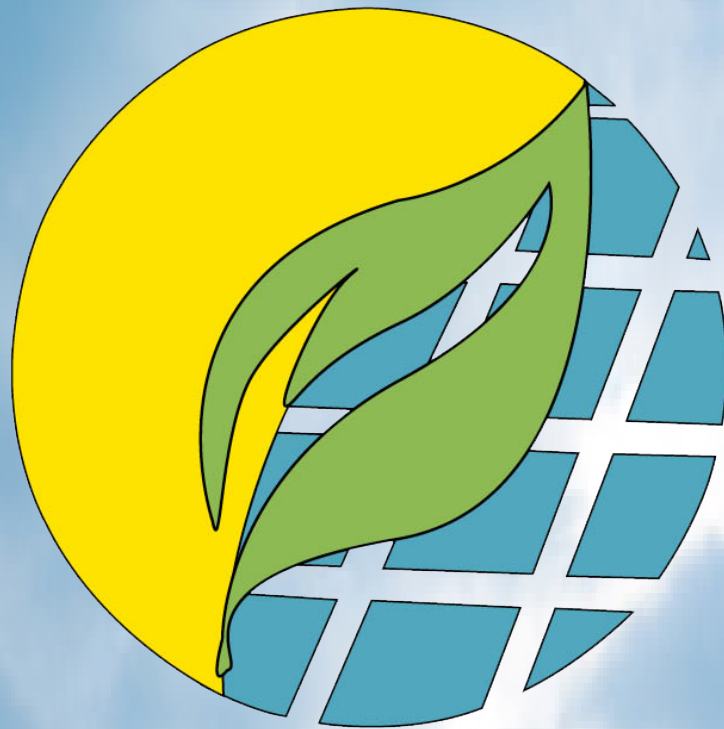


# HELIOTECH



**CHARGE UP WHEN THE SUNS UP**

## **EMPLOYEE HANDBOOK 2019-2020**

# WELCOME HELIOTECH EMPLOYEES!

Greetings HelioTech Employees! I am very enthusiastic about introducing you to HelioTech. Our top priority is the satisfaction of our employees and creating a positive work environment. Our goal is to enhance your personal growth and professional development from the opportunities available at HelioTech. Each employee contributes to HelioTech growth and success through their hard work and dedication. As your Vice President of Human Resources, it is my job to establish a safe working environment where each employee feels comfortable. At HelioTech, we want to ensure that your interactions with other HelioTech employees and our customers will reflect our company's image. The purpose of this handbook is to introduce you to HelioTech, give you some information about our history, our company and how we do what we do. You will also find information about your terms and conditions of employment, our expectations concerning behavior and our policies and procedures. This handbook will be updated as required as our company evolves and grows. If you have any questions, do not hesitate to contact me. I am more than willing to assist you and to answer any questions you may have. Thank you for joining HelioTech. We look forward to working with you.



**GUADALUPE FLORES**  
Vice President  
of Human Resources

*Guadalupe Flores*



## THE HELIOTECH TEAM

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# SECTION 1 : ABOUT HELIOTECH

## 1.1 Company Description

HelioTech is in the business of selling solar powered devices. Our company was formed on the basis of providing a more ecological way to power your technology. We handle products such as solar powered phone cases, power banks, speakers, and backpacks that all have the ability to generate power from the sun. Solar Power is becoming very important for providing an alternative source of energy for our world.

## 1.2 Company History

HelioTech was established in October 2017. Our founding partners are Brian Renoj, Chief Executive Officer, and Marcos Castellanos, Chief Operations Officer.

## 1.3 Management Philosophy

Heliotech's management philosophy is the realization of management that shows respect for people, that is, to enable all employees to exercise their abilities to think, be creative, and utilize their strengths to the maximum extent possible by providing them with opportunities to achieve social contribution and self-actualization through their work. For this goal to be achieved, a relationship of mutual trust and mutual respect is essential, in which the company gives the highest priority to ensuring stable employment for its employees, while all employees execute their duties and responsibilities for the prosperity of the company. Management should increase productivity through challenging tasks and assist their associates. Management will compensate their associates productivity through benefits and salary increases.

## 1.4 Company Principles

Maintaining a global viewpoint, we are dedicated to supplying products of the highest quality yet at a reasonable price for worldwide customer satisfaction.

## 1.5 HelioTech Mission

As the world continues to evolve, technology continues to improve and have many advances. There is a limited supply of fossil fuels and the best way for the world to evolve is with solar technology.

**Our mission is to develop innovative, convenient, and eco-friendly products. Our products allow customers to charge their devices while on the go.**

## 1.6 Human Resource's Mission

As the Human Resources department, our top priority is the interests of the employees and their safety. We want to establish a safe environment where everyone feels welcome and comfortable to share opinions and continue to prosper in our company. At HelioTech, we value productivity and compensate through salary increase and employee benefits.

# SECTION 2 : EMPLOYEE CLASSIFICATION

## 2.1 Full-Time Employees

Full-time employees are employees who work on a regular schedule and are on payroll. They are expected to work a minimum of 40 hours per week and are eligible for benefit programs.

