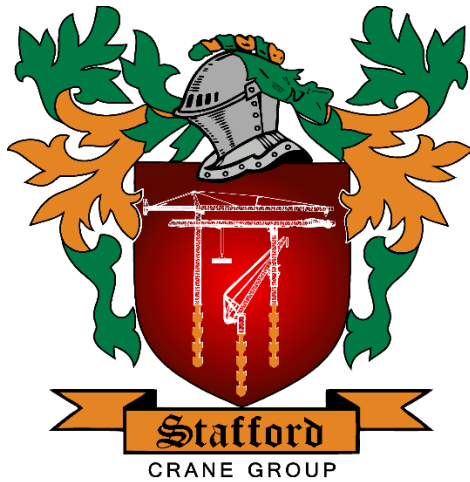




STAFFORD CRANE GROUP

Employee Handbook

Rev 07-2026

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Stafford Crane Group, LLC • Stafford Tower Crane of America, LLC • Stafford Colorado, LLC

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1. Introduction

1.1 Welcome Message

Dear Valued Employee,

Welcome to Stafford Crane Group! We are excited about your decision to join our team. Stafford Crane Group is committed to providing superior quality and unparalleled customer service in all aspects of our business. We know that each employee contributes to the success and growth of our Company.

This Employee Handbook (the “Handbook”) contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the Handbook, please discuss them with your supervisor or the HR Manager.

Again, welcome aboard. We look forward to working with you!

Sincerely,

Patrick Stafford, Founder and Owner

Greg Linaman, CEO

1.2 Changes in Policy / Disclaimer / State Laws

The contents of this Handbook serve only as guidelines and supersede any prior Handbook. Neither this Handbook, nor any other policy or practice, creates an employment contract or an implied or express promise of continued employment with the Company.

This Handbook provides a summary of employee health benefits, but actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the Handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify, or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Company also has the right, with or without notice, to change any of the policies in this Handbook at any time. Changes will be effective on the dates determined by Stafford Crane Group. No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the HR Manager.

This Handbook is subject to state and federal law. To the extent of any conflict, state or federal law shall prevail and this Handbook shall be deemed automatically amended to be consistent with applicable law. Employees in California, Colorado, or Texas should review the State-Specific Addenda at the end of this Handbook.

“Stafford Crane Group” includes the following business entities: Stafford Crane Group, LLC; Stafford Tower Crane of America, LLC; and Stafford Colorado, LLC.

2. General Employment

2.1 At-Will Employment

Employment with Stafford Crane Group is “at-will.” Employees are free to resign at any time, with or without cause, and Stafford Crane Group may terminate the employment relationship at any time, with or without cause or advance notice. No one is authorized to provide any employee with an employment contract or special arrangement unless the contract is in writing and signed by the Company CEO and the employee.

2.2 Immigration Law Compliance

Stafford Crane Group is committed to employing only United States citizens and aliens authorized to work in the United States. Each new employee must complete Form I-9 and present documentation establishing identity and employment eligibility. Stafford Crane Group may participate in E-Verify.

2.3 Equal Employment Opportunity

Stafford Crane Group is an Equal Opportunity Employer. Employment opportunities are based upon qualifications and capabilities to perform the essential functions of a particular job, without regard to race, religion, sex, pregnancy, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law. The Company will provide reasonable accommodations as required by law. To request an accommodation, contact the HR Manager.

Stafford Crane Group prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

2.4 Employee Grievances

Stafford Crane Group encourages employees to raise work-related concerns with their supervisors. If not resolved, an employee may submit a signed written grievance to the HR Manager. Employees may do so without fear of retaliation.

2.5 Internal Communication

Effective and ongoing communication within Stafford Crane Group is essential. The Company maintains systems through which important information can be shared among employees and management.

The Company maintains an internal employee portal called the SCG Employee Portal, where employees can access company news, policies, forms, and other resources. The SCG Employee Portal is the primary repository for current versions of all Company documents and policies. Employees are expected to check it regularly and are responsible for staying current with materials posted there. Access instructions will be provided upon onboarding.

