

# apache INDUSTRIAL

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## Introduction

### Welcome to Apache Industrial

Dear Apache Employee,

We are happy to have you on the Apache team! We depend on each employee to represent Apache in the most positive and professional manner to our internal team, customers, suppliers, and all business partners. Our employee handbook is available to help you understand the rules, policies and guidelines which help us drive our business and our teams to be the best in the industry.

Apache is built on our commitment to safety, quality, execution, and outstanding relationships. Every single day, we make business decisions to ensure our continued success. We are confident that you will be a fantastic addition to the Apache team. The handbook will aid you in understanding our dedication to excellence, ethics, and compliance and how you can ensure that you uphold our high standards.

All information regarding the handbook is available on our [SharePoint](#) and full policy documents are available for your review [here](#) or you can contact Human Resources at 281-609-8888 or email [humanresources@apacheip.com](mailto:humanresources@apacheip.com).

### About Apache

For over thirty years, Apache Industrial has met the needs of the petrochemical, industrial and energy sectors by providing superior quality, service, and long-term value to customers. With over 40 locations across the United States and Canada, we provide industrial services such as coatings and linings, forming and shoring, fireproofing, scaffolding, insulation, and abatement. More important than what we do is how we do it – through our commitment to excellence, a purposeful culture of safety, and the dedication and leadership of our skilled craft professionals.

The pride that our customers experience every day reflects the importance we place on our people, whose actions serve as the backbone of our operations. You define who we are, drive performance and ensure the highest degree of safety. No other Company in this industry recruits, trains and immerses their employees to become expert craft professionals like Apache Industrial.

### About This Handbook

The policies and guidelines contained in this handbook apply to all employees of Apache Industrial, or any subsidiary or affiliated Company (hereinafter called “Apache,” “Apache Industrial Holdings” or “the Company”).

This handbook is designed to acquaint you with Apache and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. Our

policies may alter upon variation of jobsite or customer to suitably align to their expectations/policies. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Apache to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

#### Disclaimer

This handbook should not be construed as an employment contract or an employment agreement or be construed to contradict, limit, or otherwise affect your right or the Company's right to terminate the relationship at any time with or without notice or cause, in accordance with or as restricted by applicable law. As Apache continues to grow or as any need may arise, Apache reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion, with or without notice.

For specific information about the employee benefits, you should refer to the plan documents, which are controlling. In addition, certain matters covered in this handbook are more fully addressed in a separate policy which you should refer to for more information and which are controlled. This handbook supersedes all prior versions published or distributed by the Company and all inconsistent oral or written statements.

The information contained in this handbook is for general guideline purposes and is not intended to be all-inclusive. It is not intended to be a contract or to create legal obligations, although it does outline the necessary procedures under which our business generally operates and serves as a source of information for all team members. Only brief descriptions of benefit plans are contained in the handbook. For specific details of benefit plans, refer to the benefits handbook.

### **Customer Relations**

Every employee represents Apache to our customers and the public. At Apache, we believe that every employee is an integral part of our brand. Our employees are the face of our Company, and they are the ones who interact with our customers and the public daily. We understand that the quality of our customer relations depends on the attitude and behavior of every employee, from our executives to our front-line workers.

## Employment Policies

### Hiring & Work Authorization

It is the policy of the Company to hire individuals solely upon the basis of their qualifications and ability to do the job to be filled.

Applicants are reviewed by the hiring manager and/or Human Resources to determine if they are qualified for available job openings. After the applicant is selected for hire, they must go through a pre-employment screening. The pre-employment screening items depend on the role and/or job site requirements and may include background check, drug screen, credit check, TWIC card, etc.

The Company generally does not employ individuals under the age of 18 and will never employ legal minors in safety-sensitive positions. In circumstances where individuals under the age of 18 are considered for employment, final written approval for employment must come from the HR Director or Senior Vice President.

Before becoming employed, all applicants must show proof of citizenship or work authorization eligibility and must complete and sign Federal Form I-9, Employment Eligibility Verification Form. All applicants who are hired must present documents of identity and proof of legal eligibility to work in the U.S.

