



EMPLOYEE HANDBOOK

7/1/2023

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Mazzetti. Please take the time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Mazzetti adheres to the policy of employment at will, which permits Mazzetti or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Mazzetti representative other than the CEO may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Mazzetti documents. These Mazzetti documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Mazzetti guidelines. Mazzetti may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and the CEO.

Mazzetti also has employees in many states and each state may have specific requirements that impact different sections of this handbook. Mazzetti has attempted to incorporate the most generous interpretation of these specific requirements and applied them to all Mazzetti employees regardless of location; however, employees are encouraged to view the Guru card specific to their state and notify the Chief People Officer of any differences they believe may not be in their favor. In this case, the most generous policy will apply. In addition to what is in this handbook, employees may also find more specific information in Guru. This handbook supersedes all prior handbooks.

Table of Contents

Section 1 - Welcome.....	5
1-1 Welcome Introduction	5
Section 2 - Governing Principles of Employment	11
2-1 Equal Employment Opportunity	11
2-2 Reasonable Accommodations & Interactive Dialogue	11
2-3 Harassment, Discrimination and Retaliation Prevention.....	13
2-4 Drug-Free and Alcohol-Free Workplace	16
2-5 Workplace Violence	17
2-6 Pay Transparency.....	19
Section 3 - Operational Policies.....	20
3-1 Employee Service Credit	20
3-2 Your Employment Records	20
3-3 Working Hours and Schedule	20
3-4 Safety and Security.....	23
3-5 Employee and Payroll Status, Timesheets, Pay Periods/Paydays	25
3-6 Overtime and Compensatory Time.....	28
3-7 Travel Time for Non-Exempt Employees.....	29
3-8 Safe Harbor Policy for Exempt Employees.....	30
3-9 Guru - Knowledge Management System	31
3-10 Performance Management	31
3-11 Record Retention.....	31
3-12 Applying to an Internal Job Posting	32
Section 4 - Benefits.....	33
4-1 Benefits Overview	33
4-2 Paid Holidays.....	33
4-3 Paid Time Off	34
4-4 Paid Parental Leave	35
4-5 Lactation Accommodation/Mothers' Room	36
4-6 Workers' Compensation/Employee Safety	36
4-7 Jury Duty and Expert Witness Testimony	38
4-8 Bereavement Leave.....	39
4-9 Voting Leave	39
4-10 Insurance Programs	39
4-11 Employee Assistance Program.....	42
4-12 Retirement Plan	42
4-13 Professional Development, Responsibility, and Organizations	44
4-14 Literacy Assistance	46
4-15 Bonuses and Profit Sharing	46
Section 5 - Leaves of Absence	48
5-1 Personal Leave	48



5-2 Military Leave/Military Spouses	48
5-3 Family and Medical Leave	50
5-4 Bone Marrow Donation Leave	60
5-5 Organ Donation Leave.....	60
5-6 Time Off For School Related Activities	60
5-7 Domestic Violence, Sexual Assault, or Stalking Leave	61
5-8 Time Off For Volunteer Firefighters and Other Emergency Personnel	62
Section 6 - General Standards of Conduct.....	64
6-1 Code of Ethics, Business Conduct, and Whistleblowing	64
6-2 Use of Communications/Computer Systems and Cell Phones.....	68
6-3 Use of Social Media.....	70
6-4 Smoking.....	71
6-5 If You Must Leave Us.....	71
6-6 Exit Interviews	72
6-7 A Few Closing Words	72
General Handbook Acknowledgment.....	73

Section 1 - Welcome

1-1 Welcome Introduction

For employees who are commencing employment with Mazzetti, on behalf of all of us Mazzetti-ites, let me extend a warm and sincere welcome.

For employees who have been with us for any length of time, thank you for your past and continued service.

I extend my personal best wishes for success and happiness here at Mazzetti. We fully understand that it is our employees who provide the services that our clients rely upon, and who will enable us to create new opportunities in the years to come, and we strive to make Mazzetti a place you'll want to remain.



Walt Vernon, CEO

About Mazzetti

Mazzetti is an employee-owned Benefit Corporation, committed to creating healthier, enduring environments. The world continues to change, and our built environments need to adapt to those changes, including climate change. In February 2022, the professional society representing Professional Engineers, [NSPE, adopted a position](#) establishing Climate Change as one of preeminent importance to our profession. "Climate change is real - the impacts are serious, and they are accelerating." As a response, Mazzetti's public benefit (and mission) is — bending the climate curve™. Evidence we "walk the talk", Mazzetti has been carbon neutral, inventorying our own greenhouse gas (GHG) emissions (scopes 1 & 2) and offsetting, for over a decade.

The spirit of Mazzetti is to seek and deliver meaningful work. We intentionally work predominately in the Healthcare and Life Sciences industries, notorious for being energy-intensive, highly complex, highly regulated buildings, AND highly impactful in local communities. This is our calling. This is where we deliver the greatest, lasting, positive impact, which spans 20 countries around the globe.

This impact is a result of Mazzetti's award-winning culture, i.e., our people — we truly care about making the world a better place. We care about our diverse colleagues. We care about our communities. We care about our work yielding a lasting, positive impact.



Towards this, we aid clients in the planning, designing, optimizing, equipping, illuminating, sustaining, even “reimagining” of environments, as appropriate. We strive to deeply listen and empathize. We strive to catalyze (and embrace) change for better outcomes. We strive to focus on what we CAN do. We strive to always: earn trust, put team first, and INSPIRE.

OUR VISION

For every environment to be good for people and planet.

OUR FUNDAMENTAL VALUES

Earn Trust

Team First

Inspire

OUR MISSION/BENEFIT

Bending the climate curve in partnership with our clients and the broader industry.

If there is one rule at Mazzetti, it is to be true to our shared vision, values, and mission. If you work hard to help the company achieve its goals, the company will work hard to help you meet yours.

CULTURE/ENVIRONMENT

EMPLOYEE FOCUSED

Many of us came to Mazzetti because we worked in other companies where we saw little or no opportunities for growth. When we came, we dedicated ourselves to creating a company that supported the employees by helping them grow and achieve their goals. If you ever feel like we are not helping you do so, please bring it to our attention. We want to be a culture of leaders and entrepreneurs, and though we can't hand you success on a silver platter, we can help you by opening doors and giving you resources and advice to become what you envision.

Employee Resource Groups

Mazzetti has a number of Employee Resource Groups (ERG), formed and operated by the employees themselves to enhance the employee experience across the company, regardless of location. The current Employee Resource Groups are the Wellness ERG, the Women at Mazzetti ERG, the Emerging Professionals ERG, and



the Diversity, Equity, & Inclusion ERG. Each ERG provides information about what Mazzetti is doing in these areas and sponsors many different kinds of virtual or in-person events throughout the year.

Time sheets: ERG Leaders involved in the planning, organizing, and attending the event or activity, and employees who are supporting ERG leaders with these activities, can log that time in ERG activities as non-billable office time.

Employees participating in ERG activities do not log their time spent participating in activities.

If you are interested in getting involved with any of the Employee Resource Groups or if you have questions about how time should be recorded for these activities, please let the Employee Experience Manager know.

Employee Appreciation Committee

With employees working mostly remotely and based throughout the US and India, it's important to carve out dedicated time for team members to get to know each other outside of work and the day-to-day. To that end, Mazzetti has a dedicated Employee Appreciation Committee (EAC) to encourage employees to connect for teambuilding, show appreciation for each other, and have fun outside of work. Mazzetti's EAC is run by volunteer employees around the company who organize teambuilding opportunities both in-person and virtually including potlucks, after-work events, community service, picnics, holiday parties, contests, and more.

Time sheets: EAC Leaders involved in the planning, organizing, and attending the event or activity, and employees who are supporting EAC leaders with these activities, can log that time in EAC activities as non-billable office time.

Employees participating in EAC activities do not log their time spent participating in activities.

Contact the Employee Experience Manager if you have questions about EAC or if you're interested in leading an EAC.

401k Committee

This committee is made of Mazzetti employees who serve as committee members or trustees for our 401(k). They work with our 401(k) advisor, an outside company that



specializes in 401(k) advisory services. If you are interested in participating in the 401(k) committee, contact the Chief Financial Officer.

ESOP Administrative Committee

This committee consists of Chief Financial officer, the controller, and the Chief People Officer and two employee trustees. If you are interested in becoming a trustee, please contact the Chief Financial Officer

Charity Support

Mazzetti also supports worthwhile charities and would prefer to select charities supported by our clients and employees. Please let the Chief People Officer know by January 31 of each year what specific charity you support. While we may not be able to match what you've contributed, and our ability to contribute will depend upon our budget each year, we will do our best to make a contribution.

Commitment to Sustainability

Mazzetti is committed to promoting environmentally conscious solutions to our clients and in our workplace.

- We operate a recycling and compost, where available, waste prevention and conservation program in all of our offices. We ask you to help us to keep the planet a healthy place for all.
- When employees work from home, we encourage them to use the principles above when possible.
- All general use Mazzetti company vehicles are hybrid cars.
- We work with our landlords to have the most sustainable facilities possible. We request low chemical/natural based cleaning products (Green Seal certified) where possible.
- We will support any employee who wishes to pursue LEED or WELL education and recognition as either a LEED Green Associate or a LEED Accredited Professional with Specialization. Our goal is for all engineers, Associates, Senior Associates, Associate Principals and Principals to earn a professional designation through LEED or WELL.
- We encourage employees to print documents only when printing is required, to print all documents in double-sided format when possible, and use only recycled paper products when it is necessary to print.
- We aim to be a net zero greenhouse gas organization. We encourage all our employees to consider this when making decisions regarding travel, commuting, etc. We work to reduce our GHG annually, and purchase offsets to reduce to zero.

Commitment to communities

Mazzetti is an employee-owned Benefit Corporation. In accordance with California Benefit Corporation Law and the Mazzetti Articles of Incorporation, we are accountable to driving a public benefit to better society and our physical environment. We believe, as a Benefit Corporation, our public benefit should equate to our overall mission. At the end of 2022, we resolved this disconnect. Mazzetti's refined mission/benefit is, officially, *BENDING THE CLIMATE CURVE™*

Our Benefit Corporation status is embedded in our culture and actions. Employees see this lived in various ways, including:

- Our focus on employee wellness.
- Our commitment to promoting environmentally conscious solutions to our clients and in our workplace.
- Our involvement in global projects related to enhancing healthcare facilities and the overall health of communities.
- Our support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labor, Environment, and Anti-Corruption.

