is also an a tool for us to share information about our company and career opportunities. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions we have established these guidelines for appropriate use of social media.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. “Social Media” includes all means of communicating or posting information or content of any sort on the Internet, including to their own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with The Berg Group, as well as any other form of electronic communication.



KNOW AND FOLLOW THE RULES

Be thoughtful in all communications including email and social media. Social media should never be used in a way that violates any other of The Berg Group’s policies or employee obligations. If your social media activity would violate The Berg Group’s policies in another forum – for example, on a jobsite or in the office – it will likely violate them in an online forum. For example, employees are prohibited from using social media to:

- Violate The Berg Group’s confidentiality and proprietary rights policies
- Circumvent The Berg Group’s ethics and standards of conduct policies
- Circumvent The Berg Group’s discrimination and harassment policies
- Violate The Berg Group’s privacy policies
- Violate any other laws or regulations

BE RESPECTFUL

Be courteous and respectful to a customer or any member of the public while acting in the course and scope of The Berg Group’s business.

Nevertheless, if you post complaints or criticism online, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

No part of this social media policy is intended to preclude or dissuade employees from engaging in activities that are protected by state or federal law, including the National Labor Relations Act, such as discussing wages, benefits, or other terms and conditions of employment; forming, joining, or

supporting labor unions; or raising complaints about working conditions for their own and their fellow employees' mutual aid or protection,

BE HONEST AND ACCURATE

Be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Berg, fellow employees, members, customers, suppliers, people working on behalf of Berg or competitors.

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

Maintain the confidentiality of The Berg Groups trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not disclose confidential financial data, or other non-public proprietary company information. Do not share confidential information regarding business partners, vendors or customers.

Do not make negative comments about Berg customers on any social media. Respect copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards. Express only personal opinions. Never represent yourself as a spokesperson for The Berg Group. If Berg is a subject of the content you are creating, be clear and open about the fact that you are an employee,

Do not create a blog or online group related to The Berg Group without prior written authorization (not including blogs or discussions involving wages, benefits, or other terms and conditions of employment, or protected concerted activity).

Employees may not take pictures or make recordings of work areas. An exception to the rule concerning pictures and recordings of work areas would be to engage in activity protected by the National Labor Relations Act or other state or federal law including, for example, taking pictures of health, safety and/or working condition concerns or of strike, protest and work-related issues and/or other protected concerted activities.

Do not use The Berg Group's logos, marks or other protected information or property for any business/commercial venture without prior approval. Do not make knowingly false representations about your credentials or your work.

USING SOCIAL MEDIA AT WORK

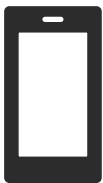
Refrain from using social media while on work time or on equipment The Berg Group provides, unless it is work-related as authorized by your supervisor and consistent with other Berg policies. Do not use employer email addresses to register on social networks, blogs or other online tools utilized for personal use.

MEDIA CONTACTS

Events may occur at work that draw attention from the news media. It is imperative that one person speaks for The Berg Group to deliver an appropriate message and to avoid giving misinformation in any media inquiry. Good reporters will identify themselves prior to asking questions. If a reporter asks the employee a question, respond like this: "I am not authorized to comment for The Berg Group" or "I don't have the information you are after. Let me have a member of our leadership team contact you."

CELL PHONE, COMPUTER & MOBILE DEVICE USE

The Berg Group provides cell phones, iPads and computer access to some employees as business tools. These tools are provided to assist employees in communicating internally, with clients and other business-related contacts. Employees are expected to comply with Company policies regarding the



protection of the employer's confidential and proprietary information when using personal or Company provided devices. Employees should not allow use of mobile devices to interfere with their job duties or impact workplace safety and health. Use of mobile devices at work can be distracting and cause a loss of employee productivity. As a result, employees should use personal devices for non-work activity during non-working time, such as breaks and meal periods. During this time, employees should use their device in a manner that is courteous to those around them. Employees are expected to comply with Company policies regarding the protection of the employer's confidential and proprietary information when using personal devices.

While operating a Company vehicle, The Berg Group requires that the driver's personal cell phone/mobile device be put away, so it does not serve as a distraction while driving. An employee that needs to make or receive a phone call should pull off the road to a safe location unless he or she has the correct

hands-free equipment for the device that is in compliance with applicable state laws.

EMPLOYEE PRIVACY AND RIGHT TO INSPECT

Company property, including but not limited to, phones, computers, desks, or workplace areas, remains under the control of The Berg Group and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees should have no expectation of privacy in any of these areas. Employee is responsible for the content of all text, audio or image files that he or she places or sends over The Berg Group's internet and e-mail systems. No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else.

The Berg Group's corporate identity is attached to all outgoing email communications, which should reflect corporate values and appropriate workplace language and conduct.

Email and other electronic communications transmitted by our equipment, systems and networks are not private or confidential, and they are the property of The Berg Group. Therefore, The Berg Group reserves the right to examine, monitor and regulate email and other electronic communications, directories, files and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the National Labor Relations Act (NLRA).

