

Employee Handbook

INTRODUCTION

This handbook is designed to acquaint you with American Unit Inc. and provide you with information about the working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. No employee handbook can anticipate every circumstance or question about policy. American Unit Inc. reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate. Employees will be notified of any changes to the handbook as they occur.

EMPLOYMENT

Office Hours and Work Day

American Unit Inc. is open weekdays from 9:00 a.m. to 5:00 p.m. All regular full-time staff are required to work 40 hours per week at the office, company events, or at outside meetings. All employees must keep to a regular schedule that is approved in advance by their supervisor. All hours worked must be entered (and approved) through weekly timesheet submission, per department policy.

Punctuality

American Unit Inc. requires its employees report to work on time. Our punctuality policy is simple: show up for work at the time you are expected. Persistent late arrivals may result in an involuntary change to your work schedule, a permanent pay reduction, or termination.

Employment at Will

This handbook provides employees with general information about our personnel policies. It is not an employment contract and does not imply contractual obligations of any kind. As provided by Texas State law, neither the employee nor American Unit Inc. is bound to continue the employment relationship if either chooses, at will, to end the relationship at any time.

Equal Employment Opportunity

It is our intent and our policy to provide equal opportunity to all qualified persons. This policy prohibits discrimination. American Unit Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, sexual orientation, national origin, age, or any other characteristic protected by law. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at American Unit Inc. will be based on merit, qualifications, and abilities. The company's policy applies to all phases of the personnel process, including hiring, recruitment, training, placement, benefits, compensation, social activity, and any other conditions of employment.

Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 (formally revised August 1, 2023) and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with American Unit Inc. within the past three years, or if their previous I-9 is no longer retained or valid.

Confidentiality

American Unit Inc. requires employees to keep certain information about its work confidential. This includes information about itself and its clients that is not in the public domain, contact lists of any kind, and financial information except when its disclosure is required by law. Employees may not disclose trade secrets, such as the design or features of database software or any other information that may damage its work. If you have any doubts of the confidentiality of any information, you should ask your supervisor.

EMPLOYMENT STATUS & RECORDS**Employment Categories**

The following categories are used to determine eligibility for benefits programs and do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and American Unit Inc.

- **Regular Full-Time** employees are those who are scheduled to work at least 40 hours per week. Generally, they are eligible for American Unit Inc.'s benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **Part-Time** employees are those who are regularly scheduled to work 32 hours or less per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of American Unit Inc.'s other benefit programs.

Privacy/Personnel Data Changes & Records

The company maintains personnel records for each employee. There are guidelines about the information collected and maintained in each file, and who may have access to it. The guidelines are as follows.

- The company will collect and maintain information about each employee only for employee relations or legal purposes.
- Internal access will be limited and on a legitimate "need to know basis."

It is the responsibility of each employee to promptly notify American Unit Inc. of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational

accomplishments, and other such status reports should be accurate and current at all times. Notify your supervisor if any personnel data has changed.

EMPLOYEE BENEFITS

Health Insurance

American Unit Inc. provides medical insurance for eligible regular employees and their dependents. Medical coverage is provided through Blue Cross Blue Shield. Employees can choose from 4 different plans. Dental & Vision is provided through Bright Benefits. American Unit Inc. currently pays 50% towards the premium for employees working full-time (32 hours/week or more for employee only). Employees must cover any additional premiums for spouse, domestic partner, or dependents, or a pro-rated portion of their premium if they are working less than full time.

Workers Compensation Insurance

All employees are covered by a workers' compensation policy that is paid for by American Unit Inc. If a work-related illness or accident occurs at the workplace, inform your supervisor immediately.

Holidays

The office is closed for the following six holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Hourly employees must discuss with their supervisor before making arrangements for holiday time off.

Paid Time Off

- PTO is only available to full-time, exempt (salaried) employees (6 personal/sick days and 6 government/federal holidays of choice).
- PTO may not be used on any workday where an event is scheduled.
- PTO may not be used on the workday before or after an event that you manage.
- You do not accrue paid time off. No compensation is provided for unused PTO upon termination.
- You may not use PTO while performing other compensated work, including traveling to or interviewing or auditioning for jobs.
- Even when prior approval is not required, it is highly advisable to discuss plans in advance with your colleagues before purchasing nonrefundable tickets.
- Violation of PTO policies may result in a reduction of pay for the time off. Abuse of PTO is grounds for disciplinary action, which may include termination.