As a Mazzetti employee, we look forward to you contributing to our Benefit goals and making the world a better place through your work.

COMPANY COMMUNICATIONS

Mazzetti is committed to a relationship based on openness and trust. And that relationship is a two- way street. We will do our best to share important information with you about what and how the company is doing. And we expect employees to equally share thoughts, information, etc. through the proper channels. Information sharing is critical to our success and growth as a firm. Mazzetti highly encourages employees to share their knowledge throughout the firm via Guru and at Company, Practice, and/or other meetings, particularly after attending conferences or other professional organization events.

- **Email & Teams** - Emails and Microsoft Teams chats and channels are our official communication channels for company-wide and work-related information and collaboration. These channels allow us to keep everyone informed about new policies, procedure changes, special events, and team and role-related collaboration. . All employees are expected to have email and Microsoft Teams open during their working day, checking them frequently and responding in a timely manner. More information about expectations and best practices on email and Microsoft Teams is outlined in Guru.
- **Guru** – See section 6.5 (Guru – Knowledge Management System)



- **Company Meetings** - Mazzetti holds an all-company meeting once each month. At that meeting, we report news about how or what the company is doing. These are great opportunities to see fellow employees, learn about what's happening in the company, and ask questions. All employees are expected to attend the company meetings.
- **Practice & Project Meetings** - Each practice and project team has regular meetings for employees to have the opportunity to ask questions, share ideas, or concerns, and stay informed about projects or clients.
- **Annual Shareholder Meeting** - This meeting is usually held in December and allows employees/owners to make important decisions regarding the organization including electing a Board of Directors. It is also an opportunity for employees to ask any questions regarding the direction the business will take in the future.
- **Meetings with Leadership** - Mazzetti Principals or Directors and others in leadership will take the time to talk with any employee about their concerns, issues, or questions. We will work hard to make sure people understand what is going on, where the company is headed, how you can contribute, and how you can get more out of your time with the company.
- **Performance Reviews** - Mazzetti conducts performance reviews to evaluate an employee's work performance, identifies strengths and weaknesses, offers feedback, and sets goals for future performance.
- **1-on-1's** - Supervisors and their direct reports engage in regular 1-on-1 meetings to share feedback, discussing wins, challenges, and goal alignments, and more.
- **Open Door Policy** - Mazzetti is a very open, honest, and direct company. Feel free to come to anyone in a leadership role with any questions or concerns you may have, and we will always do our best to address the topic. We may not always be able to change a situation, but we will find time to talk and work through any issues that arise, hopefully in a way that will be best for our staff, our clients, and the company as a whole.

Section 2 - Governing Principles of Employment

2-1 Equal Employment Opportunity

Mazzetti is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medical condition (cancer), marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by federal, state or local law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

Mazzetti will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Chief People Officer or any People Director or member of management know.

Mazzetti will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on Mazzetti's operations. If you wish to request such an accommodation, please speak to the Chief People Officer or any People Director or member of management.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Chief People Officer or any People Director or member of management. Mazzetti will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels they have been subjected to any such retaliation, they should bring it to the attention of the Chief People Officer or any People Director or member of management. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

2-2 Reasonable Accommodations & Interactive Dialogue

Mazzetti is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom Mazzetti has notice may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Any individual who would like to request an accommodation based on any of the reasons set forth above should contact the Chief People Officer. Accommodation requests can be made in writing using a form which can be obtained from the Chief People Officer. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the employee should contact the Chief People Officer.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, Mazzetti will engage in an interactive dialogue with the employee.

Even if employee has not formally requested an accommodation, Mazzetti may initiate an interactive dialogue under certain circumstances, such as when Mazzetti has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event Mazzetti initiates an interactive dialogue with an employee, it should not be construed as Mazzetti's belief an individual requires an accommodation, but will serve as an invitation for the employee to share with Mazzetti any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, Mazzetti will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how Mazzetti may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, Mazzetti will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. Mazzetti is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, Mazzetti reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

Mazzetti will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

Mazzetti will not allow any form of retaliation against employees who have requested an accommodation, for whom Mazzetti has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact the Chief People Officer.

2-3 Harassment, Discrimination and Retaliation Prevention

Mazzetti does not tolerate and prohibits discrimination, harassment or retaliation of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, religious creed, color, age, sex, sexual orientation, gender, gender identity, gender expression (including transgender status), national origin, citizenship, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state or local laws and ordinances. Mazzetti is committed to a workplace free of discrimination, harassment and retaliation.

Discrimination Defined

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristic.

Harassment Defined

Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement;
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- obscene or vulgar gestures, posters, pictures or videos, or comments;
- sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
- propositions or suggestive or insulting comments of a sexual nature;
- derogatory cartoons, posters and drawings;
- sexually-explicit emails or voicemails;
- uninvited touching of a sexual nature;
- unwelcome sexually-related comments;
- conversation about one's own or someone else's sex life;
- conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- teasing or other conduct directed toward a person because of the person's gender.

Retaliation Defined

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and/or
- denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

All discrimination, harassment and retaliation is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party.

Reporting Procedures

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment and retaliation. If an employee believes someone has violated this policy or the Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of their Supervisor. If this individual is the person toward whom the complaint is directed the employee should contact any higher level supervisor in the reporting chain. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, they should contact the Chief People Officer immediately.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to the Chief People Officer.

Investigation Procedures

Upon receiving a complaint, Mazzetti will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy. To the extent possible, Mazzetti will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, Mazzetti generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, Mazzetti shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. Mazzetti will inform the complainant and the accused of the results of the investigation.

Mazzetti will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if Mazzetti determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension or immediate termination. Anyone, regardless of position or title, whom Mazzetti determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

Remember, Mazzetti cannot remedy claimed discrimination, harassment or retaliation unless employees bring these claims to the attention of management. Employees should not hesitate to report any conduct which they believe violates this policy.

2-4 Drug-Free and Alcohol-Free Workplace

Drug Free Workplace

Because Mazzetti occasionally performs services for federal projects, we are considered a “Federal Contractor.” As such, Mazzetti is required by law to comply with the Drug Free Workplace Act of 1988.

In accordance with the Act, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee who is convicted or pleads guilty or no contest under a criminal drug statute for a violation occurring in the workplace must notify Mazzetti within five days of such conviction or plea.

Although Mazzetti does not currently have a pre-employment drug testing policy, some of Mazzetti's clients may require drug screening or other background investigations initially upon providing services on site for that client, periodically, or for-cause as a condition of Mazzetti's contract with that client. If required by contract with any of our clients, Mazzetti reserves the right to request that you submit to a drug test and background investigation upon assignment to a particular project site, and that you abide by the requirements of the client's drug policy, which may include periodic or reasonable suspicion drug testing. Employees who refuse to submit to a drug test or background check for assignment to a particular project will be reassigned if reasonably possible. If reassignment is not available, the employee may be subject to termination.

Ask the Chief Operations Officer or the Chief People Officer if you are unsure whether your project's client requires any type of drug screening or background check.

Drugs (including alcohol) are chemicals. Different drugs, because of their chemical structures, can affect the body in different ways. In fact, some drugs can even change a person's body and brain in ways that last long after the person has stopped taking drugs, maybe even permanently. When drugs enter the brain, they can actually change how the brain performs its jobs. These changes are what lead to compulsive drug use, the hallmark of addiction.

The impact of drug abuse and dependence can be far-reaching, affecting almost every organ in the human body, can weaken the immune system, cause cardiovascular conditions, can collapse veins and cause infections of the blood vessels and heart

valves, cause nausea, vomiting, and abdominal pain, make the liver work harder, cause seizures, stroke and brain damage, and much more.

Mazzetti is committed to providing assistance to our employees to overcome substance abuse problems. Mazzetti will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. This accommodation may include time off without pay or an adjusted work schedule, provided the accommodation does not impose an undue hardship on Mazzetti. Employees may also use accumulated PTO (or sick days, if applicable), for this purpose.

Employees should notify Human Resources if they need such accommodation. Mazzetti will take reasonable steps to safeguard privacy with respect to enrollment in an alcohol or drug rehabilitation program.

In order to protect the safety and health of all employees, Mazzetti reserves the right to request that an employee submit to a drug test upon reasonable suspicion by your Supervisor (or other employees) that you may be impaired while at work. Reasonable suspicion will be based upon objective evidence that has led to the reasonable belief that you are under the influence of a controlled substance; for example, when your physical appearance or behavior suggests drug or alcohol use, including marijuana, or there are other indications that this policy was violated. These may include behaviors that draw attention to you or that are inconsistent with your usual behavior combined with the smell of alcoholic beverages, unusually slurred speech, red eyes, lapses in performance, inability to respond to questions and/or other physical symptoms of alcohol or drug influence. Any employee who incurs an injury or is in an accident while at work will be required to submit to a post-accident drug test. Refusal to submit to a drug test upon request may lead to disciplinary action up to and including termination.

If you are found in violation of this policy, you may be subject to disciplinary action up to and including termination of your employment.

Please contact the Chief People Officer if you have any questions about this policy.

2-5 Workplace Violence

Mazzetti is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Mazzetti and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual.



However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Mazzetti policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Mazzetti employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Mazzetti premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If Mazzetti determines, after an appropriate good faith investigation, that someone has violated this policy, Mazzetti will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.



2-6 Pay Transparency

It is Mazzetti's intent to pay employees in accordance with state and federal law. Our goal is to be transparent about salaries to ensure we are paying employees fairly and equitably. Mazzetti will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is: (a) in response to a formal complaint or charge; (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer; or (c) consistent with Mazzetti's legal duty to furnish information.



Section 3 - Operational Policies

3-1 Employee Service Credit

"Length of service" refers to the length of time that our employees spend as active full-time or part-time employees with Mazzetti. Service begins on the day you become a full-time or part-time Employee.

Length of service may be used in determining certain employee benefits, such as time-off benefits. Employees will not lose credit for service with Mazzetti provided their last day of service was within 1 year of again becoming an active employee. Human Resources will discuss this issue with any rehired employee upon hire.

3-2 Your Employment Records

In order to obtain their position, employees provided us with personal information, such as address and telephone number. This information is contained in the employee's personnel file.