### Employment At-Will

Employment with Apache Industrial is “at-will,” Which means that the Company may alter the terms of your employment, and either you or Apache Industrial may terminate your employment, at any time and for any reason or for no reason, with or without notice. No officer or other employee has authority to alter the employment-at-will relationship, orally or in writing. This guide does not create an employment contract, establish rights, privileges or benefits of employment, or establish any job guarantee.

### Equal Opportunity Employment

The Company does not discriminate against any employee, or applicant because of race, color, religion, national origin, sex, age, marital status, disability, or veteran status regarding any position for which such person is qualified. We believe that by continuing to extend equal opportunity and providing fair treatment to all employees we will improve the success of our facility while enhancing the progress of individuals working here and in the community.

[Policy - Human Resources - Equal Opportunity Employment](#)

## Diversity Statement

At Apache Industrial, we have a strong history of supporting our craft professionals and employees, on and off the jobsite. We're proud to continue this legacy in how we value, support, and elevate the strength of our people's diversity. Our products and services are better when our people feel safe and appreciated.

We are invested in the success of our employees, and we celebrate different points of view. Our willingness to challenge the status quo is what fuels our drive to be the best in our industry, as well as our innovative spirit. By valuing our differences, we're creating an inclusive environment that fosters the deep sense of pride that Apache is known for.

## Business Conduct and Ethics Guidelines

The successful business operation and reputation of Apache is built upon the principles of honest, ethical, and lawful conduct of our employees. Our reputation for integrity and excellence requires compliance with all applicable laws and regulations, as well as a commitment to high standards of conduct and personal integrity. The continued success of Apache is dependent upon our customers' trust, and we are dedicated to preserving that trust.

Apache will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with all applicable laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor, for advice and consultation.

Compliance with the Code of Conduct policy is the responsibility of every Apache employee. To assist the Company in fulfilling these commitments, you are strongly encouraged to disclose any violations to your supervisor. If you are not comfortable approaching management, please contact the Human Resources Department or call the **Employee Helpline at 866-370-7148**.

[Code of Conduct and Ethics](#)

## **American with Disabilities Act Compliance**

Apache Industrial is compliant with the Americans with Disabilities Act (ADA), which prohibits discrimination against qualified individuals with disabilities who can perform the essential functions of the job with or without reasonable accommodation. Any individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

A current employee who poses a direct threat to the health or safety of other individuals due to their inability to perform their job duties safely, or otherwise creates an unsafe environment in the workplace will be placed on appropriate leave until an organizational decision has been made regarding the employee's immediate employment status.

### [Policy - Human Resources - ADA & Reasonable Accommodation](#)

#### **Reasonable Accommodation**

Reasonable accommodation is any change in the work environment or how things are customarily done that enables the employee to perform the essential functions of a job that does not cause undue hardship to the employer.

Reasonable accommodations may include but are not limited to: making existing facilities readily accessible to and usable by individuals with disabilities, modified work schedules, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities. When determining whether an accommodation would impose an undue hardship on the Company the factors to be consider include, but are not limited to: the cost, financial resources of the Company, disruption to operations/other employees, difficulty to implement and impact to productivity. To request a reasonable accommodation, please consult HR to engage in the interactive process.

### [Policy - Human Resources - ADA & Reasonable Accommodation](#)

#### **Anti-Harassment and Discrimination**

Apache's goal is to foster a working environment that respects the dignity of all employees equally. Harassment and Discrimination based on sex, race, color, religion, sex, sexual orientation, gender identity or expression, disability, age, national origin or ethnicity, or any other characteristic protected by law is strictly prohibited and not tolerated. Employees must not engage in any harassing or bullying behavior. Violations are subject to disciplinary action up to and including termination.

Sexual harassment of employees in the workplace will not be tolerated. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and any verbal or physical conduct of sexual nature. Sexual harassment may include such actions as: sexual innuendos/jokes, asking someone on a date repeatedly, physical contact such as pinching, touching, brushing

against another's body, letters/texts/e-mails containing sexual content. No Apache employee should engage in any activity that may be perceived as sexual harassment.

Employees must report incidents of bullying or harassment immediately. Reports may be made to HR or a member of management. If you feel that you have been subjected to harassment or sexual harassment, please contact your HR Partner or the Employee Helpline at 866-370-7148. Your concern will be investigated and addressed appropriately.