Employee Responsibilities

- **Communicate.** Let your colleagues know about your intended plans to be absent well in advance so that they have a chance to discuss any work that may need coverage

and vice-versa. This is particularly important for extended leave (more than 2 days). You must report in on days you need to be out unexpectedly by text or phone call to Ram-VP of HR, Sriram-Director of Operations, or your HR Manager. Make sure you successfully reach one of them

- **Be available.** Customer calls, staff meetings, and other time sensitive responsibilities must be covered regardless of your personal work schedule. If you have planned time off, make sure to coordinate with your coworkers on coverage for any of your responsibilities during days you will be out of office.
- **Be productive.** You are employed by American Unit Inc. and are expected to contribute accordingly.

PAYROLL

Paydays

All regular employees are paid bi-weekly or monthly (depending on their agreement).

Employment Termination

Since employment with American Unit Inc. is based on mutual consent, both the employee and American Unit Inc. have the right to terminate employment at will, with or without cause at any time. However, employees planning to leave American Unit Inc. are requested to give a 2 weeks' notice. Employees will not be penalized or dismissed solely because they announce their intention to resign. Nevertheless, American Unit Inc. reserves the right to terminate employment at will. Employees will receive their final pay in accordance with applicable state law.

Employment with American Unit Inc. is at the mutual consent of American Unit Inc. and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

EMPLOYEE CONDUCT

To ensure orderly operations and provide the best possible work environment, American Unit Inc. expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Violations of any American Unit Inc. policy may lead to disciplinary action up to and including immediate termination of employment.

In addition to other examples listed elsewhere in this manual, the following conduct is unacceptable: theft, fighting or threatening violence in the workplace, boisterous or disruptive activity in the workplace, negligence or improper conduct leading to damage or loss of American Unit Inc. owned property, insubordination or other disrespectful conduct, excessive absenteeism or any absence without notice, and unsatisfactory performance.

HARASSMENT

American Unit is committed to maintaining a workplace free of threats, intimidation, or

harassment of any kind. Racial and ethnic slurs, sexual harassment of any kind, and any other verbal, physical, or sexual misconduct is unacceptable and goes against company policy on Equal Employment Opportunity. Sexual harassment can take the form of unwelcome verbal remarks of a sexual nature, unwelcome sexual flirtations, propositions or requests for sexual favors, physical conduct of a sexual nature, and the open display or unsolicited showing of sexually suggestive objects or pictures. Sexual harassment occurs when submission to such conduct, either implicitly or explicitly has the purpose or effect of unreasonably interfering with an individual's performance or employment, or creates a hostile or intimidating work environment.

Harassment by any employee of American Unit Inc. can result in disciplinary action and/or termination. Any person who believes that she or he has been a victim of any type of harassment should report it to Human Resources immediately. No employee will be subjected to retaliation or intimidation as a result of making such a complaint.

COMPANY PROPERTY

Privacy of Communications

American Unit Inc. respects the privacy of its employees, who as proscribed elsewhere in this handbook, may conduct personal communications while on premises, while performing work outside on its behalf, or while using its equipment. However, subject to applicable laws, these communications may be monitored by American Unit Inc. To ensure complete privacy, employees may wish to conduct their personal business while off premises, not working, and without using American Unit Inc.'s equipment or services.

BUSINESS TRAVEL and EXPENSE

All business travel, meals, and entertainment are paid for by American Unit Inc. within certain limits. All business travel must be pre-approved by your supervisor. It is requested that you use your personal credit card and keep itemized receipts that you will later submit and expense in Excel, or per your department or Supervisor's expense policy. Additionally, you are required to send clear, itemized receipts to invoices@americanunit.com. Please let Human Resources know if you are unable to cover the cost of travel.

Cash Purchases

All cash purchase require receipts and itemized accounting of the business purpose. You will be reimbursed by direct deposit.

Meals

You will be reimbursed for business meals for yourself and business visitors up to the following limits:

- Breakfast \$20
- Lunch \$25

- Dinner \$45

Archives

Employees are required to maintain archives of materials including email or printed documents that are related to current work or that will be reused in the future. Materials that are extraneous or no longer needed should be discarded. If the documents contain confidential information that may be compromised, they should be destroyed. Ask your supervisor if you have any questions about what information to archive.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge receipt of copy of the American Unit Inc. Employee Handbook. I understand that I am responsible for familiarizing myself with the information contained in this guide. I further understand that matters discussed in these guidelines are subject to change and that revisions may occur. I understand that revised information may supersede, modify or eliminate existing policies. The employee handbook describes important information about American Unit Inc., and I understand that I should consult my supervisor or Human Resources regarding any questions pertaining to the handbook. I have entered into my employment relationship with American Unit Inc. voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or American Unit Inc. may terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received & read the handbook, and I understand that it is my responsibility to comply with the policies contained within or any revisions made to it.

X

Employee Signature