The Human Resources and Accounting Departments handle staff records and certain administrative functions. We will keep copies of your reviews, emergency contact information, driver's license, etc. It will be very helpful to both you and Mazzetti if you keep this information current. If emergency contact or other personal information changes, please make these changes in Vantagepoint and via the employee payroll and benefits portal (currently Paylocity) to make sure your information is current.

The employee should help keep their personnel file up to date by updating information in Vantagepoint or Paylocity with any specialized training or skills they may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

3-3 Working Hours and Schedule

Working Location and Equipment

We recognize the impact that the pandemic has had on our lives and how we work. As a result of this new working world, we offer employees the opportunity to work hybrid or fully remote. This allows our employees optimal productivity, health and wellness, and the ability to achieve their tasks and career goals in a working situation that best suits their needs.



Mazzetti expects that employees work to the best of their abilities no matter their working location. This means that every employee is responsible for having the necessary tools and a safe and secure environment to conduct work effectively.

Mazzetti provides employees the proper tools to complete their work. Employees receive an IT equipment package according to their employment status and role, and Mazzetti also provides a reimbursement for internet and cell phone expenses to support remote work. If an employee experiences any connectivity issues for an extended period of time, the employee is expected to resolve it with Mazzetti's IT team. In the instance that the employee experiences connectivity issues while working remotely, the employee is expected to relocate to where internet access is available until the issue is resolved.

Employees are responsible for ensuring that their work environment is conducive to completing tasks and participating in meetings and calls without interruption. Therefore, if working remotely, Mazzetti expects that employees work in a quiet, appropriate, and safe space. Employees are also expected to have adequate childcare and pet care during working hours to minimize interruptions to work, calls, and meetings.

Working remotely also requires an employee to use appropriate security measures by protecting all Mazzetti's assets including data, equipment, and confidential information.

Employees may work from a Mazzetti office location if they choose or may occasionally be required to do so by their Supervisor for project/client purposes.

Employees working from home are covered by the same Worker's Compensation Insurance currently in place at Mazzetti for employees who work in the office. In the event of an injury or accident at the employee's home site, the employee must follow the notification procedure in the Workers' Compensation section of this handbook.

Normal Work Hours

The business hours for Mazzetti are typically from 8:00 am to 5:00 pm local time, Monday through Friday (except for holidays). However, this varies depending on where you live and to the nature of your work so this typical schedule may not fit your time zone. In general, we expect full time employees to work a minimum of 40 hours per week, but occasional weekend work to accommodate travel or conferences may also be required. This is because the nature of our work requires us to function as a team and to collaborate with one another in order to share our knowledge and provide the best service to our clients. Expectations regarding the typical work hours are set by your Supervisor. If you require a different schedule, you must obtain approval from your Supervisor. Employees will be provided meal and rest periods as required by law. Your Supervisor will provide further details.



Employees should maintain regular contact with their supervisors as needed to accomplish the work in a timely manner.

Out of the “office” (whether at home office or in a Mazzetti office)

Because we work as a team, which means we often need to rely on one another to complete our work, we need you to let your team/colleagues know if you’ll be out of “the office” (meaning away from your desk (at home or in the office) for an extended period of time whether you are working from home or in a Mazzetti office). To accomplish this, we ask employees to complete the following steps:

- Set up an appropriate out of office reply in Outlook, for both internal and external emails, including whether and how to reach you if needed or listing who the individual should contact while you're out.
- Indicate Out of Office in your Outlook calendar, to block out the time in your day.

When you know you will be on PTO and not be working (whether in the office or from home) for an extended period, coordinate with your Supervisor in advance so we can be sure to have the staff needed to take care of our clients. Use the same out of office feature to communicate who can help a person in your absence. Emergencies arise from time to time, and you may need time off from work unexpectedly. If you aren’t able to work or are running late, contact your Supervisor immediately so they can arrange for someone to cover for you if needed.

At-Will Employment

This policy and any individual agreement addressing this work arrangement do not create a contract of employment and are not intended to be considered or construed as a promise of continued employment. Employment is at will and may be discontinued at any time by Mazzetti or employee without notice, cause, or liability.

Time Keeping

Nonexempt employees must accurately record all hours worked pursuant to Mazzetti's timekeeping system and take rest and meal breaks as if in the Company's workplace and as required by law. Nonexempt employees should not work beyond scheduled working hours (including working more than 40 hours in a workweek) without prior, written authorization from their supervisor.

Duties

Employees are expected to follow all existing Mazzetti policies and procedures. The duties, obligations, responsibilities, and conditions of employment with Mazzetti remain



unchanged. Employees must stay engaged with work throughout the workday and be fully available during normal business hours. If employees do not successfully perform their job duties remotely, this arrangement may be revoked or the employee may be subject to disciplinary procedures, up to and including termination. Employees are expected to communicate with their supervisor with respect to scheduled and unscheduled time off.

3-4 Safety and Security

Accidents and Injuries

Employees agree to maintain safe conditions in their remote workspace and to practice the same safety habits and rules applied on Mazzetti premises. If employees incur an injury arising out of the course and scope of the assigned job duties while working in their remote work space, the workers' compensation provisions in place for the state in which the employees are working will apply. Employees must notify their supervisor immediately or as soon as practicable and complete all necessary and/or requested documents regarding the reported injury. Mazzetti assumes no responsibility for injuries occurring in the employee's remote work space outside normal working hours or for injuries that occur as a result of a reasonably recognizable unsafe remote work space.

Equipment

Employees agree to use electronic equipment that meets all Mazzetti's security requirements. Mazzetti provides equipment for home use and employees agree to provide a secure location for Mazzetti-owned equipment and will not use, or allow others to use, such equipment for purposes other than Mazzetti business. Employees have no expectation of ownership in such equipment, linkages, property, or other items installed or provided by Mazzetti. Mazzetti will bear the expense of removal of any such equipment, linkages, and installations provided by Mazzetti upon the termination of the remote work arrangement but not modification of or repairs to the remote work location. Employees hereby release Mazzetti from any damage or liability incurred in the installing or removal of the equipment provided by Mazzetti.

Return of Mazzetti Property

All equipment, records, and materials provided by Mazzetti will remain Mazzetti property. Employees agree to return Mazzetti equipment, records, and materials upon request. All Mazzetti equipment will be returned by employees for inspection, repair, or replacement as needed or requested or immediately upon termination of the remote work/telecommuting arrangement. All equipment must be returned within five (5) business days of written notice to the employees.



Business Expense Reimbursement

Mazzetti will reimburse employees for actual and reasonable business-related expenses incurred in performance of their responsibilities as an employee of Mazzetti in accordance with this section. Employees must submit via an expense report in Vantagepoint supporting documentation of the expenses in the form of an itemized receipt including the business purpose for the expense. This is required for all expenses regardless of the amount. Mazzetti will reimburse the employee for these expenses contingent upon supervisor approval of the expense report.

Expenses submitted for reimbursement in Vantagepoint must be coded to the correct account, and receipts (in any amount) must be uploaded to substantiate the expense, particularly if the cost will be billed to the client. Employees are expected to submit reimbursement requests for approval as soon as practicable.

Although Mazzetti has not established per diem limits for meals, employees should use their discretion when spending company funds. Employees will be reimbursed based on the IRS allowed rate per mile for use of private vehicle. All parking expenses and highway tolls incurred because of business travel will be reimbursed, but not moving or parking violations. Coach/economy class air travel when required. If a rental car is used, additional insurance should not be purchased because of Mazzetti's existing insurance coverage. Moderately-priced lodging convenient to your destination when out of town to minimize time and expense.

Employees must make financially prudent decisions regarding all such expenses, and when a client who is paying our bills for a project has a policy with respect to such expenses, follow their specific requirements.

Regular household utility charges such as electricity, water, auto, homeowners insurance, etc. are not reimbursable unless required by state law.

Confidentiality

Employees agree that they are subject to Mazzetti's policies prohibiting the nonbusiness use or dissemination of Mazzetti's confidential business information. Employees will take all appropriate steps to safeguard Mazzetti's confidential business information, including segregating it from personal papers and documents, not allowing nonemployees to access such information, and keeping such information in locked drawers or file cabinets when not in use. Employees will maintain confidential information, including, but not limited to, information regarding Mazzetti's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project



reports, sources of supply and material, operating and cost data, and corporate financial information.

Contact

If employees have any questions concerning this policy, they should contact their supervisor.

3-5 Employee and Payroll Status, Timesheets, Pay Periods/Paydays

Employment Status

- Regular full-time (RFT): Definition: Employees who are normally scheduled to work 40 hours or more per week. RFT employees are eligible for all employee benefits offered by Mazzetti. Regular full-time employees may be classified as either exempt or non-exempt in accordance with the Fair Labor Standards Act.
- Regular part-time benefit eligible (RPTBE): Definition: Employees who are normally scheduled to work at least 30 but less than 40 hours per week. RPTBE employees are eligible for all employee benefits offered by Mazzetti; however, PTO is prorated based on the number of hours worked each week (see below) and holiday pay is adjusted to 6 hours per holiday. RPTBE employees will be classified as either exempt or non-exempt in accordance with the Fair Labor Standards Act.
- Regular part-time (RPT): Definition: Employees who are working a regular schedule but are working less than 30 hours but at least 20 hours per week. RPT employees are eligible for all legally mandated benefits, will receive prorated PTO and holidays, will be eligible to participate in the 401k, but will not be eligible to participate in any other employer-sponsored benefits. RPT employees may be classified as either exempt or non-exempt in accordance with the Fair Labor Standards Act.
- Irregular part-time (IPT) less than 30 hours per week: Definition: Employees who are not scheduled to work a regular schedule, but who may work part time (less than 30 hours per week) on a sporadic basis. IPT employees are eligible for all legally mandated benefits but no other benefits. IPT employees are classified as non-exempt.
- Temporary (TEMP): TEMP Employees who work either full or part-time for a specific period of time (usually 90 days or less) are considered Temporary. TEMP employees are eligible for all legally mandated benefits but no other benefits. TEMP employees may be classified as either exempt or non-exempt in accordance with the Fair Labor Standards Act.

Payroll Status



A. **Exempt:** Regardless of employment status, employees who are classified as exempt must be paid on a salary basis and are not paid for hours worked over 30 for RPTBE employees or 40 for RFT employees in a workweek. This means exempt employees will be paid their full salary amount for each week they perform any work unless they are on a leave without pay. Exempt employees should only use PTO for partial day absences when the total hours worked for that week do not reach or exceed 40 hours. Exempt employees do not receive additional compensation for working more than forty hours in a week.