## 2.2 Part-Time Employees

Part-time employees are employees who have a regular schedule of less than 40 hours per week. They are limited to benefit programs.





## 2.3 Temporary Employees

“Temporary Employees” work on a limited duration which usually occurs during seasonal needs, holidays, special projects, abnormal workloads or emergencies. Temporary employees are not eligible for benefit programs.

## 2.4 On-Call Employees

“On-call Employees” work when called in. On-call employees are not eligible for benefit programs.

## 2.5 Personnel Files

HelioTech keeps personnel files for each employee in the company’s Secured HR Filing Cabinet to maintain privacy. Personnel files are available for management and the Human Resources Department on a “restricted use only” basis to keep employee files confidential.

## 2.6 Employee Data Change

It is the employee’s responsibility to notify HR of any data change that affect the employee’s e-mail address, home address, or phone number. HR files must be updated for all employee data changes. This includes W-2 changes and name changes in the case of marriage.

## 2.7 Employee of the Month

Each month an employee is going to be recognized for their excellence and high quality work that they put into the company. Associates who contribute by doing their best in their department are eligible to receive incentives, grants or awards. This recognition is intended to inspire associates to identify and make improvements here at HelioTech.

### Employee of the Month Selection Procedure:

1. At the end of each month, each VP will nominate someone from their department to be “Employee of the Month”. The CEO and COO can nominate anyone from the company.
2. The Administration Team will each share their nomination at a leader meeting and give reasons why they believe their nomination should be “Employee of the Month”.
3. Leaders will come to a decision as to which employee is best suited for “Employee of the Month”.
4. HR will make a certificate that the CEO or COO will present to the “Employee of the Month” in front of all staff.
5. A photo will be taken of the “Employee of the Month” and may be highlighted in the Company Newsletter and will be posted on the company communications’ bulletin board, to celebrate the honor.

# SECTION 3 : EMPLOYMENT POLICIES

## 3.1 Nature of Employment

As an employee of HelioTech you are expected to follow all the expectations of the company. If the employee is unable to comply with company expectations, disciplinary actions may follow.

## 3.2 Employee Relations

HelioTech employees are encouraged to make suggestions for improvement of the company. If any complaints or concerns are brought up, management will respond accordingly and as soon as possible. All suggestions and complaints should be made in writing to the Human Resources Department.





### 3.3 Selection Procedure

People seeking employment with HelioTech will have a background check done by human resources. After this process they will be called in for an interview with leadership and a member of the human resources department. A check of the candidate's background may include previous employment, medical records, education, criminal records, credit history, motor vehicle and license record checks.

#### 3.31 Necessary Paperwork

All potential candidates will need a resume, cover letter, and a job application. If the candidate is hired, they will then need a signed contract and an updated medical record. We will then formally introduce them to company personnel and begin their training.

#### 3.4 Probationary Period

Probationary periods are used by leadership to supervise employees who have had violations or for new employees. During a probationary period, an employee that has had violations will be strictly supervised for two weeks and will be given tasks with a certain time frame to complete. If the employee is able to manage the tasks in the time frame and complete correctly, a decision will be made as to whether the employee will be retained or be terminated. For new employees, HelioTech uses the probationary period as a time to assess whether the new hire or a newly promoted employee is a good fit for that specific position. Typically, probationary periods range from 3 months to 6 months.

#### 3.5 Rehire Policy

In the event that an employee leaves the company and wants to return, management has the option to rehire the employee. The rehire decision will take into consideration the previous work history with HelioTech and the circumstances for the employee's previous departure. If an employee seeks to be rehired, they will be hired as a new employee (with no seniority). Former full time associates who resigned from the company in good standing may be considered for full time positions at HelioTech.

#### 3.6 Resignation

Any employee planning to resign from HelioTech must notify their vice president, in writing, at least two weeks in advance. Failure to comply with this two-week notice could jeopardize a good standing with this company for future employment and could impact a positive recommendation for future employment with another company. Upon leaving HelioTech you will be paid for unused personal time off based on the criteria stated in the employee "personal time off" section. Also, any other benefits will be paid at this time. You will receive a resignation form.

#### 3.7 Outside Environment

Your employment with HelioTech is considered your primary employment. If you have a second job, you must not let this job interfere in any manner with your duties with HelioTech. Any phone calls involving your other job, or overlapping hours will not be tolerated. Your performance level should not be hindered by other employment. If anything interferes with your performance of this job, it will be cause for termination or other action. Employment with a competitor of HelioTech will not be allowed. This will be considered a breach of contract and the employee will be terminated. You must not discuss any of HelioTech's information including current and future projects to anyone outside the company.

#### 3.8 Equal Employment Opportunity

HelioTech is an equal opportunity employer that does not tolerate discrimination against any person based on race, color, religion, genetic information, gender, sexual orientation, national origin, age, disability, military status, or any other protected characteristic, in accordance with applicable law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, associate development, transfer, promotion, compensation, and corrective action. All associates must comply with this policy. If you believe that you have been the target of, or may have observed discriminatory conduct, you must report it promptly to any member of management, administration, or the Human Resources department.