#### [Policy - Human Resources - Harassment Free Workplace](#)

### **Anti-Retaliation**

The Company prohibits retaliation against any person by another employee or by the Company for using the Company's complaint procedure, reporting harassment, or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding or hearing conducted by the Company or a governmental enforcement agency or for filing a Workers Compensation claim.

Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefits.

The Company does not condone and will not tolerate retaliatory behavior of any kind against any employee for exercising any legal right, making a complaint in good faith.

### **Safe Workplace Policy**

All employees, customers, vendors, and business associates must be treated with courtesy and respect. Employee conduct that threatens, intimidates, or coerces another employee, customer, vendor, or business associate will not be tolerated. Company resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to Supervisor or member of Human Resources or Safety. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible.

The Company will promptly and thoroughly investigate all reports pertaining to threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action up to and including termination of employment.

#### [Policy - Human Resources - Safe Workplace](#)

## Drug Free Workplace Program

Apache Industrial is committed to providing our employees a drug and alcohol-free workplace. Our policy calls for screening for illegal substances in the following circumstances:

1. Pre-employment
2. Post-accident including property damage
3. Random
4. Pre-assignment
5. Reasonable cause
6. Customer requests

The use of controlled substances without a prescription is expressly prohibited and may result in immediate termination. Any employee who takes a controlled substance (prescription medication) under instructions from his/her physician must inform their immediate supervisor and must show the prescription or doctor's order. If a prescribed drug may cause dizziness, nausea, or effects that pose a safety hazard to you or your fellow employees, you will not be permitted to work while under the influence of the prescribed drug.

Refusing to submit to a substance abuse test is grounds for immediate termination. Inability to produce a specimen in a specified amount of time is considered a refusal. Once you have reported to a collection facility, you may not leave until the specimen is collected. Alteration of a specimen in any way is strictly prohibited and grounds for immediate termination.

[Policy - Human Resources - Drug Free Workplace](#)

### Safety Policies

It is the policy of the Company to provide its employees a safe and healthy workplace and to follow procedures aimed at safeguarding all employees. Accident prevention and efficiency in production go together; neither should be given priority over the other.

All Company employees must familiarize themselves with the Company Safety Manual as it relates to the work they are doing. A copy of the Safety Manual can be found on the [Safety Sharepoint](#) site, or can be requested from a member of the Safety team.

### Responsibility

Safety is everyone's responsibility. Every supervisor is expected to devote the time and effort necessary to ensure the safety of our employees. Everyone is expected to speak up and pause/stop work if an unsafe condition or behavior exists (stop work authority).

Responsibilities of all employees include:

- Understanding and following the safety rules and expectations. Ask questions if anything is unclear.
- Following safe job procedures. Not taking short cuts.
- Keeping work areas clean and free from slipping or tripping hazards.
- Using prescribed and approved personal protective equipment.
- Immediately report all malfunctions or unplanned event to a supervisor or safety representative.
- Using care when lifting and carrying objects. Never lift over 50 pounds without help.

- Observing restricted areas and all warning signs.
- Knowing emergency procedures and where to go in an emergency.
- Reporting unsafe conditions to supervisors.
- Immediately report every incident, near miss or injury to your supervisor.
- Following the care prescribed by the attending physician when treated for an injury or illness.
- Attending and participating in all employee safety meetings.
- Participating in accident investigations, serving on safety committee or other activities as needed.

## **General**

Failure to follow or observe the guidelines within this policy, the Corporate Safety Manual AND Client/Owner policies may result in disciplinary action, up to and including termination. The Company has established a 24-hour toll-free telephone line for comments/questions regarding Safety. Employees that have any questions or concerns regarding Safety should discuss them with their supervisor or Safety representatives first. If additional information is needed call the **Employee Helpline at 866-370-7148**.