Full-time exempt employees are expected to work as many hours as necessary to meet their responsibilities. Although 40 hours is a standard work week, we expect you will, at times, put in more than 40 hours of effort in a week, but there may be times when an exempt employee may work less than 40 hours in a week. Regardless of how many hours you work in a week or pay period, you should record all hours accurately on your timesheet. For example, if you work 12 hours on Monday, 7 hours on Tuesday, and 8 hours each day for the remainder of the week, your timesheet should read:

Mon	Tues	Weds	Thurs	Fri
12	7	8	8	8

Total Hours: 43

For example, if you work 10 hours each day Monday - Thursday and work no hours on Friday, your time sheet should read:

Mon	Tues	Weds	Thurs	Fri
10	10	10	10	0

Total Hours: 40 – no PTO required.

Similarly, exempt employees are expected to record PTO when they take personal time off. Examples of what should be recorded as PTO:

- Taking a full day to volunteer at your child's school
- Taking five days to travel to Europe

However, because exempt employees are not required to work exactly 40 hours a week of work, in some cases an exempt employee may document less than 8 hours of work in a day, yet not take any PTO. Examples of time that should not be recorded as PTO:

- Taking a 1 ½ hour lunch (working only 7.5 hours that day)
- Taking an hour off for a doctor's appointment
- Leaving two or three hours early because your work is complete



We strive to treat all employees fairly and consistently, so, to this end, we ask that all exempt employees follow the same guidelines for documenting hours worked and PTO utilized. We trust that you will strive to follow these guidelines and encourage you to communicate with your Supervisor or the Chief of People Officer if you have any questions or concerns.

B. Non-exempt: Employees who are classified as non-exempt are paid hourly and receive overtime in accordance with the laws of their state.

Regardless of your payroll status, if you need to work overtime, especially on a project, consult with your Supervisor before doing so.

Mazzetti is also committed to complying with salary basis requirements which allow properly authorized deductions from exempt employee paychecks. Sometimes, a civil authority may have required you to make certain payments to them in the form of paycheck deductions whether you are exempt or non-exempt. We will provide the administrative support to help with these payments, and we will make them for you. We will itemize any such deductions on your check stub so you can check them. Among these are your federal, state and local income taxes, your contribution to Social Security, and court-ordered attachments. If you believe an improper deduction has been made to your paycheck, you should immediately report this information to the Chief People Officer. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

Timesheets

Because some clients ask us to bill them on an hourly basis and because we need to properly allocate costs, every employee must keep a timesheet. Best practices would be to enter your hours worked on each project at the end of each day. Unless otherwise notified, timesheets must be submitted no later than the end of the day every Friday.

Pay Period and Payday

Mazzetti's bi-weekly pay periods begin on Sunday and run through Saturday of the following week. Mazzetti pays its employees on a bi-weekly schedule (pay days are every other Friday). If a pay day falls on a holiday, paychecks will be available the day preceding the holiday.

Your Paycheck

Employees will be paid bi-weekly for all the time worked during the past pay period.



Payroll stubs itemize deductions made from gross earnings. By law, Mazzetti is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in an employee's pay, the employee should bring the matter to the attention of the Payroll & Benefits Administrator immediately so Mazzetti can resolve the matter quickly and amicably.

Direct Deposit

Mazzetti requires employees to direct deposit their paychecks. In addition to depositing paychecks into a checking account, employees have the option of splitting their deposit into savings or investment accounts (like an established College 529 plan). All employees will have access via the employee payroll & benefits portal (currently Paylocity) to indicate the accounts into which they would like their paycheck deposited and to view their check stub detailing the pay for the period, accrued PTO, and any deductions. Refer to information on Guru (KMS) for the website and login instructions. Mazzetti does not provide paper copies of check stubs. We will deposit paychecks every other Friday, subject to adjustments for holidays as described elsewhere in this handbook.

Salary Advances

Mazzetti does not permit advances on paychecks or against accrued paid time off.

3-6 Overtime and Compensatory Time

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Non-exempt employees are not eligible for compensatory time. Any non-exempt employee who works overtime will be compensated for overtime in accordance with the laws of their state.

Any exempt employee who works overtime will be eligible for compensatory time, provided the time is used within the same pay period in which it is earned. Carry over or accumulation of compensatory time into the next pay period is not permitted. Exempt employees should discuss the use of compensatory time with their supervisor.



Employees may work overtime only with prior authorization from their supervisor.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12:00 am on Sunday and ends 168 hours later at 12:00 am on the following Saturday.

3-7 Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; and (ii) meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from their final job site, unless it is much longer than their regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

3-8 Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Mazzetti. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability;
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave absences (either full- or partial-day absences);
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day (less than 4 hours) absences for personal reasons, sickness or disability;
- an absence because the employer has decided to close a facility on a scheduled work day;

- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work; and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or half-day (4 hours) absences for personal reasons, sickness or disability.

If the employee believes they have been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), they should immediately contact Payroll & Benefits Administrator or any other supervisor in Mazzetti with whom the employee feels comfortable.

3-9 Guru - Knowledge Management System

Guru is Mazzetti's knowledge management system: our internal platform for getting the right information to the right employees, at the right time. Seamlessly integrated with Mazzetti's primary communication tools, such as Microsoft Teams and Outlook, Guru ensures the knowledge we need to excel at our jobs is always at our fingertips.

3-10 Performance Management

Depending on the employee's position and classification, Mazzetti endeavors to review performance at least annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, Mazzetti encourages employees and supervisors to discuss job performance on a frequent and ongoing basis through the use of regular one-on-one meetings and quarterly or semi-annual reviews.

3-11 Record Retention

Mazzetti acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Mazzetti and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the Chief Operations Officer to inform them of potential or actual litigation, external audit,

investigation or similar proceeding involving Mazzetti that may have an impact on record retention protocols.

3-12 Applying to an Internal Job Posting

Mazzetti is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the job posting program on Guru which is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

- Be a current, regular, full-time or part-time employee
- Have been in your current position for at least six months
- Should not be on a performance improvement plan
- Must meet the job qualifications listed on the job posting

If you find a position of interest on Paylocity's dashboard ([Apply for Open Positions](#)) and meet the eligibility requirements, please apply for the position via the Paylocity link and notify the Employee Experience Manager or the Human Resources Coordinator of your application. Not all positions are guaranteed to be posted. Mazzetti reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information about the program, please contact the Chief People Officer.



Section 4 - Benefits

4-1 Benefits Overview

In addition to good working conditions and competitive pay, it is Mazzetti's policy to provide a combination of supplemental benefits to all eligible employees. These benefits include time-off benefits, such as PTO and holidays, and insurance and other plan benefits. We review our benefits programs and policies each year in order to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Mazzetti provides employees and their families. Of course, the information presented here is intended to serve only as a guideline and Mazzetti reserves the right to make necessary changes as needed.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review on Guru. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") also on Guru for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Mazzetti (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While Mazzetti intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Chief People Officer or the Human Resources Coordinator.

4-2 Paid Holidays

Mazzetti will pay regular full-time employees for 8 hours of holiday pay on the following holidays in the United States. Regular part-time benefit eligible employees will be paid 6 hours for each holiday. Regular or irregular part-time employees working less than 30 hours/week do not receive holiday pay.

- New Year's Day



- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Eve Day/Floating Holiday*
- Christmas Day

*Note: In lieu of Christmas Eve Day, (regardless of when that day is recognized based on the paragraph below) employees may take a floating holiday as a holiday during the year (prior to or after the Christmas Eve holiday day) to celebrate a holiday of their choosing. Employees must schedule this floating holiday with their supervisor in advance of taking the holiday so as not to disrupt work deadlines.

If a holiday occurs on a weekend, we will offer either the preceding Friday or the following Monday as the paid holiday. We will publish a yearly calendar indicating paid holidays.

If an hourly non-exempt employee needs to work on a holiday, we will pay that employee 1.5 times their hourly rate for the time worked in addition to pay them for the holiday.

4-3 Paid Time Off

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Regular full-time employees begin accruing PTO on the first day of the pay period during which your first day of work falls and your PTO will be accrued on a per pay period basis. For regular full-time employees, the accrual rate is typically based on your length of employment, as shown below. If you are a regular part-time benefit eligible employee, you will accrue PTO at the hourly accrual rate shown below based on your length of employment and prorated to reflect the number of hours you work each pay per period.

- 0 through 5 years of employment, 5.23 hours per pay period (17 days per year)
- 6 through 10 years of employment, 6.77 hours per pay period (22 days per year)

- More than 10 years of employment, 8.31 hours per pay period (27 days per year)

Paid Time Off (PTO) is an all-purpose time-off plan for eligible employees to use for vacation, illness or injury, personal business or religious or other holidays that are not a recognized “company holiday.” Because we think you need time off, we will never exchange accrued PTO for pay. If you take time off, indicate that you have done so on your time sheet. It is the employee’s responsibility to determine if they have sufficient PTO before taking it. ‘Negative’ PTO or going “in the hole” will not be permitted without supervisor approval. Employees cannot go more than 40 hours “in the hole”, and they must earn their PTO back over time. In addition, PTO must be used before an employee can elect unpaid time. If an employee does not have sufficient PTO to cover their absence, they will be paid in accordance with the requirements of the Fair Labor Standard Act.

- If you are on an unpaid leave of absence, your PTO will stop accruing and you not be paid for any holidays that fall within that unpaid leave of absence.
- If a company paid holiday falls during your scheduled PTO period, that day will not count as a day of PTO.
- **PTO is accrued to a maximum of 1.5 times your annual accrual rate. Once the cap is reached no additional PTO will be accrued until PTO time is used. It is your responsibility to schedule time off so that you don’t reach the maximum.**

4-4 Paid Parental Leave

Regular fulltime and regular part-time benefit eligible employees who have been employed for at least 90 days will be eligible for 4 weeks of paid parental leave following the birth or adoption of a child. Exact hours of pay per week is dependent upon the employee's work status, i.e., RFT or RPTBE.

The leave must be used within the first year following the birth or adoption and may be used (paid) in two consecutive pay periods or on an intermittent basis in 8 (or 6) hour per day increments depending upon work status with the approval of the employee’s supervisor.

