



EMPLOYEE MANUAL

The policies and procedures in this company are not intended to be contractual commitments by IE² Construction Inc., and employees shall not construe them as such.

The policies and procedures are intended to be guides to management and are merely descriptive of suggested procedures to be followed.

No Policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statement in this manual.

To preserve the ability to meet company needs under changing conditions, IE² Construction Inc. may modify, augment, delete or revoke any and all policies, procedures, practices, and statements contained in this manual at any time without notice.

Such changes shall be effective immediately upon approval by management unless otherwise stated.

I have received my copy of the IE² Construction Inc. Employee Policy Manual, specifying policies, practices, and regulations, which I agree to observe and follow during my employment with the company. I understand that it is my responsibility to be familiar with its contents and to ask questions on any matters I don't understand.

Employee's Signature

Date

IE² Construction Inc.
2205 W. Braker Ln
Austin, TX 78758

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I. OUR COMPANY

Welcome Letter from the President

It is my pleasure to welcome you to IE² Construction! We are pleased that you have chosen to pursue your career here. I promise we will strive to provide you with an environment that is challenging yet supportive of your personal interests and needs. We want you to succeed while you are here, and equally important, we want to assist you in achieving all your goals and dreams whether they are professional or personal goals.

This employee manual is intended to serve as some general guidelines, most of which are common sense and intuitive to most people. We have found it helps to set clearly defined boundaries so that you know where your authority starts and stops

I want to personally thank you for choosing IE² Construction Inc. for employment. Should you ever need anything please don't hesitate to contact me!



Mike Nieft

Company History

In early 2009, our former employer ran into serious financial troubles and had to lay off most of the 100 member staff they employed. Although a few of us remained, we were less than satisfied with the ethics shown by the owners, so in March of 2009, Mike Nieft, Tom Mravle, and Brian Riebe quit so we could begin our own company. March 31, 2009 was the official day IE² Construction was formed with the mission to create jobs for those that had been laid off and to provide superior customer service. Our philosophy was, and still is, that we aren't here for money. If we do our jobs well and take care of the customer, the natural consequence will be good profits.

On April 1, 2009 we began our first project with a core group of employees that included Robert Chuey, Steven Hesch, and Jeff Egger, and we completed \$3.1 M that first year in business. In the early years of the company, a lot was sacrificed by this core group of employees to ensure the company would be successful. These employees worked without medical benefits, took a fraction of their salary, didn't receive bonuses, and in general put in the sweat equity that helped us get to where we are today.

In July 2013, Mike Niefert purchased Brian Riebe's shares and Tom Mravle was promoted to Vice-President. Today we employ roughly 25 people, have annual revenues over \$20M, and continue to grow at a rapid pace thanks to all the hard work and dedication by our exceptional team.

Mission Statement and Core company values

Mission Statement: Hold Yourself to a Higher Standard

Professional: We exhibit a courteous and conscientious, businesslike manner in all our actions.