### Standards of Conduct

#### General Work Rules

It is important to uphold Apache's values and expectations. Apache wants to retain and develop team members who follow our values and expectations. For those who do not embody these values, there may be a corrective action, such as a coaching, written warnings, suspensions, or termination of employment. Some examples include, but are not limited to, the following:

- Lack of productivity, missing deadlines, not performing job duties
- Poor attendance and/or excessive leisure time
- Unsatisfactory/lack of knowledge of the job / lack of skill in craft
- Minor violations in safety, health, and environmental rules
- Unprofessional behavior/language or horseplay

The Company will consider various factors when determining the appropriate action for an employee that violates Company policy and work rules, including the seriousness/intent of the offense, damage from the offense, employee's performance history, knowledge of violation, etc. Here are some examples:

- Theft or dishonesty in any form (timecard or Company records falsification)
- Fighting - Acts or threats of physical violence or intimidation
- Damage or attempt to damage Apache's brand, property, or employee property
- Violation of certain environmental, health or safety rules, procedures, or laws
- Unauthorized possession or being under the influence of alcoholic beverages, drugs, or illegal controlled substances
- Harassment and Discrimination, including but not limited to that which relates to race, color, religion, national origin, sex (including pregnancy), sexual orientation, age, disability, veteran status, or other characteristic protected by law.

*Each violation is reviewed on a case-by-case basis. The decision on the form of discipline is determined in the sole discretion of Apache.*

#### Attendance

To maintain a safe and productive work environment, Apache expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Apache.

We understand unexpected situations occur. If you are having difficulties with your assigned work schedule, we recommend you discuss your situation with your supervisor. Excessive absenteeism will result in disciplinary action up to and including termination.

After three consecutive days absent without notice an employee is presumed to have voluntarily quit and his/her employment will be terminated.

## **Dress Code**

All clothing worn shall be in accordance with general construction and safety practices. Do not wear clothing that could get caught in machinery or otherwise cause an accident.

Examples: dragging pants, torn or loose sleeves, or torn clothing. Long sleeve shirts may be required by specific job sites.

Any clothing with offensive words, foul language, sexually explicit words, sexually explicit gestures, and other inappropriate words, pictures, or drawings is strictly prohibited from all job sites. Any tattoos that are offensive, sexually explicit, or inappropriate must be always covered when on Company jobsites

Employees who work in the office should wear professional and appropriate clothing matching with the professional nature of their position.

[Standards of Conduct - May 2023](#)

## **Employment Records**

Apache maintains an electronic employment record for each employee within Workday, Apache's system of record, which typically includes the employee's hiring documents, compensation history, and personal information.

Employees who wish to review their own electronic record should contact the Human Resources Department. With reasonable advance notice, and as required by applicable law or as otherwise determined by the Company, employees may review their own employment record in Apache offices and in the presence of an individual appointed by Apache to maintain the employment record.

## **Employment Verifications**

All employment verification and/or reference requests on current or former employees are to be referred to The Work Number. The Company normally only releases recent job title, work location, current compensation, and date of employment. Non-HR personnel should not respond to verifications or reference requests. Apache HR can be contacted at 866-370-7148.

[www.theworknumber.com](http://www.theworknumber.com)

866-604-6572

Employer code: 29061

[Verification of Employment Guideline](#)

## **Personal Data Changes**

It is the responsibility of each employee to promptly update changes of personnel data within Workday, Apache's system of record. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, and other data should be accurate and current at all times.

## **Work Schedule**

An employee's work schedule depends upon the type of work performed, the shift, and the work schedule at the employee's location. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may include variations of starting and ending times, as well as total scheduled hours for each day and week including weekends and holidays.

### Overtime

Employees may be asked to work overtime during busy times to ensure that specific projects, products, or assignments are completed on time. Overtime hours are paid in accordance with applicable state law.

### Breaks

Break times vary based on the jobsite and are in accordance with applicable state law. Please discuss your break schedule with your direct manager.

Employees may take a reasonable amount of break time to accommodate their need to express breast milk for their nursing child for one (1) year after the birth of the employee's child. Exempt employees may be provided nursing break time with pay when necessary to comply with state and federal wage and hour laws. The Company will make available a private, secure place that is hidden from view and free of intrusion. The employee should give advance notice to the Human Resources Benefits department to ensure that the Company has sufficient time to identify a private location to express breast milk.