Bulletin boards are posted in designated areas of the workplace. Employees should not post or remove any material from the bulletin boards. The Company may also communicate with employees by email and/or text message. All employees are responsible for checking for communications on a regular basis.

2.6 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their position and the role does not represent a conflict of interest. Company property, equipment, trade secrets, and confidential information may not be used for outside employment purposes.

2.7 Anti-Retaliation and Whistleblower Policy

Stafford Crane Group will not tolerate retaliation against any employee who makes a good-faith complaint regarding suspected legal violations, discriminatory practices, accounting irregularities, safety violations, or any other protected activity. Anyone found to have engaged in retaliation will be subject to discipline, up to and

including termination. Employees who wish to report a violation should contact their supervisor or the HR Manager directly.

2.8 Background Check Policy

Stafford Crane Group is committed to maintaining a safe and productive work environment. Background checks may be conducted on employees or candidates when reasonably requested by clients, regulatory agencies, or required by specific job functions.

Scope

This policy applies to: (a) current employees assigned to projects where background verification is required; (b) new hires under consideration for employment; and (c) subcontractors or temporary employees representing Stafford Crane Group on a client site.

Types of Checks

Background checks are conducted only upon reasonable request and when necessary to meet client requirements, legal standards, or role-specific needs. Types of checks may include:

- Criminal history
- Employment verification
- Driving records (for equipment operators and drivers)
- Certification and license verification

Consent and Notification

No background check will be conducted without prior written consent. Employees will be notified in writing when a background check is required. Refusal to consent may result in disqualification from specific job assignments but will not automatically affect current employment status.

Confidentiality and Compliance

All background check information will be handled with strict confidentiality and shared only with individuals directly involved in the employment or client compliance decision. All checks will be conducted in accordance with the Fair Credit Reporting Act (FCRA), EEOC guidelines, and applicable state laws. Records will be maintained securely and separately from personnel files.

3. Employment Status and Recordkeeping

3.1 Employment Classifications

Stafford Crane Group classifies employees as exempt or non-exempt for purposes of overtime and benefits eligibility. Employees also belong to one of the following categories:

- Full-Time: Regularly scheduled to work 40 or more hours per week. Generally eligible for Company benefits subject to plan terms.
- Part-Time: Regularly scheduled to work fewer than 40 hours per week. May be eligible for some benefit programs.
- Temporary: Hired for a limited time to assist with a specific function or project. Generally not entitled to Company benefits but eligible for statutory benefits as required by law.

3.2 Personnel Data Changes

Employees must promptly notify their supervisor or the HR Manager of any changes to: legal name, mailing address, telephone numbers, beneficiary designations, tax exemptions, emergency contacts, training certificates, and professional licenses.

3.3 Termination of Employment

Common circumstances of termination include resignation, involuntary termination, layoff, and retirement. Employees intending to resign should provide at least two weeks' written notice. Employees will receive accrued pay in accordance with applicable law. Unused PTO is not paid out upon separation, except where required by state law. All Company property must be returned upon termination.

4. Travel and Expenses

4.1 Reimbursement for Expenses and Mileage

Stafford Crane Group reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses other than mileage must be approved IN ADVANCE by the employee's supervisor or the HR Manager.

When an employee uses their personal vehicle for work purposes, mileage may be submitted for reimbursement in accordance with current IRS guidelines. To submit a mileage or expense reimbursement request, employees should use the process accessible through the shared TeamUp calendar or the SCG Employee Portal, where the current submission link is maintained. Expense reports must be accompanied by receipts or documentation substantiating the expenses. Questions should be directed to your supervisor or the HR Manager.

Expenses not approved in advance and/or not submitted in accordance with this policy will not be reimbursed.

4.2 Company Credit Cards

The following policy governs all company credit card use and applies to all employees authorized to use a company credit card.

4.2.1 Authorization

A company credit card is only available to employees as authorized by the CEO, COO, or CFO. Approval for issuance must be submitted by a manager to the CEO, COO, or CFO and to the designated accounting representative.