# SECTION 4 : LEAVE POLICIES

## 4.1 General Leave Policy

Unless specified otherwise, this policy refers to permanent full-time or part-time employees. All employees are entitled to leave in accordance with the workplace agreement, employment contract or if employment law applies. All planned leave has to be mutually agreed upon, and will take into account workloads and the employee's needs. Leave must be approved in advance, except when the employee can't anticipate the absence. Any documents regarding leave will be kept on the employee's personnel file. Employees working for HelioTech are given seven (7) "leave days".

## 4.2 Personal Leave

We understand that our employees may, for various reasons, need unpaid leave of absence which may not fall under the Family Medical Leave Act. An unpaid leave of absence is allowed at the company's discretion. Every effort should be made by the employee to give as much advance written notice as possible, as to the length of the unpaid leave as well as the expected return-to-work date. The company may require documentation supporting this leave of absence in writing. The company does not guarantee, upon return from leave, that the employee's job position will be available, except where required by law. During an unpaid leave of absence, employees do not accumulate company benefits including vacation pay, sick pay, paid time off (PTO) or any other benefit.

## 4.3 Maternity Leave

HelioTech offers female employees twelve (12) weeks of maternity leave. Maternity leave also applies to female employees that have sickness during pregnancy, a miscarriage, and/or premature birth.

## 4.4 Paternity Leave

HelioTech offers male employees with five (5) days of paternity leave. Paternity leave may vary depending on circumstance and on management's decision.

## 4.5 Family and Medical Leave Act

The FMLA (Family and Medical Leave Act) applies to employees who have worked at HelioTech for at least a year. Eligible employees of covered employers that take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled by federal law to:

- Twelve (12) workweeks of leave in a 12-month period for
- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;"
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent.





## 4.6 Bereavement Time

In the event of the death of an immediate family member, employees may be allowed to take up to two (2) days off with pay to make arrangements and attend the funeral. Immediate family members include the following: spouse, legal mother/father, sister, brother and children. HelioTech observed holidays, shutdown days and days on an approved leave of absence will be considered workdays. Bereavement will not be paid for these days; nor will additional time off be granted.

## 4.7 Jury Duty Policy

HelioTech will compensate associates for time away from work to serve on required jury duty. You must provide initial notification of jury duty to your supervisor prior to the court date. After the court date, provide the "Certificate to Employer" document to Administration - Payroll & Benefits within seven (7) calendar days of serving. If you report for jury duty and discover that the case has been canceled, you must obtain documentation that states the case was canceled and you must then immediately report to your scheduled work shift. You will be compensated for your time away from work if you comply with both of these requirements. If you begin the jury selection process, but are later dismissed, you are not required to report to your regularly scheduled shift. However, you must still provide the "Certificate to Employer" document to Administration - Payroll & Benefits within seven (7) calendar days of serving.

## 4.8 Military Leave of Absence Policy

In compliance with federal law, HelioTech will grant a Military Leave of Absence in appropriate circumstances. Please notify your supervisor of enlistment, induction or Military Reserve/ National Guard training or active duty requirements as early as possible. An employee who voluntarily or involuntarily enters active duty in the United States Armed forces shall be reinstated to a similar position upon satisfactory completion of military service, according to law.

# SECTION 5 : WAGES AND SALARIES

## 5.1 Salary

It is the intention of HelioTech to maintain a sound salary policy which assures that every employee is compensated fairly for the position occupied.

## 5.2 Salary and Performance Reviews

Your overall performance will be evaluated on a regular basis by administration. Salary adjustments will be granted based on a number of factors including performance, company standing, market comparisons, employee attitude and helpfulness. Employees should have no expectation of compulsory increased salary adjustment.

## 5.3 Payroll

The normal work week consists of five (5) days a week, eight (8) hours per day. Typically, you will be paid every two weeks. The amount of your paycheck is determined by your regular rate of pay, bonuses and premiums that may apply, and any overtime worked. HelioTech is required by law to deduct all applicable taxes and to remit them directly to the appropriate agencies. No other deductions will be made unless required or allowed by law, or associate obligation or request. You should review your pay statement carefully upon receipt. Any discrepancies or deductions that appear to be improper should be reported as soon as possible. Any deductions determined to be improper will be adjusted.







## 5.4 Changing Pay Details

Please advise the accounting department if you wish to change any pay details like direct deposit options and IRA deductions. To ensure that change occurs when you request them, notify us two weeks prior to the date you wish for the change to be effective. Any payroll change requests by employees should be done using the “Change of Payroll” request form which can be obtained in the Payroll Department.

## 5.5 Reimbursement of Expenses

HelioTech will reimburse “pre-approved expenses” incurred by employees. Reimbursement will be given to employees providing a receipt (or other evidence of payment) and the reason for each expense. Reimbursements will also apply for travel by company employees in which they use their own personal funds for travel, lodging, meals, and mileage.