Employees using the leave should charge their time (in 8 hour increments or equivalent prorated hours) to 999-614 on their timesheet. In accordance with FMLA and similar state requirements, normal deductions for insurance benefits and 401k contributions/loans etc., will be deducted from paychecks. Please refer to separate FMLA and LOA policies on Guru (KMS) for specifics.

Paid parental leave will be counted as part of an employee's FMLA 12 week leave entitlement, if applicable, and not in addition to.



For employees in cities or states with specific paid leave policies, please refer to those sections of the handbook.

If you have questions about this policy, please contact the Chief People Officer.

4-5 Lactation Accommodation/Mothers' Room

Mazzetti supports the legal right and necessity of employees who choose to express milk in the workplace. This policy establishes guidelines for promoting a breastfeeding-friendly work environment and supporting lactating employees for as long as they desire to express breast milk.

Mazzetti will provide breastfeeding employees with space to express breast milk. The space will be in close proximity to the employee's work area, will be shielded from view and will be free from intrusion from co-workers and the public, and will at least include a comfortable chair and an electrical outlet. Additional items (i.e., paper towels, trash can, small cabinet for storage, and a mini refrigerator) will be provided when feasible. The room or location may include the place where the employee normally works if it otherwise meets the requirements of the lactation space. Restrooms are prohibited from being used for lactation purposes.

Mazzetti will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, to the extent required by and in accordance with applicable local, state and federal law.

Mazzetti expressly prohibits retaliation against lactating employees for exercising their rights granted by this policy. This includes those who request time to express breast milk at work and/or who lodge a complaint related to the right to lactation accommodations.

Employees can contact the Chief People Officer with questions about this policy.

4-6 Workers' Compensation/Employee Safety

On-the-job injuries are covered by our Workers' Compensation Insurance Policy. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their Supervisor and the Chief People Officer. Failure to follow Mazzetti procedures may affect the ability of the employee to receive Workers Compensation benefits.

Any leave of absence due to a workplace injury runs concurrently with all other company leaves of absence. Reinstatement from leave is guaranteed only if required by law.



When at a client's facility or a project construction site, employees must comply with all posted safety requirements. Employees who are injured while on the job (even minor injuries) must report the injury to the Chief People Officer within twenty-four hours of the accident or as soon as possible. Injured employees who require immediate attention should go to the nearest emergency room/urgent care facility, by ambulance if necessary. For those injuries that do not require immediate attention employees should contact one of the physician's offices listed on the poster in their office or their own healthcare provider. The Workers' Compensation Law is a no-fault insurance plan supervised by each state and paid for by Mazzetti. This law provides you with benefits for any employment-related injuries, and under its provisions, you are eligible to apply for workers' compensation if you are physically hurt at work.

An employee injured on the job will be paid through the end of the workday during which the injury took place. Worker's compensation payments consist of a portion of your average weekly wage, up to a maximum amount set by each state. The amount of the payments and when and how they are paid is regulated by each state.

Office Safety

The safety and security of our buildings is every employee's responsibility. Always keep your personal valuables secured. Know the location of all fire alarms and fire safety equipment. Keep the door locked after or before normal business hours. In order to prevent accidents or injuries within the office environment, follow some common safety practices: get help lifting heavy objects, keep your work area/floor area free from clutter, don't obstruct doorways, hallways, or stairways, and only use any tools or equipment for their intended purposes. If you feel you need additional or specific safety training for your job, please contact the Chief People Officer.

Personal Protective Equipment Policy

When visiting client or construction sites which have potentially dangerous conditions, employees must follow all posted safety rules, participate in any contractor safety trainings, and are required to wear personal protective equipment (PPE) as required, depending on job site conditions and client or contractor requirements.

Mazzetti employees may purchase and be reimbursed for the following PPE, all of which must meet the relevant OSHA or other standards for their state. With employees in multiple states, it is impossible to list the correct standard for each state so employees are encouraged to check the relevant OSHA site for their state.

- Hardhats
- Standard safety glasses
- Prescription safety glasses (if needed, discuss with your supervisor)
- Hearing protection



- High visibility vest
- Gloves
- Dust mask (separate from ICDC mask requirements)
- Emergency contact card (carry on site)
- Safety shoes (reimbursement up to \$170/pair/employee every 4 years with approval from your Supervisor)

Please contact the Chief People Officer if you have specific questions about the above.

4-7 Jury Duty and Expert Witness Testimony

Jury Duty

Mazzetti realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide their Supervisor with proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep their Supervisor informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for Mazzetti, employees may be asked to try to postpone jury duty.

Mazzetti supports you in carrying out your civic duty to serve on a jury when called. In such event, Mazzetti will pay you for up to 15 business days of jury service during one calendar year and employees are entitled to keep any compensation paid to them by the court. You need to notify your Supervisor when you are summoned for jury duty so they can plan around your absence.

Employees on jury duty leave in excess of 15 business days will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for Mazzetti during such week.

Expert Witness Time Off

An employee called to serve as an expert witness in a judicial proceeding on behalf of their State will be granted leave with pay. An employee who is summoned to appear in court as an expert witness, but not on behalf of their State may use available PTO to cover the period of absence.

Employees subpoenaed for witness duty must notify their Supervisor as soon as possible. Employees attending judicial proceedings in response to a subpoena will not be disciplined for their absence.



4-8 Bereavement Leave

We know the death of a family member is a time when employees wish to be with their families. Mazzetti will provide up to 5 days of paid bereavement leave to you to attend the funeral and take care of personal matters related to the death of a member of your family. Employees may use PTO for additional days needed.

See also Child Bereavement Leave in the FMLA section of this handbook.

4-9 Voting Leave

We encourage you to exercise your voting privileges in local, state, and national elections. If needed, you will be granted paid time off from work to vote in accordance with the laws of your state, but you must notify your Supervisor and schedule your time off with them. Voting time should be taken at the beginning or end of the regular work schedule, which ever allows the most free time for voting and the least time off from work.

4-10 Insurance Programs

Full-time and Regular Part-Time Benefit Eligible employees may participate in Mazzetti's insurance programs. Coverage begins on the first of the month following the employee's date of hire. Under these plans, eligible employees will receive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you should receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

This handbook only provides a summary, and the separate summary plan descriptions and other plan documents provided by the carriers supersede the handbook if the information in them conflicts with the information in this handbook. The summary plan descriptions can be found on Guru (KMS). Mazzetti reserves the right to modify or discontinue the benefits described in the handbook at its sole discretion.

Health Insurance

Mazzetti currently offers medical, dental, and vision insurance to our employees. These plans come with a variety of options and levels of participation, i.e., employee only, employee + spouse, employee + children, or employee + family. Please see the Chief People Officer, the Payroll and Benefits Administrator, or refer to information on Guru or the payroll & benefits portal (currently Paylocity) for further details.



The employee's cost for coverage is based on the level of coverage needed and a percentage of the cost of the plan selected. Mazzetti will deduct the contributions from your paycheck on a pre-tax basis. Mazzetti will pay all premium costs over and above the individual employee contribution amounts. You may opt out of the insurance plans at your own discretion.

In the event of your termination of employment with Mazzetti or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continue your health coverage (medical, dental, vision) through COBRA for a limited period of time at your or their own expense (plus a small administrative fee). Information regarding COBRA will be provided to you at the time of your termination.

Short and Long Term Disability Insurance

Mazzetti provides regular fulltime and regular part-time benefit eligible employees with short term and long term disability insurance at no cost to the employee, subject to all terms and conditions of the agreement between Mazzetti and the insurance carrier.

Employees may be required to submit medical certification as requested by the insurance carrier or Mazzetti. Required medical certification under this policy may differ from the medical certification that may be required for any leave of absence requested. Refer to information later in this handbook and on Guru for details.

Life Insurance

If you are a regular full-time or regular part-time benefit eligible employee at Mazzetti, you are covered by our Group Life Insurance for the amount of your annual salary or wages. If you are an Associate or above, you are covered for an amount twice your salary up to a maximum of \$500K. This benefit is payable in the event of your death from any cause at any time or place while you are insured. Payment will be made in a lump-sum or in installments to the beneficiary, as designated by you. You may change your beneficiary whenever you wish by updating the information through the payroll & benefits portal or submitting the appropriate documents to the Payroll & Benefits Administrator. Refer to the literature provided by our insurance company for details on your life insurance coverage. If you leave or your employment with Mazzetti is otherwise terminated information regarding conversion will be provided to you at termination.

Voluntary Insurance

In addition to the paid life insurance above, Mazzetti also provides several options for employees to purchase additional voluntary insurance coverage for life, AD&D, and



other types of voluntary insurance. Refer to the current Benefits Guide for these options.

Payment for Insurance

Mazzetti works hard to offer all employees both a wide range and high quality of coverage choices. However, due to consistently rising costs, we have been forced to pass a portion of the premiums for health and dental insurance on to our employees to keep the insurance-related costs to Mazzetti within reasonable limits.

Employees are able to make contributions to the insurance premiums using pre-tax dollars, so the effective payment made by an employee is less than it otherwise might be.

Regardless of which coverage option you choose, Mazzetti contributes a dollar amount equal to 95% of the cost of the premium to enroll a single employee at our lowest-cost provider's rates to help cover your insurance premiums. In addition, Mazzetti covers 70% of the cost for dependent coverage based on the following formula.

$(\text{Premium for employee only coverage for the lowest-cost plan} \times 95\%) + (\text{Premium for employee + dependent coverage for the lowest-cost plan} - \text{Premium for employee only coverage for the lowest-cost plan}) \times 70\%$.

Flexible Spending Accounts/Health Savings Accounts

Mazzetti offers all regular full-time employees the option to enroll in a medical and/or dependent care flexible spending account. These accounts allow an employee to pay pre-tax money into an account for paying medical, dental, vision and/or child-care expenses.

Mazzetti also offers employees who elect a high deductible health plan the ability to open a health savings account, to which Mazzetti currently contributes either \$75/month for employee-only coverage or \$100/month for employee plus one or more dependents coverage.

If an employee elects both a Health Savings Account and a Flexible Spending Account, the Flexible Spending Account will be considered a limited purpose account. See plan descriptions for details and rules.

The payroll department will deduct the money from your check on a pre-tax basis and you will receive a debit card that can be used to make payments related to your healthcare.