## **About your Pay**

All employees are paid weekly and comply with any applicable laws or regulations. Each pay slip will include earnings for all work performed through the end of previous payroll period. If a regularly scheduled payday falls on an observed holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

For information about your timecards and pay information or to report a pay discrepancy, contact the site timekeeper and manager in writing. Employees may receive a paycheck through direct deposit or Wisely card.

If your employment is terminated, you will be paid on the next regular payday, or in accordance with applicable state law, whichever is earlier.

## Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest occurs when there is an incompatibility between an entity or individual's personal (or self-serving) interests and professional duties or responsibilities. Such a conflict occurs when a Company or person has a vested interest, such as money, status, knowledge, relationships, or reputation, which puts into question whether their actions, judgment, and/or decision-making can be unbiased. Actual and potential conflicts of interest must be reported pursuant to Apache's Code of Conduct and Ethics.

### [Code of Conduct and Ethics](#)

## Fleet DOT Compliance

Apache recognizes the responsibilities of fleet safety and loss prevention must be embraced by everyone in the organization. The goal of the Fleet Safety & Management Program is to outline proper steps to prevent loss of life, injury, or property damage, and provide guidance for the operation of motor vehicles legally driven over the road.

Highlights of the program include:

- Driver Selection
- Driver Classification and Requirements
- Responsibilities and Expectations
- Vehicle Monitoring Devices
- Motor Vehicle Incident Management
- Motor Vehicle Reports
- Vehicle Branding

Employees who drive their personal vehicles for Company business are subject to the requirements of this procedure and all applicable referenced work instructions.

### [Fleet DOT Compliance](#)

## Outside Employment

Employees may hold outside jobs so long as they meet the performance standards of their job with the Company. If it is determined that an employee's outside work conflicts or interferes with performance, reputation, safety, or the ability to meet the requirements of the Company as they are modified from time to time, the employee may be asked to terminate the outside employment if he desires to remain with the Company. Performing work for another employer during your regular workday or during periods where you are being paid to perform work by the Company is expressly prohibited and grounds for immediate termination.

## Remote Work

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. Apache Industrial considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a Companywide benefit, and it in no way changes the terms and conditions with Apache Industrial.

[Guideline - Human Resources - Remote Working](#)

## Business Travel Guidelines

Travel is often a necessary part of many of our jobs. Whether we travel locally or to more distant destinations, planning our travel as far in advance as possible improves our chances of having a successful and productive trip. Advanced travel planning also maximizes our chances of obtaining the best itinerary and accommodations at reasonable rates. Employees need to be aware that they are representing Apache the entire time they are traveling and must always conduct themselves in a responsible and professional manner.

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of Apache. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel guidelines, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance by their respective Manager/Supervisor. Travelers must verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation (receipts, etc.) to obtain reimbursement of expenses. Contact the Payroll Department to obtain travel-related forms at 1-800-370-7148. Exempt employees will be paid their regular salary for weeks in which they travel. Non-exempt employees will be paid for travel time in accordance with federal and state wage payment laws.

Abuse of the Business Travel Guidelines, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

[Policy - Human Resources -Travel and Expenses](#)

## Company Equipment

Apache owns or leases a variety of equipment representing a large capital investment. This equipment shall be primarily available during normal work hours for effective business operations. Only employees who are properly trained shall use Company equipment.

Employees shall treat the equipment issued to them with respect and only use the equipment for the purpose for which it is intended. Employees shall be responsible for taking appropriate safety measures to ensure proper use, and, to protect the equipment from vandalism, theft, and misuse. All equipment remains the property of the Company and must be returned to the Company upon completion of a job, termination of employment, etc. Willful misuse of the equipment, theft of the equipment by the employee, or negligent treatment of the equipment while it is in the care of the employee is grounds for termination and financial responsibility for the equipment will become the employees. Malfunctioning equipment shall not be used and reported to the supervisor immediately.

## Communication & Social Media

Apache supplies communication tools and systems, such as computers, cell phones, email and internet use should be reserved for business-related matters. To ensure compliance with information technology policies, computer and email usage may be monitored.