## 5.6 Expense Policy

Employees who travel for the company may be eligible for reimbursement for reasonable expenses such as hotels, car rental, gas, etc. The employee can not approve their own trip for reimbursement. Authorization must be given before staff travel. Employees must check if their trip is eligible for reimbursement before making their travel arrangements. To be reimbursed employees must fill out and submit the “Travel Reimbursement” Form with supporting documentation. The “Travel Reimbursement” Form must be turned into the CFO, who authorizes the reimbursement for these travel expenses.

# SECTION 6 : BENEFITS

## 6.1 Holidays

Full-time employees at HelioTech will be afforded the following holidays: New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas Day. If a holiday falls on the weekend, HelioTech will issue a floater PTO day. PTO is paid time off which combines vacation, sick time and personal time. You must work your scheduled days before and following the holiday in order to be paid for that holiday, unless you have received approval for time off.

## 6.2 Insurance

To protect the employees of HelioTech from rising medical bills, a medical insurance plan are made available to all eligible full time employees. The Company reserves the right to pay a portion or none of the premiums. Each insurance policy option has items that are specific to that plan as it relates to coverage, co-payments, and deductions.

# SECTION 7 : STANDARDS OF CONDUCT

## 7.1 Associate “Standards Of Conduct”

In order for HelioTech to maintain a productive organization and to ensure a cooperative and professional work environment, a number of “Standards of Conduct” have been established. While it is not possible to list all of the expected “Standards of Conduct” in the workplace, the following are the minimum standards that HelioTech expects from each associate. These Standards of Conduct apply to everyone at HelioTech, and if violated, may result in corrective action up to and including separation from employment. If multiple violations exist, the result may be considered gross accumulated misconduct and could result in separation of employment.





## 7.2 Harassment

Harassment is unwelcome conduct whether verbal, physical, or visual that is based upon a person's protected status, such as sex, color, race, nationality, religion, age, disability, sexual orientation, and any other protected status. The company does not tolerate any harassment occurring in the workplace, as it creates a hostile work environment that will interfere with employees' work performance. If an employee feels harassed or witnesses someone being harassed, they should immediately report, in writing, the harassment to the HR Department. Any reported harassment will be handled seriously and swiftly by the HR Department. Consequences for employees who are harassing will be swift and decisive based on the act.

All employees of HelioTech are responsible to help ensure that a workplace free of harassment is maintained. An employee who believes that he or she has experienced or witnessed any type of harassment is asked to immediately notify their immediate supervisor or manager.

## 7.3 Discrimination

HelioTech is committed to ensuring that our company is free of discrimination and all employees feel safe. We will not tolerate any type harassment of any employee by any person, including any leader, any co-worker, any customer, client, vendor, or any other third party.

## 7.4 Sexual Harassment

Sexual harassment deserves special mention. Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

HelioTech expressly prohibits sexual harassment or sexual misconduct of any kind. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, constitutes sexual harassment if:

- Submission to the conduct is an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

HelioTech's policy prohibits retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. An employee, who believes that they have been retaliated against, is asked to immediately notify their immediate supervisor or manager. It is our policy to investigate, immediately and thoroughly, all complaints of harassment and to the fullest extent practicable, and to keep complaints and the terms of resolution confidential, within the necessary bounds of the fact finding process. If an investigation confirms that a violation of this policy has occurred, appropriate corrective action will be taken, including disciplinary actions, up to and including immediate termination of employment.

## 7.5 Firearm-Free Workplace Policy

To ensure that HelioTech maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of dangerous weapons on company property. All employees are subject to this provision, as well as visitors and customers on company property. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action.





## 7.6 Drug and Alcohol

HelioTech has an obligation to provide associates with a safe place to work and to ensure that associates do not impose an unreasonable risk of harm to fellow associates, contractors or visitors to HelioTech.

**7.61 :** The primary intent of the Drug and Alcohol Policy is to increase associate awareness and understanding of the adverse effects of drug and alcohol use and to promote intervention assistance as the preferred option in addressing substance abuse in the workplace.

**7.62 :** The use of or being under the influence of any illegal drug, the possession, purchase or attempted purchase, sale or attempted sale, distribution or attempted distribution of any illegal drug or the possession of any drug related item while on HelioTech property or while conducting HelioTech business is prohibited. A prescription drug that is not currently prescribed for that associate is considered an illegal drug for the purposes of this policy. The purchase or attempted purchase, sale or attempted sale, consumption or being under the influence of alcohol while on HelioTech property is prohibited.

**7.63 :** A drug and alcohol test will be administered any time HelioTech has reason to believe that an associate is using or is under the influence while on HelioTech property. All testing will be done through a controlled, secure and certified testing process certified by the U.S. Department of Health and Human Services.

**7.64 :** An associate who has reason to believe that another associate is under the influence of alcohol or illegal drugs must immediately report such condition to Human Resources. Violation of the HelioTech Drug & Alcohol policy or the refusal to take a required drug and alcohol test will result in corrective action up to and including separation from employment.

## 7.7 Prescription Drugs

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, notify company doctor) to avoid unsafe workplace practices. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

## 7.8 Smoking and Tobacco

Smoking is not allowed at HelioTech. This includes the building, and all company events. HelioTech wants to provide a tobacco-free environment for all employees and visitors. Any disregard for this rule will be subject to disciplinary action.