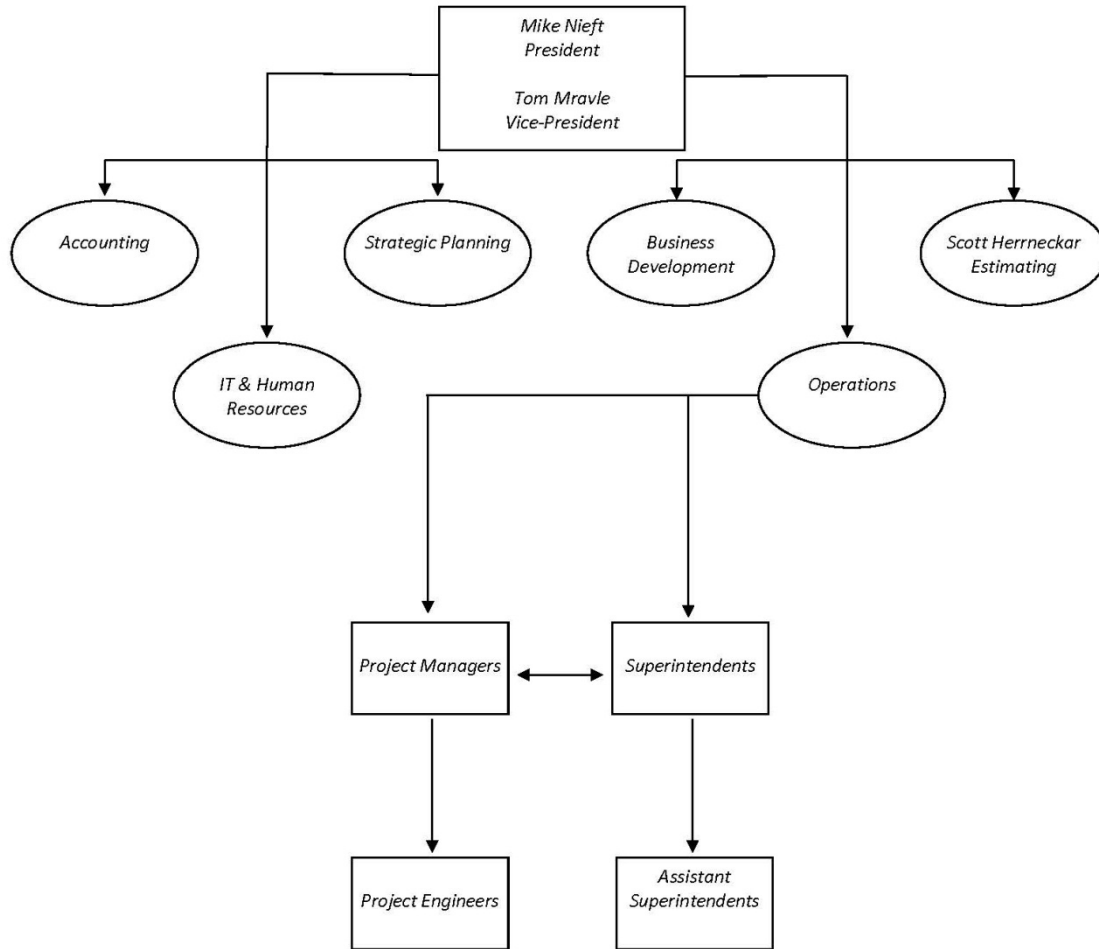
Reliable: You can count on us to consistently deliver on our promises.

Impact: We strive to have a strong, positive affect on everything and everyone we touch.

Driven: We are determined to succeed, motivated to keep our reputation clean, and driven to be successful.

Experience: We are here to make your experience in working with IE² an outstanding one!

Organization Chart



Equal Opportunity

Equal Opportunity is IE² Construction Inc. employer. It is our policy to select the best-qualified person for each position in the organization.

No employee of the company will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age, or other physical or mental disability. No employee of the company will discriminate against any applicant or fellow employee because of the person’s veteran status.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and other forms of compensation or overtime.

Sexual Harassment

IE² Construction Inc. will not allow any form of sexual harassment or harassment of any form within the work environment.

Sexual Harassment interferes with work performance; creates an intimidating, hostile, or offensive work environment. Sexual harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties, or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment. It will not be tolerated.

Harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature [e.g., signs and posters], or requests for sexual favors.

Smoking and Substance Abuse

No smoking in the office area or working while under the influence of illegal substances will be allowed at any time. This policy is for the health and safety of all employees. IE² Construction Inc. is a smoke and drug free work place. Random drug testing may be done at any time.

Your cooperation is requested, as this policy must be rigidly enforced to comply with the company health and safety requirements and to maintain proper insurance coverage for our building.

Employment Classifications

Probationary Period

A probationary period will be in effect for 90 days from the date of hire. Performance will be observed during this time period. An evaluation will be conducted at the end of the probationary period to determine whether employment continues or ends.

There are three classifications of employees:

Regular Full-time – An employee who works a normal 40-hour workweek on a regularly scheduled basis.

Regular Part-time – An employee who works less than 30 hours per week, on either a regularly scheduled basis or on an irregular basis. Part-time employees are not benefits eligible.

Temporary – An employee hired for a specified period and who is not entitled to regular benefits. An extension of a temporary work classification may be granted, if upon review by management, the assignment is clearly found to be necessary. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

Contractor – An individual hired on a temporary 1099 basis. They are not an employee and are responsible for all employment taxes.

All employees are classified as exempt and non-exempt according to these definitions:

Salaried Exempt – Positions of a managerial, administrative, or professional nature or for outside sales, as prescribed by federal and state labor statutes, which are exempt from mandatory, overtime payments.

Hourly Non-Exempt – Positions of a clerical, technical, or service nature, as defined by statute, which are covered by provisions for overtime payments.