Apache strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Apache prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

We understand that social media is an important tool to connect with friends and family to share and discuss topics with people around the world. As an employee of Apache, you are a representative of the Company. Any of your conduct and/or content that negatively affects employees of Apache, customers, suppliers or is in contradiction with our values may result in disciplinary action up to and including termination.

The Company would not terminate an employee for expressing his or her opinion. However, the Company may get involved in an employee's social media content under the following circumstances:

- it is brought to our attention
- an employee posts public content
- it is known he or she is employed with Apache
- the content contradicts/opposes our Company values/standards
- the content discloses confidential information about the Company or a customer.

[Policy - Human Resources - Responsible Use of Social Media](#)

## **Smoking/Tobacco**

Smoking is prohibited inside all Company facilities except for areas where it is specifically authorized, and it is prohibited at any time on Company business in any location where it is legally prohibited. This policy is not intended to interfere with any customer policies, which must be adhered while at their facility.

Smoking is only permitted in designated smoking areas or anywhere outside the building deemed safe and legal. Smokers have a special obligation to keep smoking areas litter-free and to not abuse break and work rules. Smoking breaks must be scheduled and permitted at management's discretion. Employees who violate the policy are subject to corrective action.

## **Searches**

All employees are subject to inspection of lunch boxes, toolboxes, and other parcels upon the request of their supervisor, owner's representative, or security guards on client's premises. Any vehicles entering or leaving the project are also subject to inspection. Refusing to allow a search is grounds for immediate termination.

You should not expect that any personal information on the Company's electronic and telephonic communications system will be considered private. The Company reserves the right to search any Company property (e.g., personal computers, desks, lockers, or other storage areas) at any time. Employees should notify their immediate supervisor, the IT Department or Human Resources upon learning of violations. Abuse of the internet access provided by Apache in violation of law or guidelines will result in disciplinary action, up to and including termination of employment.

## **Personal Technology Usage**

While at work, employees are expected to exercise discretion in using personal devices that can interfere with employee productivity and be distracting to others. Employees are encouraged to make personal calls during nonwork time when possible and ensure family and friends are aware of Apache's policy and contact procedure for emergency situations. The Company is not liable for the loss of personal equipment brought into the workplace.

Personal equipment shall be defined as hand-held computing device, tablet or phone that provides internet access, software applications, communication and/or email services, and network connectivity through cellular, wi-fi, or other ad-hoc networks.

## **Emergency Evacuation Procedure**

The Emergency Evacuation Procedure for our employees is site specific. The action plan will be at the direction of the plants, contractors, and/or customer. Supervisors will ensure all employees are trained in emergency preparedness for each specific jobsite. Each employee should adhere to the following:

1. Know the evacuation alarm signals for the site (e.g., horns, whistles, flashing lights).
2. Select two evacuation routes from the work area.
3. Know your evacuation assembly/staging area.

Review evacuation signals, routes, and staging areas before the job starts and frequently thereafter

### **Internal Transfer Process**

Apache recognizes that staff motivation, productivity, and retention are dependent upon people working in jobs that are well suited to their abilities and interests and therefore offers and encourages transfer opportunities for current employees. Managers should be supportive of staff members who have the desire to enhance their skills or develop new competencies to pursue different or greater responsibilities internally.

[Policy - Human Resources - Internal Employment Transfers](#)  
[Craft Internal Transfer Guidelines](#)

### **Terminations**

Apache classifies termination of employment in two categories, voluntary and involuntary. For voluntary resignations, we request as a courtesy that employees give at least two (2) weeks written notice to allow Apache to make necessary adjustments in our operation. You must return all Company property owned by Apache prior to departure. Failure to do so will result in deductions/holding the final paycheck. The Company retains the right to withhold funds from the final paycheck that are consistent with the value of Company owned items that were not returned to Apache.

### **Reduction in Force**

While the Company plans to grow and continue to provide employment opportunities, business conditions, customer demand, and other factors are unpredictable, and a reduction-in-force may be necessary. The decision to make reduction-in-force (ROF) in which employees will be involuntarily impacted is the responsibility of operating management. A reduction-in-force will create the need to restructure or reduce the number of people at a project site. Our goal is to keep people employed with Apache so we will make effort to offer employment opportunities at different project sites, if possible. However, where other employment opportunities are unavailable, it is necessary to reduce the number of people employed.