## 7.9 Public Image

Your appearance is an important contribution to the impression that you project to our customers. At all times employees are expected to adhere to socially acceptable standards of dress and grooming. Hair is to be well groomed and clean. Neatness and proper dress help reflect a good image to the customer. See detailed dress code policies in section 8.13.





## 7.10 Attitude and Conduct

The impression you make on our customers means everything to HelioTech. We ask that each employee conduct himself or herself in such a way, both at work and off duty, so that our image and reputation are not tarnished. Remember it is not what you say that matters so much as how you say it or convey it that counts. It is encouraged that you discuss any business, problems, or complaints with the human resources department in private. In addition, HelioTech expects all members to act in a professional manner that fosters a work environment built on respect for each other and for those outside the company with whom we have contact. Specifically, members will avoid: treating others with a condescending attitude; treating others with a lack of personal or professional respect; public humiliation such as hostile criticism in front of others; temper tantrums; screaming; scapegoating and public disparaging remarks. Any incidents of unprofessional conduct should be reported to the Human Resources Department. Violations of this policy may result in disciplinary action.

## 7.11 Violation of the “Standards of Conduct”

If an employee violates the company’s “Standards of Conduct”, consequences will follow and vary upon the circumstances. In most occasions, the employee will be put on Probationary Status, where he/she will be strictly supervised for two weeks by leadership to determine if the employee will be retained or be terminated. See detailed Probationary Period Policy in section 3.4.

# SECTION 8 : EMPLOYEE POLICIES

## 8.1 Hours of Work

Business hours are generally between 9am to 5pm Monday through Friday. All employees are expected to arrive on time and dressed appropriately. It is of the utmost importance that employees are on time to accomplish work. Tardies or absences must be reported to the head of your department and must have a valid reason.

## 8.2 Tracking Attendance:

A Human Resource associate is in charge of monitoring and tracking employee attendance/punctuality. If concern about an employees’ attendance arises, the associate will discuss with said party to determine what course of action should be taken.

## 8.3 Tardiness:

Employees must notify their supervisor if they will be coming in late to work. To notify the supervisor use Slack to message your direct supervisor and an associate from HR. Acceptable reasons for tardiness or absence are illness, family emergency, or traffic congestion. Unacceptable reasons for tardiness/absence are self interest,overslept, etc.

Information required in case of tardiness:

1. Employee’s full name
2. Employee’s department and their supervisor’s name
3. Reason for tardiness and expected arrival time

Employees who are always late can throw off the productivity of our company. We understand that there are unexpected circumstances that can occur and in this case, employees must speak to the HR department to settle an agreement. Employees who have three (3) unexcused tardies will be on a 2-week probationary period. For further information, refer to section 3.4.



## 8.4 Absence:

We understand unexpected emergencies can happen; but try to contact somebody from the Human Resources Department through Slack or email to inform them that you're not coming in to work or on special occasions when you need to leave early. Employees must report to the company if they will be absent for consecutive days. Failure to report multiple consecutive absences will lead to the HR Department contacting the employee; if after seven (7) days no contact is made. The employee will be terminated from their employment with the company due to job abandonment.

Information to give in case of absence:

1. Employee's full name,
2. Employee's department and their supervisor's name,
3. Reason for absence and amount of days they will be absent.

Employees who are frequently absent may receive disciplinary action. We understand that there are unexpected circumstances that can occur and in this case. Employees must speak to the HR Department to settle an agreement. Employees who have three (3) unexcused absences will be on a 2-week probationary period. For further information, refer to section 3.4.

## 8.5 Computer Utilization

Computers should be used for "work only" related topics. Employees are expected to sign out/off of all accounts at the end of the work day. It is not acceptable to install any personal software on company computer systems.

## 8.6 Food/Beverages in the Office

Employees must eat and drink only in designated lunch, break, outside picnic areas. Food and beverages are not to be near important documentation or equipment. It is only acceptable in the office when there is a special occasion or when it is approved by leadership. After eating in the office, you are obligated to dispose all trash in the trash receptacles.

## 8.7 Lunch Duration

Lunch break is (60) minutes in duration. Lunch Breaks are taken between 11:00 am to 2:00 p.m. If you leave HelioTech during this time, you must scan out as you leave and scan in when you return. Break periods may be added or altered for employees working in departments scheduled for long shifts, or when overtime is scheduled.

## 8.8 Cell Phone Regulation

Employees should limit their use of phones to only cases of emergency or for work purposes. The use of personal electronic devices is prohibited in the work area, or in any other work area designated as confidential by management. Limited use of electronic communication devices, with or without photographic capabilities in these work areas, may be acceptable with the approval of management.

## 8.9 Relationships

If an employee is in a relationship, it is their responsibility to not let it affect their production and work required by their job title.

## 8.10 Relatives

Relatives of HelioTech employees are eligible for hire. Upon hiring, management will assign direct relatives to different supervisors as defined by their department. Relatives may not have supervisory responsibilities over other relatives, nor shall direct relatives be required to take direction from them. It is your responsibility when requesting a transfer, to notify the Human Resource Department if any direct relatives are working in your area.