If you are uncertain as to your status, please contact management.

Termination

An employee may be terminated at any time with or without notice for any reason whatsoever. Texas is a right to work state.

Resignation

An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time. If an employee resigns to join a competitor, if there is any other conflict of interest, or if the employee refuses to reveal the circumstances of his or her resignation and the future employer, the manager may require the employee to leave the company immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but as action on the best interest of business practice. The employee will be paid for time worked on the next regularly scheduled payday.

Dismissal

Substandard Performance – An employee may be discharged if his or her performance is unacceptable. Management shall have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination in the event that performance did not improve within a defined period of time. Management is expected to be alert to any underlying reason for performance deficiencies such as personal problems or substance abuse. Documentation to be prepared by management shall include reason for separation, performance history, corrective efforts taken, alternatives explored, and any additional pertinent information.

Misconduct – An employee found to be engaged in activities such as, but not limited to, theft of company property, insubordination, conflict of interest, or any other activities showing willful disregard of company interests or policies, will be terminated as soon as the management and human resources have concurred with the action.

Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be allowed.

Layoff

When a reduction in force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

1. Company work requirements
2. Employee's abilities, experience, and skill;
3. Employee's potential for reassignment within the organization; and
4. Length of service.

Management will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff. The employee and the personnel director, after consultation with the employee's management, will follow this procedure:

The employee will be notified of the termination date and will be paid for time worked up to the termination date and for any accrued vacation.

Employee Orientation

All new employees will be provided with an orientation briefing, which will be held within their first week of employment with the company. The employee orientation goals are:

1. To establish good employee-employer communication;
2. To reduce the anxieties of new environment and new responsibilities;
3. To build teamwork spirit;
4. To inform the employee of the company's achievements;
5. To provide the employee with information about the company benefits package and to explain the participation eligibility dates for the various plans available;
6. To assist the employee in learning the assigned job and the skills required for efficient job performance.

Dress Code

Employee dress should be neat in appearance and in a manner consistent with their job responsibilities and interaction with clients. The impression made on clients, visitors, and other employees and the need to promote company and employee safety should be kept in mind. In general, salaried employees should wear collared shirts, tucked in, and be neat in appearance. Office personnel can wear jeans and/or slacks. Field personnel can wear company logo hats, however the office should refrain from wearing hats. Superintendents should be able to be identified on their jobsite by their appearance and demeanor. Please contact your supervisor should you have any questions.

Confidentiality of Company Information

All company information is considered confidential and an employee shall not disclose any information to anyone outside of IE² Construction Inc. either during or after employment. Also, it is understood that employees will not take information learned through their course of work to earn additional income from clients without the written consent of a managing supervisor.

II. COMPENSATION

Job Descriptions

Senior Project Manager

Responsible for the overall direction of their project, manages all team members, knowledgeable in managing all types of contracts including CM at Risk, Design-Build, and Lump Sum, works with estimating during budgeting and bidding, complete knowledge of projects and scopes and brings in job leads.

Project Manager	The main point of contact with the client. Project Managers are responsible for all daily activities on their projects, creates the schedule of values, submits monthly payment applications, creates the project schedule, monitors the project schedule, completes monthly status reports, facilitates OAC Meetings, issues Subcontracts, prepares change orders, writes subcontractor change orders, prepare Monthly Status Reports, buyout the project.
Superintendent	Handles the daily field activities and play a key part in client and subcontractor relationships, professionally represents IE ² Construction as primary interface with Owner and Design Team, coordinates all aspects of the job with the project manager.
Assistant Project Manager	Handles most of the paperwork on the project, writes RFI's, creates the submittal log, creates the closeout log, monitors material delivery, assists PM and all duties of Project Engineer.
Assistant Superintendent	Handles the daily field activities and play a key part in client and subcontractor relationships, oversees, manages, and mentors Foreman, coordinating self-perform work crews, ensuring clean-up on the jobsite and safety regulations are enforced, orders materials to keep crews on schedule and tracking punchlist.
Project Engineer	Assist with most of the paperwork on the project.
Controller/HR	Accountable for the accounting operations of the company, human resource, cash and risk management.
Office Manager/Marketing Coordinator	Supports the company operations by maintaining office systems, answers phones, gatekeeper, helps maintain the company's social media presence, update the website, marketing manual, and write the request for proposals.
Chief Estimator	Manages all aspects of the estimating department
Estimator	Responsible for bidding the projects and following up until bid results are determined
Accounting Staff	Assists Controller in all AR/AP functions

Workday

Flex workdays are observed at IE² Construction Inc. based on the position and job responsibilities. Late hours and weekends may be required. In general, office hours are Monday – Friday from 7:30 a.m. until 4:30 p.m. The intent is to work the typical office hours however flexibility is allowed as long as employees are achieving a **minimum** of 40 hours a week. IE² Construction Inc. will endeavor to notify employees of any changes to a workday.