Automobile Insurance



Mazzetti has insurance to cover accidents that may happen when an employee uses a company car on the job or a rental car for company business. For this reason, please do not purchase optional theft and collision insurance when renting a car in North America. To be certain our insurance will cover you in an accident, you must give us a copy of your valid driver's license. Mazzetti also owns company cars that can be used for business purposes. Do not use Mazzetti cars for personal use, as our insurance may not cover you. If you use your personal car during work hours, you must be covered by your own insurance.

4-11 Employee Assistance Program

Mazzetti provides an employee assistance program for employees, currently through MINES & Associates. This program offers up to three free sessions with a licensed counselor every 6 months (per calendar year) for behavioral health counseling, one session of free legal counseling and discounted rates to retain an attorney, smoking cessation, wellness counseling, and more. Further details can be obtained through the Chief People Officer or on Guru.

4-12 Retirement Plan

Eligible employees are able to participate in Mazzetti's retirement plan. Plan participants may make pre-tax contributions to the 401(k) retirement account.

Upon becoming eligible to participate in this plan, the employee will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to the Chief People Officer if there are any further questions.

401(k) Plan

Mazzetti offers an employee-funded 401(k) plan. Enrollment in the 401(k) plan is automatic and typically starts with the first or second paycheck, and funds are deposited into an age-appropriate target retirement date fund based on the employee's birth date unless the employee opts out or changes the election percentage or fund choice. Additionally, for employees who allow the automatic enrollment and who are contributing less than 10% of their gross pay, the 401(k) plan includes an auto escalation of 1% per year (on August 1) until the contribution reaches 10%. Employee contributions are 100% vested immediately; contributions made by Mazzetti will vest at 20% per year beginning upon completion of your second year of employment, so by the completion of your 6th year of employment, Mazzetti contribution portion will be 100% vested.



Mazzetti currently matches employee 401(k) contributions at 50 cents on the dollar up to the first 6% of salary that an employee contributes. The employer match is determined each year and is subject to change.

The details regarding the plan are provided in the Employees' Retirement Plan literature that was given to you along with this handbook when you were hired or during your new employee orientation.

Additional 401(k) documents are available on www.newportgroup.com (current 401(k) administrator) the link for which is also accessible through Guru and include an Investment Policy Statement, Enrollment/Waiver forms and instructions, periodic reports, and more.

Employee Stock Ownership Plan

As a reward for longevity and to supplement your retirement savings, Mazzetti offers an Employee Stock Ownership Plan (ESOP), a trust operated for the benefit of Mazzetti employees. Each year, Mazzetti invests certain portions of company profit into the plan, and no employee contributions are required or accepted. The ESOP uses portions of the money available to it to buy stock in Mazzetti. Once each year, an independent company evaluates Mazzetti and determines its share value. Each employee should receive an annual statement of the plan assets being held in trust for them. This plan allows all Mazzetti employees to benefit from the growth in value of Mazzetti. This benefit is tax-free until your withdrawal of the money. The plan vests at 20% per year beginning upon completion of your second year of employment, so by the completion of your 6th year of employment your ESOP portion will be 100% vested.

Direct Stock Ownership

Direct ownership of Mazzetti stock is currently available to employees holding the rank of Associate or above. Employees without a rank may be eligible under the following circumstances: (1) exempt employees with a minimum of one year with Mazzetti, or non-exempt employees with a minimum of three years with Mazzetti; and (2) recommendation from your supervisor.

ERISA Rights

As a participant in Mazzetti's Employees' Retirement Plans (401(k) and ESOP), you are entitled to examine Plan documents, descriptions, and annual reports, which are also filed with the U.S. Department of Labor. You may access these documents at any time from the 401(k) or ESOP websites.



4-13 Professional Development, Responsibility, and Organizations

Mazzetti feels an individual who possesses a desire to continue their education, in addition to performing their full-time job, shows a commitment to improving themselves and their position within Mazzetti. To encourage and reward individuals' self-improvement through education, Mazzetti offers some Professional Development opportunities.

At the discretion of the Supervisor, employees may be granted up to 40 hours of professional development per year. Such opportunities could include Individual Training, Additional Training, and Internal Education that help enhance skills and knowledge relevant to their job responsibilities. Employees are encouraged to discuss their professional development goals with their Supervisor and submit requests for such opportunities well in advance.

Individual Training

Each year, as a part of the annual budgeting process, Mazzetti strives to set aside funds for Professional Development to improve staff competencies in a manner that best serves the interests of both the firm and its employees. Funding of the Professional Development budget is not guaranteed during any single year nor is the degree to which funding may occur, as the Professional Development budget, like all other budget items, is dependent upon the financial health of the organization and competing interests. Employees should speak with their supervisors to understand how much professional development funding they have for the year and discuss what professional development opportunities they are interested in or that the supervisor recommends for the employee's career growth.

Additional Training

In addition to such Individual Training funds, the firm has set aside other funds to be used at the discretion of the Practice Leaders, other supervisors or leadership for more targeted training (i.e., A3, specific skills training, HR training, etc.) to provide additional training opportunities to specific employees based upon the needs of the firm.

Internal Education

Mazzetti regularly conducts seminars and training programs for employees. Employees are encouraged to attend these programs as their billable schedule allows and with approval by their Supervisor.

Engineering Licenses and Certifications



Employees preparing for the Professional Engineers (PE) exam will be provided with two days (16 hours) of paid time off to study for and take the exam one time. Employees may take the time off incrementally at the discretion of their Supervisor. Mazzetti will reimburse the application fees for an employee taking the Engineers in Training (EIT) or the Professional Engineers (PE) exam one time. Mazzetti will also reimburse (one time) up to \$500 to an employee for EIT exam preparation costs and up to \$1,000 for PE exam preparation costs.

Mazzetti will reimburse for PE license renewal in an employee's home state and will pay for application and maintenance fees for PE licenses outside of their home state if Mazzetti determines that doing so advances the interests of the company. If an engineer's license in their state of residence is granted through reciprocity with another state, Mazzetti will maintain the original license.

Mazzetti will reimburse you for the cost of one LEED examination fee once you become a LEED Green Associate or a LEED Accredited Professional with Specialization.

In addition to any reimbursements for exam fees and preparatory costs, Mazzetti will provide a \$1,500 bonus for becoming a licensed professional engineer, and a \$200 bonus to each new LEED Green Associate. Mazzetti will also donate \$100 to an organization of the LEED employee's choice for his or her commitment to sustainable design.

General Licenses and Certifications

Mazzetti may, at its discretion, pay preparation and test fees and provide a bonus for other licenses and certifications. Talk with your Supervisor if you are interested in obtaining other kinds of licenses and certifications for which you would like to be reimbursed.

Mazzetti Policy for Stamping Drawings

As a general rule, a Mazzetti employee who is registered as a Professional Engineer in their discipline in the state the project is located and who has directly performed and/or supervised the project work in that discipline is the Engineer of Record for the project and it is their seal that shall be placed on the project documents. This can be your supervisor, People Director, Project Manager, or other engineer who have performed the work or supervised the work on the project in their area of expertise.

In general and where possible, the senior person on the project team in their discipline should be considered the Engineer of Record.

Professional Organizations



Mazzetti believes in supporting its staff in their professional development and encourages its employees to actively participate in professional organizations and technical societies to ensure professional growth. Mazzetti encourages employees to serve on committees, hold offices, and attend meetings regularly to support these organizations and societies in carrying out their purposes.

Mazzetti may pay required expenses or partial expenses for local professional organizations and technical society meetings considered critical to our business and professional development. ASHRAE, ASPE, and IES membership/renewal fees, as well as dinner expenses (but not mileage), may be paid by Mazzetti. Reimbursement for organizations and societies will be at the discretion of each Supervisor.

Memberships acquired through the company must be approved by your Supervisor prior to applying. Please notify your Supervisor as you join professional organizations.

4-14 Literacy Assistance

We are committed to providing assistance to employees who require time off to participate in an adult education program for literacy assistance. If employees need time off to attend such a program, they should inform their direct supervisor or the Human Resources Department. Mazzetti will attempt to make reasonable accommodations by providing unpaid time off or an adjusted work schedule, provided the accommodation does not impose an undue hardship on Mazzetti. The employee may also use PTO for this purpose. Mazzetti will attempt to safeguard the privacy of employees' enrollment in an adult education program.

4-15 Bonuses and Profit Sharing

Quarterly profit sharing

Each quarter Mazzetti will distribute profit to all employees, based on 10% of Mazzetti profits earned that quarter, (the lesser of cash vs. accrual profit), provided that Mazzetti has a cumulative profit for the year-to-date. If Mazzetti loses money in one or two quarters, but earns a profit in following quarters, the "deficit" must be paid back from profits of subsequent quarters before calculating the profit. This distribution will be allocated to currently employed staff on a non-discretionary basis according to annual salary and typically paid during the second month following the conclusion of the quarter (except for the last quarter which will be paid with the year-end bonus).

Year-End bonuses

Mazzetti pays out a large proportion of its annual profits to the employees of Mazzetti. Year-end bonuses are discretionary and based on the contributions that staff members made to the success of Mazzetti.

Recruitment bonus



If you help Mazzetti grow by referring a potential employee to us, we will pay you a bonus if we hire that person and they become a member of Mazzetti. The bonus varies by the new employee's position:

If you help us recruit a: We will pay you:

Principal	\$10,000
Associate Principal, Director, Discipline Leader, Officer	\$7,000
Senior Associate/Senior Engineer, Senior PM, or equivalent position	\$6,000
Associate/Engineer/Senior Design, Manager, PM, or equivalent position	\$5,000
Designer or equivalent	\$3,000
Design Technician	\$1,500
IT, HR, Marketing, or Admin Support	\$1,000
Other positions - Contact the Chief People Officer	

We pay this bonus to the referring employee in phases: 50% in the paycheck following the one month of the recruit's start date, and the balance in the paycheck following the six-month anniversary of the recruit's start date. If you have made a referral, please contact the Employee Experience Manager. Principals, direct supervisors staffing their own practice/departments, and the Human Resources Department are not eligible to receive a recruitment bonus as it is an ongoing part of their responsibilities.



Section 5 - Leaves of Absence

5-1 Personal Leave

If employees are ineligible for any other Mazzetti leave of absence, Mazzetti, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to twelve (12) weeks. However, a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn PTO. We will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to Mazzetti in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, they should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, Mazzetti will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by Mazzetti will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Mazzetti-provided Short-Term Disability Leave of Absence.