General Standards of Conduct

DISABILITY ACCOMMODATION

The Berg Group complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions.

Consistent with this commitment, The Berg Group will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If an employee requires an accommodation because of a disability, it is the

employee's responsibility to notify Human Resources. The employee may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, The Berg Group will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by The Berg Group in connection with a request for accommodation will be treated as confidential.

The Berg Group encourages employees to suggest specific reasonable accommodations that they believe would allow them to perform their job. However, The Berg Group is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on The Berg Group.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Berg Group will not discriminate or retaliate against employees for requesting an accommodation.

RELIGIOUS ACCOMMODATION

The Berg Group is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from The Berg Group dress code or the individual's schedule, basic job duties, or other aspects of employment. The Berg Group will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will The Berg Group question the validity of a person's belief.

If you require a religious accommodation, speak with your Supervisor or HR department

DISCIPLINARY PROCESS

Violation of The Berg Group policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Berg Group encourages a system of progressive discipline depending on the type of prohibited conduct. However, The Berg Group is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while The Berg Group is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

PERSONNEL AND RECORDS

The Berg Group maintains a personnel file, I-9 form and (if applicable) a confidential medical file for every employee. The Berg Group considers the information maintained in these files as confidential. Employees are responsible for providing The Berg Group with accurate and updated personal information including demographic, contact, tax, and other information.

Active employees may request to review their personnel file no more than once every six months by submitting a written request to Human Resources. Upon receipt of an employee's request to review their personnel record, Berg has up to seven working days after the receipt of the request to provide access.

Terminated employees may review or receive a copy of their files once per year by written request. There is no charge for receiving copies of the personnel file.

Files will only be reviewed in the presence of Human Resources either during normal working hours or before or after the employee's work shift.

If employees dispute specific information contained in the personnel record, they may request that The Berg Group remove or revise the disputed information. If an agreement is not reached, the employee may submit a written and signed statement, not to exceed five pages, specifically identifying the disputed information and explaining the employee's position. Employees requesting their personnel files in good faith are protected from retaliation. Should a policy violation or retaliation occur, Berg will follow the Department of Labor's guidelines for remedies.

All health and medical information will be maintained in a separate, secure file from the employee's personnel file.

EMPLOYMENT VERIFICATIONS

The Berg Group's policy is to confirm dates of employment, employment status, and job title only. With written authorization, The Berg Group will confirm compensation. If a previous employee has been separated from The Berg Group for over 3 years, the employment verification will not be completed. Please submit any requests for employment verifications to HR@berggroup.us for completion.

WORKFORCE REDUCTIONS (LAYOFF)

If necessary based upon business needs, The Berg Group management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and The Berg Group will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

TERMINATION OF EMPLOYMENT

The Berg Group hopes that your employment with The Berg Group will be a mutually rewarding experience; however, The Berg Group acknowledges that varying circumstances can cause you to resign from employment. The Berg Group intends to handle any resignation in a professional manner with minimal disruption to the workplace.

NOTICE

Employees who decide to terminate their employment are strongly encouraged to provide two weeks' notice to their supervisor and are to send their resignation in writing. Supervisors are required to submit this letter to Human Resources for the employee file. If you provide less notice than requested, The Berg Group may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

Employees are required to work during their last day(s) of employment and cannot take it as PTO, vacation or sick time.

FINAL PAY

The Berg Group will pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify The Berg Group if your address changes to ensure tax and benefit information is sent to the correct address.

RETURN OF PROPERTY

Return all Company property at the time of separation, including company tools, vehicle, company cellphones, keys/key card, tools, laptops, and credit cards. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, The Berg Group may pursue criminal charges for failure to return Company property.

JOB ABANDONMENT

If an employee fails to show up for work and does not call in (no call, no show) with an acceptable reason for being absent for a period of three consecutive days, he or she will be considered to have abandoned his or her job and voluntarily resigned from The Berg Group.

UNEMPLOYMENT COMPENSATION INSURANCE POLICY

Unemployment compensation insurance is paid for by The Berg Group and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from The Berg Group.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

Ron Johnson, President & Chief Executive Officer

The Berg Group

[**Click Here to Sign**](#)

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Berg Group Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Company has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the [[position or title]] of the Company. I also understand that any delay or failure by the Company to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Company or affect the right of the Company to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Company representative, I am employed “at-will” (to the extent permitted by law and applicable collective bargaining agreement) and this handbook does not modify my “at-will” employment status.

If I am covered by a written employment agreement (signed by an authorized Company representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the employment terms set out in this handbook work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment set forth in my collective bargaining agreement. Should there be a direct conflict in between this handbook and my collective bargaining agreement, the terms of the employment agreement or collective bargaining agreement will control.

Nothing in this handbook is intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook

prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by The Berg Group.

For state-specific policies please contact HR@berggroup.us

If I have any questions about the content or interpretation of this handbook, I will contact the Human Resource Department.

[Click Here to Sign](#)

Signature _____

Date _____

Print Name