4.2.2 Conditions of Use

- Stafford Crane Group reserves the right to review all charges and release or withdraw the card at any time, with or without notice or cause.
- The card may only be used for company-related expenses within the scope of the employee's job responsibilities.
- All purchases must be approved by a manager, by blanket approval or case-by-case. When in doubt, it is the employee's responsibility to confirm approval.
- All purchases are subject to the Company Purchasing Policy for sourcing, approvals, and documentation.
- The card cannot be used for cash advances, bank checks, traveler's checks, or electronic cash transfers.
- The employee possessing the card assumes full responsibility for all purchases made on it.
- Employees are prohibited from allowing others to use their card, including fellow Stafford Crane Group employees.
- Employees authorized to travel may use the card for travel-related purchases in compliance with the Travel Policy (§4.3).
- The card cannot be used for personal expenses. Any charges inconsistent with this policy will be deducted from the employee's paycheck.

4.2.3 Expense Reporting and Receipt Requirements

Credit card expenses must be reported by the 5th of each month for the prior month using the current reporting method set by the designated accounting representative. Training will be provided upon card issuance.

Receipt requirements:

- Itemized receipts must be attached to each expense; the total must match the reported amount.
- Food and drink receipts must detail items purchased.
- Online purchase receipts (Amazon, eBay, etc.) must be itemized and include the delivery address.
- Hotel receipts require a guest folio with traveler names.
- Airline ticket receipts must include the traveler's name.

- Baggage fee receipts must include a project number and reason for bags beyond carry-on (e.g., transporting tools or parts).
- Tool, parts, and fuel receipts must include the unit number or serial number.
- Missing receipts require an affidavit signed by both the cardholder and manager. This is an exception; if missing receipts become frequent, non-compliance consequences will be enforced.

4.2.4 Food and Beverage Rules

Food and beverage purchases are NOT permitted on company credit cards except as expressly permitted below:

- At the AD Director's direction: beverages and ice for onsite events; crew meals when employees are working through lunch; a second meal on unusually long event days.
- At a manager's direction: lunch for employees working through lunch at the yard due to urgent circumstances.
- Day-trip meals: If an employee travels outside their home city for less than a full day (for example, from Phoenix to Tucson for a repair and back), the employee may purchase a meal of \$20 or less on the company credit card. This exception does not apply when a manager or AD is separately purchasing a crew meal at an onsite event.
- Business development: Managers may purchase meals for business development purposes as approved.

When purchasing authorized meals: (a) meals shall not exceed \$20 per person excluding delivery fees; (b) beverages should be purchased in bulk at the start of the day rather than through delivery services, which carry exorbitant fees; (c) when doing so will not disrupt work and a vehicle is available, send an employee to pick up the meal; (d) the name of the approving AD or Manager must appear on the receipt and expense report.

4.2.5 Exceptions, Violations, and Policy Review

Exceptions must be requested in writing to the direct supervisor, who must confer with the CEO and/or CFO. Final approval is documented as an addendum to this policy and placed in the employee's file. Non-compliance may result in card withdrawal, rejection of expense claims, paycheck deductions, or disciplinary action up to and including termination. This policy will be reviewed periodically and updated as necessary.

4.3 Employee Travel

The following policy governs all business-related travel for employees traveling on behalf of Stafford Crane Group.

4.3.1 Travel Authorization

All business travel must be authorized in advance by the employee's manager PRIOR to making any travel arrangements. Approval is based on business necessity, availability of funds, and adherence to this policy.

4.3.2 Booking and Reservations

Travel arrangements should be made through designated travel coordinators in the Stafford office unless arrangements must be made after hours due to urgent business need directed by a manager. See the SCG Employee Portal for coordinator contact information. Book as far in advance as possible. All travel expenses must be reasonable and necessary, with the most cost-effective options chosen while considering safety and convenience.

4.3.3 Airfare

Obtain the most affordable airfare consistent with travel needs, searched through aggregator sites such as Google Flights or Booking.com. Book at least five days in advance whenever possible. Economy or coach class tickets with no-cost change fees are required.

- Wi-Fi shall not be purchased with company funds unless necessary for company work.
- Food and beverages on the flight shall be purchased with the employee's per diem, not the company credit card.

- Bag check fees are not permitted unless the employee is transporting parts or PPE requires it. Every effort should be made to use carry-on bags. Baggage fee receipts must include a project number and reason.