In a reduction-in-force, Apache retains full discretion to select the employees impacted by a layoff. While Apache retains full discretion, some factors are included in the layoff decision may include the Company's operational requirements, employee performance (skill, productivity, commitment, safety), length of service and/or time on the project site.

Benefits

Holidays

Apache grants 9 holidays each year. The holiday schedule is announced and updated each year and can be found on [HR Sharepoint](#).

Eligible employees receive holiday pay for a normally scheduled workday at the regular base rate. For individuals working on a customer job site, the holiday schedule of the job site may be observed.

There is no probationary period to receive holiday pay. If there is an unapproved absence before or after the holiday, employees are not eligible for holiday pay. If it is a paid, approved absence, employees are still eligible for holiday pay. Employees do not receive holiday pay during an unpaid leave of absence.

[Holiday Guidelines](#)

Paid Time Off (PTO)

Eligible employees receive paid time off for vacation time, personal business, illness, or any other personal needs. PTO eligibility is determined by the job profile in Workday. Managers and employees should check with HR to confirm eligibility. It is important to use the paid time off you have earned to relax, recharge, and take care of yourself and your family.

PTO is accrued for the calendar year, which means you receive a portion of the time per pay period worked. You may use the time before it is earned with manager approval. You cannot borrow time from the previous year or next year. If you leave the Company, you must pay back any PTO that was used but not accrued yet. This will be deducted from your final paycheck.

Weeks	Total Hours	Per Pay Period
2 Weeks	80	1.5484
3 Weeks	120	2.3077
4 Weeks	160	3.0769
5 Weeks	200	3.8461

Requesting PTO

PTO is a partnership between the employee and manager. All PTO requests must be discussed and approved by your manager. To meet business needs, you must request time off in as much notice as possible. If you do not give enough notice or if there are conflicting dates among the team, the preference will be given to the employee that requested the time off first and your request may be denied. For PTO related to sickness, please notify your direct manager as soon as possible, at least before the start of the workday.

[Guideline - Human Resources - Paid Time Off](#)

## Health Benefits

Apache Industrial is committed to providing you with a competitive, comprehensive benefits program that provides the care you and your family need to lead healthy, productive lives.

All of Apache employee benefit plans and programs are subject to change, including suspension or cancellation by the Company in whole or in part, at any time. For more information regarding the benefit programs, refer to the country's Benefits Guide or contact the Benefits department.

[Apache Employee Benefit Resources](#)

[Benefits@Apacheip.com](mailto:Benefits@Apacheip.com)

713-830-7654

## Employee Assistance Programs

Apache provides country-specific resources to help employees with a multitude of issues impacting employee's lives and the quality of their job performance.

The Company is committed to supporting victims of intimate partner violence by providing referrals to the Company's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

Headversity provides resilience training and information to help keep our heads in the game and, just as importantly, recognizes when we may need a break or a helping hand. This tool provides one more way to help our Apache team tackle challenges both at work and at home with more focus and energy than ever. Headversity is a digital platform available to you and your family members on your phone 24/7. All information in the app is 100% confidential and is not tied to any other Apache benefits programs.

For more information regarding these programs, contact Human Resources or refer to the Apache Hub.

## Retirement Plans

Apache encourages employees to save for their retirement and maintains retirement savings plans to assist and support our employees with their retirement objectives.

For your convenience, contributions are made through payroll deductions. For further information reference the Company specific Retirement Plan/Policy or contact benefits.

## Leaves of Absence

Apache recognizes that situations occur that may require people to take a leave from work. Leave of absences are available to eligible employees, in accordance with all applicable federal, state, and local laws and regulations, that allow employees to take approved time away from work.

Apache offers the following types of leave: Family Medical Leave (FMLA), personal, bereavement, jury/ witness duty leave, and military leave. For further information, refer to the Leaves of Absence Policy or contact the Benefits department.

[Policy - Human Resources - Leave of Absence - Craft with CA Addendum](#)

[Policy - Human Resources - Leave of Absence - Non-Craft with CA Addendum](#)

[Policy - Human Resources - Paid Sick Leave - WA & CA](#)