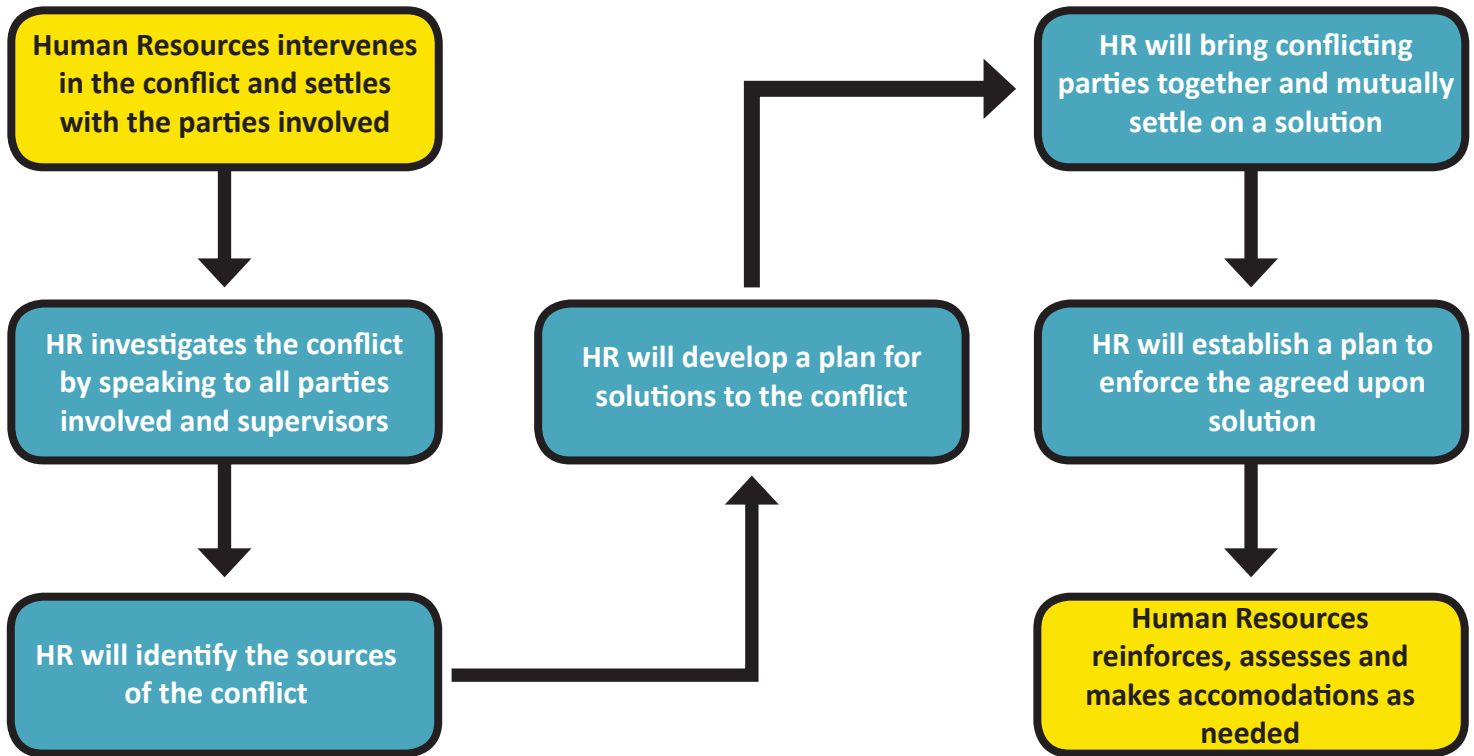




### 8.11 Conflict of Interest Policy

HelioTech relies on employees to act professionally with the highest standards of ethics, integrity, honesty and fair dealing, and to avoid any appearance of impropriety. HelioTech must rely on associates involved in company decisions to act professionally and avoid any appearance of impropriety. You must avoid involvement in situations which create, or appear to create, conflicts with the interests of HelioTech. A conflict of interest occurs whenever an associate allows the possibility of direct or indirect personal gain to influence his/her judgment in conducting any HelioTech business. Associates must be sure not to create even the appearance of a conflict of interest.

### 8.12 Conflict Resolution Protocol



### 8.13 Dress Code/ Uniforms

All HelioTech employees are responsible for wearing the required uniform as outlined in this policy. Employees should be well groomed and dressed appropriately. At no time will vulgar, offensive, or revealing clothing be allowed.

Examples of Unacceptable Attire:

- Flip Flops/ Open toed shoes
- Spaghetti Straps
- Dirty Clothing
- Short Mini-Skirts/ Shorts
- Clothing with Profanity or inappropriate gestures
- Sheer Clothing
- Excessive/ Distracting Jewelry

During company events all employees are required to wear the company’s uniform.