5-2 Military Leave/Military Spouses

Time Off For Military Service

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain



reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask the Chief People Officer for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give their Supervisor as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

A military duty leave is unpaid unless the employee elects to use available PTO.

Time Off For Military Spouses

If an employee works, on average, at least 20 hours per week and their spouse is a qualified member of the United States Armed Forces, the National Guard or the Reserves, the employee is eligible to take leave for a period of up to 10 days while his or her spouse is home during a qualified leave period. When an employee is also eligible for military family member exigency leave, leave under this policy shall also count toward the employee's leave entitlement under the Family and Medical Leave Act (FMLA), where the time off meets the definition of FMLA military exigency leave.

Required Notice to Employer

Within two business days of receiving official notice that the employee's spouse will be on leave, they must provide notice to Mazzetti of their intent to take military spouse leave.

Required Documentation

The employee must submit written documentation to Mazzetti certifying that during their requested time off, the employee's spouse will be on leave from deployment during a period of military conflict.

Leave is Unpaid

Leave granted under this policy is unpaid. However, employees may substitute the following for any period of unpaid military spouse leave: personal time off.

Definitions

For the purposes of this policy, the following definitions apply:

"Qualified Member" means any of the following:



(a) A member of the United States Armed Forces who is deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or

(b) A member of the National Guard who is deployed during a period of military conflict; or

(c) A member of the Reserves who is deployed during a period of military conflict.

"Period of Military Conflict" means any of the following:

(a) A period of war declared by the U.S. Congress; or

(b) A period of deployment for which members of the Reserves are ordered to active duty.

"Qualified Leave Period" means the period during which the qualified member is on leave from deployment during a period of military conflict.

Additional Time Off

Any employee who is the grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé or fiancée of a member of the United States armed forces who has been ordered into active service in support of a war or other national emergency ("mobilized service member") is eligible for an unpaid leave of absence of up to one (1) day per calendar year in order to attend a send-off or homecoming ceremony for the mobilized service member. The employee is asked to give Mazzetti as much notice of his or her intent to take this leave as is practicable under the circumstances.

Additionally, any employee who is the parent, child, grandparent, sibling or spouse of a member of the United States armed forces who has been injured or killed while engaged in active service is eligible for an unpaid leave of absence for up to 10 days. The employee must give Mazzetti as much notice of intent to take this leave as is practicable. Any accrued paid time off which is used during this period will run concurrently with leave under this policy and will not extend the length of leave.

5-3 Family and Medical Leave

FOR STATE SPECIFIC LEAVE, REFER TO INFORMATION ON GURU FOR YOUR STATE

The Leave Policy



Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Chief People Officer. For employees in California, Minnesota, and Oregon, refer to the state-specific supplement at the back of this handbook.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by Mazzetti for at least 12 months (which need not be consecutive); and 2) have been employed by Mazzetti for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on the calendar year. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember or with Supervisor approval if such intermittent leave can be accommodated based on current workload. Qualifying exigency leave also may be taken on an intermittent basis.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause Mazzetti substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. Mazzetti will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from Mazzetti telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Mazzetti's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

Mazzetti may retroactively designate leave as FMLA leave with appropriate written notice to employees provided Mazzetti's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, Mazzetti and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify Mazzetti of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform the Chief People Officer of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow Mazzetti to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to Mazzetti's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which Mazzetti has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees should endeavor to provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide Mazzetti notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.



B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with Mazzetti and make a reasonable effort to schedule treatment so as not to unduly disrupt Mazzetti's operations, subject to the approval of an employee's health care provider. Employees must consult with Mazzetti prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both Mazzetti and the employees, subject to the approval of an employee's health care provider . If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, Mazzetti may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, Mazzetti may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise Mazzetti of the reason why such leave is medically necessary. In such instances, Mazzetti and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting Mazzetti's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide Mazzetti with timely, complete and sufficient medical certifications. Whenever Mazzetti requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after Mazzetti's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. Mazzetti will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. Mazzetti will deny FMLA leave to

employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, Mazzetti (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide Mazzetti with authorization allowing it to clarify or authenticate certifications with health care providers, Mazzetti may deny FMLA leave if certifications are unclear.

Whenever Mazzetti deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If Mazzetti has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at Mazzetti's expense. If the opinions of the initial and second health care providers differ, Mazzetti may, at its expense, require employees to obtain a third, final and binding certification from health care provider designated or approved jointly by Mazzetti and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, Mazzetti may require employees to provide recertification of medical conditions giving rise to the need for leave. Mazzetti will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide Mazzetti with

medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. Mazzetti may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, Mazzetti may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, Mazzetti may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, Mazzetti may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees may but are not required to use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, Mazzetti will allow employees to use accrued paid time to supplement any paid disability benefits.

F. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless Mazzetti notifies

employees of other arrangements, whenever employees are receiving pay from Mazzetti during FMLA leave, Mazzetti will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by Mazzetti upon leave.

Mazzetti's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, Mazzetti will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse Mazzetti for the cost of the premiums Mazzetti paid for maintaining coverage during their unpaid FMLA leave.

IV. Exemption for Highly Compensated Employees

Mazzetti may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to Mazzetti. (This fact-specific determination will be made by Mazzetti on a case-by-case basis.) Mazzetti will notify employees if they qualify as a "highly compensated", if Mazzetti intends to deny reinstatement, and of the employee's rights in such instances.

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact Chief People Officer. Mazzetti is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Chief People Officer immediately. Mazzetti will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.



VI. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult Mazzetti's other leave policies in this handbook or contact Chief People Officer.

Child Bereavement Leave

An employee who is eligible for leave under the federal Family and Medical Leave Act (FMLA) and who suffers the loss of a child may take up to two (2) weeks of unpaid leave for any or all of the following purposes:

- to attend the funeral or alternative to a funeral,
- to make arrangements necessitated by the death of the employee's child, or
- to grieve the death of the employee's child.

For purposes of this policy, "child" means an employee's son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis.

Leave under this policy is only available to employees who have not exhausted their FMLA leave entitlement at the time bereavement leave is requested. In the event of the death of more than one child in a 12-month period, an employee may take up to a total of six (6) weeks of bereavement leave during the 12-month period. Bereavement leave must be completed within 60 days of the date on which the employee received notice of the death of his or her child.

An employee requesting leave under this policy generally should provide Mazzetti with at least 48 hours' advance notice of the intention to take bereavement leave, unless providing such notice is not reasonable and practicable under the circumstances.

Employees may elect to use available paid time off while taking leave under this policy.

Mazzetti may require reasonable documentation in connection with leave taken under this policy.

Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy or supporting the exercise of rights of another under this policy.

5-4 Bone Marrow Donation Leave

An employee who has been employed for at least 90 days may request a leave of absence for up to 5 business days in any one calendar year period to undergo a medical procedure to donate bone marrow. Employees must provide their Supervisor with advance notice and provide a certification from their physician regarding the purpose and length of each leave requested. An employee must use any accrued paid time off for this leave, but the use of paid time off does not extend the term of this leave. If accrued paid time off is not available, the time off for such procedure shall be paid, but the paid time off shall not exceed five days. Bone marrow donation leave may or may not be designated as FMLA (or any applicable state mandated leave program) in accordance with individual state laws. Employees will receive health benefits as required by the FMLA for the duration of their Bone Marrow Donation Leave and upon returning from such leave will have a right to return to the same or equivalent positions they held before such leave.

5-5 Organ Donation Leave

An employee who has been employed for at least 90 days may request a leave of absence for up to 30 business days in any one calendar year period to undergo a medical procedure to donate an organ. Employees must provide advance notice and a certification from their physician regarding the purpose and length of each leave requested. An employee **must** use up to two weeks of accrued paid time off for this leave, but the use of paid time off does not extend the term of the leave. If accrued paid time off is not available, the time off for such procedure shall be paid however the paid time off shall not exceed 30 days. Organ donation leave may or may not be designated as FMLA (or any applicable state leave program) in accordance with applicable state law. Employees will receive health benefits in accordance with the FMLA for the duration of their organ donation leave and upon returning from such leave will have a right to return to the same or equivalent positions they held before such leave.

5-6 Time Off For School Related Activities

Employees that work at any Mazzetti location are provided unpaid time off up to 40 hours in one (1) calendar year if they are parents (including individuals acting in the capacity of a parent under the law), guardians, stepparents, foster parents or grandparents with custody of a child attending, or of age to attend, a licensed child care provider or kindergarten through Grade 12. The unpaid leave must be used for the following child-related activities:

1. to find, enroll or reenroll the child in a school or with a licensed child care provider, or to participate in activities of the school or licensed child care provider of the child. Activities include but are not limited to parent-teacher

conferences, parent-care giver conferences, or similar school related activities.

2. to address a child care provider or school emergency, meaning that the child cannot remain in school or with a child care provider due to one of the following:
 - the school or child care provider has requested that the child be picked up or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - behavioral or discipline problems;
 - closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - a natural disaster, including, but not limited to, fire, earthquake or flood.

The amount of time off for reason #1 cannot exceed eight (8) hours in any calendar month of the year. Prior to taking leave for reason #1 above, an employee must provide reasonable notice of the planned absence to their Supervisor. The employee must give notice to their Supervisor when taking leave for reason #2 above.

If more than one parent of a child is employed at the same worksite, leave for the reasons above apply, at any one time, only to the parent who first gives notice, such that another parent may take a planned absence simultaneously as to that same child for the reasons above, but only if they obtain approval from their Supervisor for the requested time off.

Employees may be required to provide documentation of their participation in these activities. Parents, guardians or grandparents with custody of schoolchildren who have been suspended also are allowed to take unpaid time off to appear at the school pursuant to the school's request. Employees may choose to use accrued paid time off for purposes of the leave taken under this policy.

5-7 Domestic Violence, Sexual Assault, or Stalking Leave

Domestic Violence, Sexual Assault, or Stalking Leave

Employees who are a victim of domestic violence, sexual assault or stalking, or who are the family member who is a victim, may take unpaid leave for up to 12 weeks to obtain help from a court, i.e., order of protection and/or other relief related to domestic abuse or harassment, seek medical attention, obtain services from an appropriate shelter, program, law enforcement agency, or crisis center, obtain psychological counseling, or participate in safety planning, such as permanent or temporary relocation. We may require proof of an employee's participation in these activities. Whenever possible, employees must provide their supervisor reasonable notice before

taking any time off under this policy. Employees may substitute any accrued PTO or sick leave (if applicable under state law) in lieu of taking unpaid leave under this policy. Leave under this policy does not extend the time allowable under the "Family and Medical Leave" Policy in this handbook.