Payday

The company payday is every two weeks on Friday. Direct deposit is the preferred method of payment. If a company holiday falls on a payday, employees will receive their payroll check on the workday immediately preceding a holiday.

Pay Advances

It is our policy to decline all requests for early paychecks or pay advances for personal reasons.

Time Sheet

Employees must as accurately as possible complete their timesheet at the end of each workweek. The timesheet information is critical to the financial success of IE² Construction Inc.

Overtime Compensation

Hourly Non-exempt employees will be paid at the rate equal to one and one-half their regular hourly rate of pay for all time worked in excess of 40 hours in any one workweek.

Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of the company through the employee's management.

Performance Review

Employee performance reviews will be scheduled at the end of each calendar year or anniversary date. Salary reviews will be performed at the same time and will be based on performance, the company's overall financial health and pay in regard to duties, market conditions and peers. Reviews will include a discussion of job performance in regard to job duties, attitude, peer reviews, company performance, and general work ethic.

III. EMPLOYEE BENEFITS

- Benefits are only offered to regular, full-time employees.
- *Medical Insurance*
IE² Construction, Inc will provide you medical insurance group benefits through our company plan after the standard 30 day waiting period. IE² Construction, Inc. will pay \$259/month per employee for each salaried employee. The employee's dependents will be eligible to enroll at

the same time; however IE² Construction does not contribute towards the costs of dependent coverage.

- *Dental Insurance*

IE² Construction, Inc will provide you dental benefits through our company plan after the standard 30 day waiting period. IE² Construction, Inc. will pay 100% of the group rate for each salaried employee. The employee's dependents will be eligible to enroll at the same time; however IE² Construction does not contribute towards the costs of dependent coverage.

- *Life Insurance*

IE² Construction currently offers a paid \$30,000 life insurance policy for every full time employee. Please see the plan details for detailed information.

- *Long Term Disability Insurance*

IE² Construction currently offers a paid long term disability policy for every full-time employee. The plan covers up to 60% of your current salary in the case of a long term disability. Please see the plan details for detailed information.

- *Retirement Plan*

IE² Construction, Inc. provides a 401K Plan through Voya Financial. Employees are eligible for matching at a rate of dollar for dollar on the first 3% and fifty-cents on the dollar for the next 2% percent.

- *Company Holiday, Vacation and Sick time*

IE² Construction, Inc. has established 9 official company holidays for salaried employees: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve day and Christmas Day.

In addition to Holidays, IE² Construction, Inc. offers salaried employees 2 weeks of vacation time and 1 week of sick time. Sick time is to be used by the employee for illness of themselves or dependent. A doctor's note may be required.

Vacation time accrues at a rate of 1 day each month of full time service up to 10 days up through the first five years of continuous employment. Accrual rates are as follows:

<u>Years Employed</u>	<u>Days Accrued Per Month</u>	<u>Accrue to Maximum of:</u>
0-5 years	1 Day	10 Days
5+ years	1.25 Days	15 Days

Employees may take total "available" vacation at any time throughout the year. All vacations must be scheduled in advance with a supervisor. All vacation days taken that are not accrued must be approved by the Operations Manager.

*If these holidays fall on Saturday, the proceeding Friday will be a holiday. If they fall on Sunday, the following Monday will be a holiday.

Vesting Clause

If not taken and with management's approval, an employee's vacation time of up to 5 days may be carried over to the next calendar year.

Vacation is not allowed during the first six (6) months of employment.

Unused sick time is not carried over to the next year.

Upon termination, it is management's discretion on whether the employee's accrued, but not taken vacation hours will be paid in the last paycheck as well as if vacation taken but not yet accrued may be debited from the last pay check at a current straight-time hourly rate.

Leave of Absence and Military Leave

Leave of absence is time off in a non-pay status. An employee must submit a request for leave of absence in writing to their supervisor. The employee is expected to request leave of absence with as much advance notice as possible. Leaves of absence will not be granted for periods less than two weeks in duration. Vacation or sick leave should be used for such absences.