- Green Company Polo Shirt
- Black Slacks/ Skirt
- Black Closed-Toe Shoes



## **SECTION 9 : BUSINESS ENVIRONMENT**

### **9.1 Work Areas**

As many employees work in an office environment, it is important that your workstation and or desk remains clean. Your workstation will be cleared and tidied up at the end of every day. Any items that require storage should be put away, hard copy paper files should be kept to a minimum, with digital copies of files stored on the relevant shared company drive electronically.

### **9.2 Security**

Entry to the HelioTech premises during and/or outside of normal business hours will be by way of keys. Every HelioTech employee is to ensure that the key is kept in safe custody. If building access devices are lost or misplaced, you must notify our COO immediately so that they can be cancelled. Employees must ensure that all confidential documents are locked away at night and make sure that your personal belongings and valuables are locked away and secured. Personal property is not covered by company insurance.

### **9.3 Lockers**

HelioTech provides you with a locker for personal belongings that is secure and away from the production area. You are responsible for keeping your personal belongings away from production areas. You must use only your assigned locker provided by Administration. Lockers are the property of HelioTech and the company reserves the right to search an associate's locker for reasonable cause at any time. You should not use your assigned locker for storage of anything other than your personal possessions and uniforms

### **9.4 Printing**

Please pick up all printed matter off the printer and ensure that the printer is stocked with paper at all times. Color printing should be kept to a minimum.

### **9.5 Noise in the Office Workplace**

At HelioTech, we encourage teamwork, communication, and productivity. It should be a productive work environment where noise shall be minimal as respect for other employees.

## **SECTION 10 : HEALTH & SAFETY**

### **10.1 Reporting Work-Related Injury**

Employees must report all injuries the day they happen, regardless of how insignificant they may seem, to their Department Management immediately. In the case of an illness or non-work-related injury/illness, the employee's health insurance will dictate which hospital the employee is transported to.

### **10.2 Emergency Calls**

The only exception to the cell phone use policy is to contact 911. If placing or accepting an emergency call make it as quick as possible. An employee from Human Resources Department will notify the injured employee's family members if any incident were to take place.





## 10.3 Emergency Evacuation Plans

There are emergency kits in the back of the office that an HR associate will take with them when evacuating the building. If an HR associate is not available to take the emergency kit, any associate can take it with them. If there are any injuries the emergency kit has a first aid kit that should be used to treat minor injuries. If a major injury occurs please await for the ambulance to arrive and treat the injured person. There is an AED and first aid kit available.

### 10.31 In Case of Fire

Precautions must be taken when fire occurs in the office or building. If any fire were to start, please evacuate the office in an orderly fashion at either of the two office entrances, and pull the fire alarm to alert others in the building of the fire. If a minor fire starts in the office, there is a fire extinguisher next to the main office entrance that should be used before the fire spreads into a major fire. Please assist anybody who may need help exiting the building. When exiting the building only take what is essential. Do not endanger yourself by attempting to recover items that can be replaced.

### 10.32 In Case of an Earthquake

Earthquakes can happen at anytime and at any magnitude so it is important that all personnel know the correct procedure for everyone's safety. When an earthquake happens everyone should immediately take cover under a stable structure such as a desk or a table. Once the earthquake has ended wait 60 seconds before coming out from under your cover. After coming out from under your cover evacuate the building, and help anyone who may need help evacuating.

## 10.4 Safety Policy

HelioTech will, as far as practicable, provide a safe work environment for the health, safety and welfare of our employees, visitors and members of the public.

To do this, HelioTech will:

- Develop and maintain safe systems of work, and a safe working environment
- Consult with employees about health and safety matters
- Provide information and training for employees
- Assess all possible risks or hazards in the workplace
- Remove unacceptable risks to safety
- Provide employees and visitors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)

Ultimately, everyone at the workplace is responsible for ensuring health and safety at that workplace.

All persons responsible for the work activities of other employees are accountable for:

- Identifying possible risks or hazards that could injure employees, clients, members of the public or the environment
- Controlling such situations or removing the risk to safety. If unable to control such practices and conditions, report these to their manager
- Making sure workers are provided with the adequate facilities for their health and safety.

HelioTech demands a positive, proactive attitude and performance with respect to protecting health, safety and the environment by all employees, irrespective of their position.





## 10.5 Workers' Compensation Policy

All employees may be eligible for workers' compensation benefits if injured while at work. Contact the HR Department if you are injured and they will direct you to workers' comp resources.

## 10.6 Injury Procedure

If there is an injury:

1. The first priority is medical attention. The injured worker or nearest colleague should contact one of their Department Heads. For a serious injury also call an ambulance.
2. Any employee who is injured on the job, experiences a safety incident or a near miss, must report the incident to their manager.
3. The manager must write a report to the HR Department which will be recorded in their personnel file.

This standard report must include:

- Employee's name and job details
  - Time and date of injury
  - Exact location the injury/incident occurred
  - How the injury/incident happened
  - Details of the injury/illness and the part/s of the body injured
  - Names of any witnesses
  - Name of the person entering details in the Register
  - Date the employer was notified
4. HelioTech will let the injured employee know in writing that we have received notification of any injury or illness reported.