Leave may take the form of reasonable unpaid leave, intermittent leave, or leave on a reduced leave schedule.

No employee will be subject to discrimination or retaliation because of his or her status as a victim of domestic violence, sexual assault or stalking. Victims of domestic violence, sexual assault or stalking may request other accommodations in the workplace such as implementation of safety measures. All information related to the employee's leave pursuant to this section will be kept confidential by Mazzetti.

Time Off For Crime Victims

Employees who have been victims of serious or violent felonies, as specified under their State law, or felonies relating to theft or embezzlement, may take time off work to attend judicial proceedings related to the crime. Employees also may take time off if an immediate family member has been a victim of such crimes and the employee needs to attend judicial proceedings related to the crime. "Immediate family member" is defined as spouse, registered domestic partner, child, child of registered domestic partner, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

Employees must give their Supervisor a copy of the court notice given to the victim of each scheduled proceeding before taking time off, unless advance notice to their Supervisor of the need for time off is not feasible. When advance notice is not feasible, the employee must provide documentation evidencing the judicial proceeding, within a reasonable time after the absence. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

Employees may elect to use accrued paid time off for the absence. If the employee does not elect to use paid time off, the absence will be unpaid. However, exempt employees will be paid their full salary for any workweek interrupted by the need for time off under this policy.

5-8 Time Off For Volunteer Firefighters and Other Emergency Personnel

An employee who is a volunteer firefighter, reserve peace officer or who serves in a similar emergency rescue volunteer capacity is permitted unpaid time off, not to exceed fourteen (14) days per calendar year, for the purpose of engaging in fire, law enforcement or emergency rescue training. If an employee requests time off under the

policy they must notify their Supervisor immediately after the need for the leave becomes known.

Mazzetti will not discharge employees who serve as voluntary emergency workers and are absent from or late to work due to their participation in an emergency situation. Employees must make a reasonable effort to notify their Supervisor that they may be absent or late for work.

Section 6 - General Standards of Conduct

6-1 Code of Ethics, Business Conduct, and Whistleblowing

Code of Ethics

It is Mazzetti's policy that all employees avoid any conflict between their personal interests and those of Mazzetti. The purpose of this policy is to ensure that Mazzetti's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of Mazzetti.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods or services from any organization that does, or is seeking to do, business with Mazzetti, by any employee who is in a position to directly or indirectly influence either Mazzetti's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with Mazzetti;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with Mazzetti or which competes with Mazzetti; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with Mazzetti.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and Mazzetti.

Management has the added responsibility for demonstrating, through their actions, the importance of Mazzetti's Code of Ethics and Business Conduct. In any business, ethical behavior does not simply happen; it is the product of clear and direct



communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, supervisors must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Supervisors should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication.

Confidential and Proprietary Information

Integral to Mazzetti's business success is our protection of confidential company information, as well as nonpublic information entrusted to us by employees, customers and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer names/addresses or nonpublic information about other companies. We will not disclose confidential and nonpublic information without a valid business purpose.

Business Conduct

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with Mazzetti mission, values, and vision, Code of Ethics and Business Conduct and other company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, my company and myself?
- What would I tell my child to do?
- Is this the right thing to do?

Be inclusive

We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

Be considerate



We all depend on each other to produce the best work we can as a company. Your decisions will affect clients and colleagues, and you should take those consequences into account when making decisions.

Be respectful

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.

Choose your words carefully and act accordingly

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassing or dishonest or exclusionary behavior aren't acceptable. This includes, but is not limited to:

1. Stealing, removing or defacing Mazzetti property or a co-worker's property, or willful or careless destruction or damage to company assets.
2. Intentional disclosure of confidential information.
3. Rude, inappropriate, or unprofessional behavior inconsistent with a respectful office environment.
4. Threatening or disrupting the work of others or other violations of Mazzetti's Workplace Violence Policy.
5. Violation of Mazzetti's Harassment or Equal Employment Opportunity Policies.

Don't harass

In general, if someone asks you to stop something, then stop. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively.

Make differences into strengths

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere. Instead, focus on resolving issues and learning from mistakes.

Suggestions for Improvements



Mazzetti is always looking for ways to improve. Good ideas and suggestions are important and can benefit all of us by improving technology or working conditions, increasing innovation, acquiring new business, reducing costs, and promoting better public relations. Sincere, constructive, written suggestions can be given to your Supervisor or the Chief People Officer who will then forward them to the leadership group for consideration.

Problem Solving

Employees who disagree or are dissatisfied with Mazzetti's practice should promptly discuss the matter with their immediate Supervisor, where appropriate. Normally this discussion should be held within three to five days of the incident giving rise to the dissatisfaction. Discussions held in a timely manner will enhance Mazzetti's ability to resolve a concern while it is fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go your Supervisor, you are encouraged to take the problem to the Chief People Officer. If the problem cannot be resolved with the Chief People Officer, you may submit a written complaint to the CEO for review and final decision about the situation.

Whistleblowing

At Mazzetti everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

Mazzetti will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

A whistleblower as defined by this policy is an employee of Mazzetti who reports an activity that they considers to be illegal or dishonest to one or more of the parties specified in this section. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed; and other fraudulent financial reporting.



If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor or the Chief People Officer. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they're being retaliated against must contact the Chief People Officer immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

6-2 Use of Communications/Computer Systems and Cell Phones

Mazzetti's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder job performance, violate the law, or violate any Mazzetti policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of Mazzetti systems.

Mazzetti may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when Mazzetti deems it appropriate to do so. The reasons for which Mazzetti may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Mazzetti operations continue appropriately during an employee's absence.

Further, Mazzetti may review Internet usage to ensure that such use with Mazzetti property, or communications sent via the Internet with Mazzetti property, are appropriate. The reasons for which Mazzetti may review employees' use of the Internet with Mazzetti property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Mazzetti operations continue appropriately during an employee's absence.

Mazzetti may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

Mazzetti's policies prohibiting harassment, in their entirety, apply to the use of Mazzetti's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

At Supervisor's discretion, Mazzetti may provide you with an email-capable cell phone or, as an alternative, reimburse up to a certain amount each month for use of their personal cell phone.

Mazzetti-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees should have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring.

Some employees may use their own PCD for business purposes. These employees should work with the Director of Information Technology to configure their PCD for business use, if necessary. Communications sent via a personal PCD also may subject to monitoring if sent through Mazzetti's networks.

An employee who has been given a company provided PCD and who resigns or whose employment is otherwise terminated should contact the Director of Information Technology about returning Mazzetti provided PCD.

Please note that whether employees use their personal PCD or a Mazzetti-issued device, Mazzetti's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Mazzetti business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any

PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that you are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

6-3 Use of Social Media

Social networking through the use of Internet-based and other electronic social media tools is integrated into everyday life. Use of Facebook, LinkedIn, blogging, wikis and other online social media vehicles are commonplace, and sometimes the lines between work and personal life can become blurred. In general, what you do on your own time is a personal decision. However, activities in or outside of work that affect your job performance, the performance of others, or Mazzetti business interests are a proper focus for Mazzetti policy.

Mazzetti encourages its employees to participate in social conversations. That can include contributing to Mazzetti blog, other industry blogs, sharing photos and articles of your cool (but not confidential) projects on LinkedIn and Twitter, participating in industry LinkedIn Groups or a non-industry group to spark different creative juices. We're all about it! But please for your sake and Mazzetti's, be mindful of potential pitfalls, so we are all protected.

Be aware that others will associate you with your employer when you identify yourself as a Mazzetti employee, so be sure that your social media content is consistent with how you wish to present yourself to clients and colleagues. When you discuss Mazzetti or brand-related matters on the Internet, you must identify yourself by name and, when relevant, your role at Mazzetti. In other words, give some thought about how you present yourself in online social networks.

Anyone with online access can view what you post. With that in mind, we've outlined some guidelines below. Always keep in mind that you are personally responsible for the content you publish on any form of social media. If you have any questions regarding Mazzetti's use of social media or would like assistance with a post, please ask our Chief Marketing and Benefit Officer.

1. Ensure that your social media activity does not interfere with your work.
2. Make it clear that the views expressed in a blog or other posting are yours alone and do not necessarily represent the view of Mazzetti (unless, of course, they do). You are certainly entitled to express an opposing view – just make sure it's clear that it's your view, and does not represent Mazzetti's position on the topic.
3. Ensure that your social networking conduct is consistent with all the policies contained in this Employee Handbook, particularly Harassment and Confidential Company Information.
4. Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.
5. Show proper respect for people's privacy and for topics that may be considered objectionable or inflammatory, like politics and religion.
6. Respect Mazzetti's confidential and proprietary information AND THAT OF ITS CLIENTS. If you're unsure whether something is confidential, ask your Supervisor before you post anything.

* Nothing in this Social Media section is intended to interfere with rights granted to employees by Section 7 of the National Labor Relations Act or the lawful activities acts of any state.

Mazzetti encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their Supervisor.

6-4 Smoking

Smoking, including the use of e-cigarettes, is prohibited on Mazzetti premises and in all Mazzetti vehicles.

6-5 If You Must Leave Us

Termination and Pay In Lieu Of Notice

While Mazzetti strives to make the employment relationship a mutually satisfying one, Mazzetti can make no assurances, either express or implied, concerning the duration

of employment. You have the right to terminate your employment relationship with Mazzetti at any time, with or without notice and with or without cause. Because we have the same right, the employment relationship between you and Mazzetti is considered 'at will.'

Mazzetti hopes that you will give at least two weeks' notice in the event you intend to leave us, but either way, in addition to your final wages we will pay you for any unused PTO.

In the unfortunate event that we have a business downturn, we will do everything we can to protect the jobs of the staff. However, if we lay off employees, we will offer pay in lieu of notice. If this happens to you and you have been with us for more than one year, at a minimum we will offer you an amount equal to your regular pay for one pay period and pay you any unused PTO.

6-6 Exit Interviews

Employees who resign are encouraged to participate in an exit interview with one or more HR representatives prior to their last day to understand their rights under Cobra and receive additional information they may need regarding other benefits and/or final pay.

6-7 A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about Mazzetti. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Mazzetti, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about Mazzetti or its personnel policies and practices.