The reason for leave should fall into one of the following categories:

1. Medical [including pregnancy-related]
2. Military
3. Personal

The employee has the responsibility to keep the company advised of the leave situation and to contact their supervisor at least two weeks before the expiration of the approved leave to discuss return to work.

If the employee desires voluntary termination, this should be reported as soon as possible. The company will make a reasonable effort, consistent with good business practices and company needs, to reinstate an employee to the same position he or she previously occupied, or to a similar position, following a leave of absence.

However, in the case of leaves over six months, the company cannot guarantee that the same or a similar position will be available at the time an employee desires to return to work, or thereafter. If this situation occurs, the company reserves the right to offer the employee a lower-level position, if one is available at the appropriate salary for such a position.

An exception to this rule occurs when an employee is guaranteed re-employment rights under federal or state laws.

HOW TO DETERMINE BENEFITS

Holidays – To be paid for a holiday, an employee must be in active pay status the day before and the day after the holiday. Employees are not eligible to receive pay for any holiday during the leave period.

Vacation – No vacation days are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned time before beginning a leave of absence. Employees requesting a personal leave of absence must use all earned time before beginning a leave of absence.

Bereavement Leave

The company will provide time off for employees to attend the funerals of family members and friends. A managing supervisor will approve whatever period of time is necessary and appropriate under the circumstances.

If the conditions warrant and management agrees, paid leave will be granted, but the amount of paid leave time will not exceed three days at regular straight-time wages. Such leave is in addition to all other paid leave time.

Typically, paid leave is reserved for the death of immediate family members.

Jury Duty

Time off for mandatory jury duty or court appearances required as a result of a valid subpoena or court order is excused and paid at full salary, provided that proof of duty is verified by the employee's management.

There will be no adjustment in the employee's salary for receipt of jury duty pay, witness fees, or expenses. The employee is expected to report for work when it does not conflict with court obligations.

It is the employee's responsibility to keep a supervisor periodically informed about the amount of time required for jury duty or court appearances.

Voting

IE² Construction Inc. encourages all employees to vote. Employees are encouraged to use their personal time for this purpose or to take advantage of polling hours prior to the beginning or following the end of your workday.

Employee-Incurred Expenses and Reimbursement

IE² Construction Inc. will pay all actual and reasonable business-related expenses incurred by employees in the performance of their job responsibilities. A supervisor must approve all such expenses incurred by an employee before the accounting department will make payment.

Expense Reports are to be submitted and supported by evidence of proof of purchase, e.g., receipts. Expense Reports are due in the accounting department prior to the last working day of each month.

Mileage reimbursements (if no car allowance) for approved business purposes are reimbursed at a rate equal to an IRS recognized rate. Employees must submit an accurate accounting of their mileage on the expense report.

Conferences and Meetings

Our company encourages employees to increase their job-related skills and knowledge through participation in professional conferences and meetings. Employees must submit a request to a

Supervisor for approval to attend such conferences or meetings. The request must identify the subject matter of the presentation, how it is job-related, and an estimate of the expenses.

If the request is approved, the company will reimburse the employee for 100% of his or her conference-related expenses: travel, registration fees, workbooks, and lodging and meals not included in the registration fees.

The time off for employee's attendance and travel will be paid at the employee's normal rate of pay.

Professional Memberships

Employees are encouraged to participate in and continue their professional development while employed by our company. The company will sponsor one membership in a job-related professional organization and one membership in a local community organization (i.e. Chamber of Commerce, Rotary, Kiwanis, Lions, Sertoma, etc.) per exempt employee per year.

Employees are encouraged to invite other interested employees to appropriate organizational functions and to distribute publications and other organizational literature of general interest within the company.

Company Property

Employees are provided with the tools to do their job effectively and efficiently. These tools are a privilege and are for business use. Abuse or theft of company property will not be tolerated. Some examples of company property, based on job duties, are cell phone, email, laptop computer, office keys and passwords.

Cell Phone Policy

Cell phones and computers need to be treated with care. If they are damaged by the employee, they will be responsible for paying the insurance deductible to have it repaired or replaced.

Cell phone data and minutes are for use in the field. The company has a shared plan for data and minutes. If the employee is in the office, their desk phone and computer should be used in lieu of cell phone if at all possible.