# SECTION 11: EMPLOYEE COMMUNICATION

## 11.1 Meeting Rooms

If you need to use a meeting room or conference room, schedule ahead of time through the chief operations officer to make sure the room is available. Provide a professional courtesy by tidying up after meeting and leaving the room as you found it.

## 11.2 Company Bulletin Boards & Contact

Bulletin boards are located in designated areas and provide employees access to important information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards. Only work-related items shall be posted and must be authorized by the Vice President of Communications, and personal notices are not to be placed on the bulletin boards. Important information will also be posted on remind and slack apps for employees to contact supervisors.

## 11.3 Employee Evaluations

At end of each month, an "Employee of the Month" will be selected as mentioned in section 2.7. Employees will be evaluated bimonthly based on respect, productivity, attendance, work ethic, communication, and attitude. They will evaluate themselves and then they will have an individual meeting with their supervisor and a member of the HR Department to discuss the variance in evaluations. They will also come up with solutions for the employee to improve in the areas that they need help to enable the employee to prosper in our company.





## ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK

I, \_\_\_\_\_ (name), hereby acknowledge receipt of the HelioTech Employee Handbook. I have read the handbook and understand that if I have any questions regarding this handbook, I will ask the Human Resources Department. I understand that nothing in the handbook creates a contract of employment, either express or implied. I understand that the policies and procedures described in these guidelines are subject to the interpretation of management, and may be modified from time to time without notice. I understand that the benefit plans and programs described in this handbook are summarized only, and the plans are controlled by the legal documents that describe the plans. I further understand that the benefit plans and programs may be modified or amended from time to time.

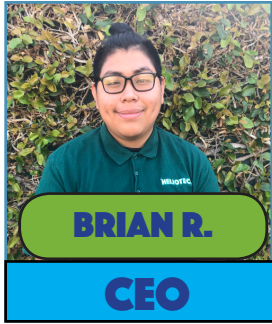
\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



# COMPANY ORGANIZATIONAL CHART

## CHIEF OFFICERS

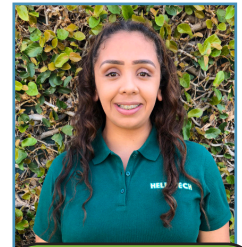


## LEADERSHIP TEAM



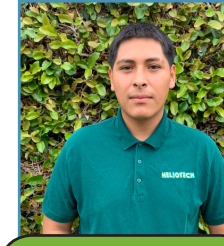
## ACCOUNTING

## SALES



## MARKETING

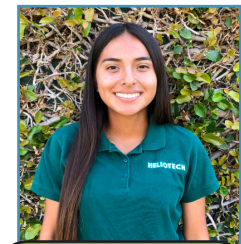
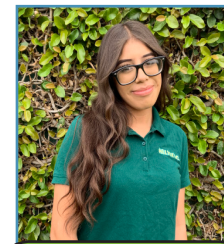
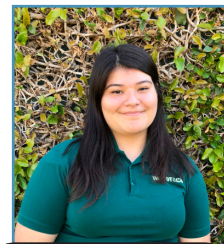
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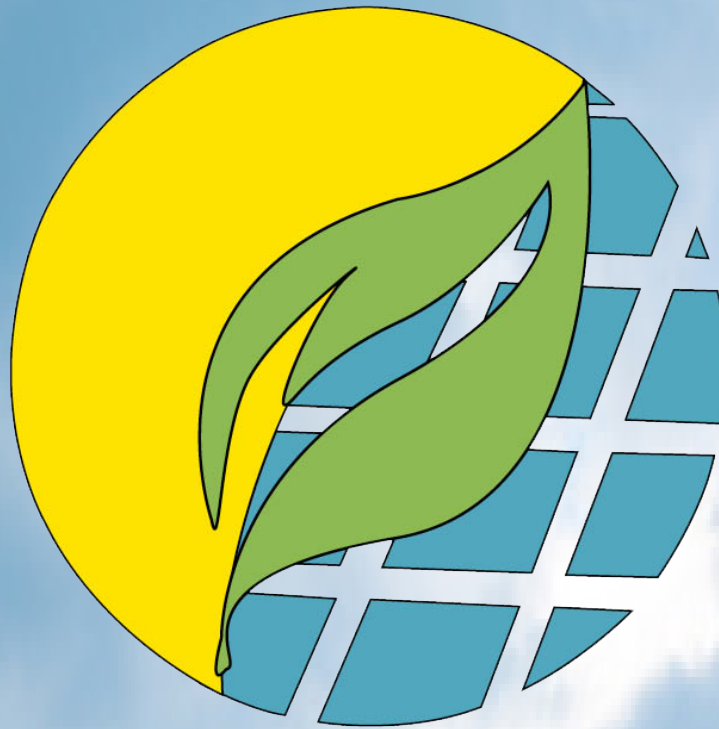
## ARTS & PUBLICATION

## HUMAN RESOURCES

## COMMUNICATIONS



# HELIOTECH



**CHARGE UP WHEN THE SUNS UP**

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SANTA ANA, CA 92705**

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