4.3.4 Ground Transportation

Personal Vehicles: Personal Vehicles: Mileage is reimbursed at the then-current IRS-approved rate. Submit via the expense reimbursement form accessible through the SCG Employee Portal with manager approval for submission through payroll.

Rental Vehicles: Rental Vehicles: A rental vehicle should only be used when more cost-effective than public transportation or when commercially necessary. The vehicle selected should be reasonable; oversized vehicles or upgrades are not permitted unless approved by a manager. Stafford Crane Group has a corporate account with Enterprise with direct billing. Employees must enroll at: <https://www.enterprise.com/en/enroll.html?cid=XZ50H52>

Taxi / Rideshare / Shuttle: Taxi / Rideshare / Shuttle: Use the most cost-effective option to/from the hotel or jobsite. Arrange airport pickup/dropoff with the local SCG branch whenever possible.

4.3.5 Accommodations

Maximum allowable costs are based on the current CONUS per diem rates tool at www.gsa.gov/travel/plan-book/per-diem-rates. Costs above those rates are the employee's responsibility unless pre-approved by a manager. Stafford Crane Group has corporate rates arranged in San Diego, CA and Austin, TX, as well as a Corporate ID for IHG hotels (787136230). If an employee books independently above corporate rates, the difference will be deducted from their next paycheck. Contact the designated travel coordinator in the Stafford office for assistance.

A hotel folio detailing all charges is required for all travel. Stafford Crane Group will pay for the room and parking only. Incidentals are not permitted and will be deducted from the employee's next paycheck.

4.3.6 Meals — Per Diem

Standard per diem rate is \$60 per day of travel, covering all travel snacks and meals. Other than crew meals authorized by a manager, employees shall not pay for food and beverage with the company credit card; any such charges will be deducted from the employee's paycheck. See §4.2 for detailed food and beverage purchasing guidelines.

4.3.7 Working Hours While Traveling — Hourly Employees

Hourly employees are paid for travel at their normal hourly rate. When flying, employees will be paid up to a maximum of two (2) hours before the flight departure time and up to one (1) hour maximum after arrival for collecting bags and car rental, if applicable. As when at home, employees are not paid for commuting. Employees shall clock in and out at the jobsite, not at the hotel or other lodging location.

4.3.8 Safety, Traveler Responsibilities, and Violations

Employees must adhere to all local laws and regulations during travel, conduct themselves professionally at all times, and comply with all Company policies while traveling. Travel to high-risk destinations requires prior approval. Non-compliance may result in rejection of expense claims, paycheck deductions, or disciplinary action up to and including termination.

5. Working Conditions and Hours

5.1 Company Hours

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate variation in scheduling.

5.2 Emergency Closing

In cases of emergencies such as severe weather, fires, or power failures, management will decide to close or delay operations. Employees will receive official notification from their supervisor.

5.3 Workplace Safety

Stafford Crane Group is committed to providing a clean, safe, and healthful work environment. All employees must comply with OSHA standards and Company safety rules, and must read, sign, and abide by the Stafford Crane Group Safety Manual.

Report unsafe conditions to your supervisor immediately. In the case of any accident resulting in injury, notify your supervisor regardless of severity. If it would be inappropriate to report to your supervisor, contact the CEO or the HR Manager directly. Stafford Crane Group expressly prohibits retaliation against anyone who reports unsafe working conditions.

5.4 Security

The last employee leaving the office is responsible for ensuring all doors are locked, the alarm is armed, thermostats are set appropriately, and appliances and lights are turned off. Employees are not permitted on Company property after hours without prior written authorization.

5.5 Meal and Break Periods

Stafford Crane Group provides, where job conditions and time restrictions permit, at least two paid breaks during each 8-hour shift: (1) a 20-minute lunch break and (2) a separate 10-minute rest break. Supervisors may adjust breaks as conditions require. Employees may also take longer unpaid lunch breaks where conditions permit; for breaks longer than 20 minutes, employees must clock out and clock back in.

California employees: see the California Addendum for additional and superseding meal and rest break requirements.

5.6 Break Time for Nursing Mothers

Stafford Crane Group provides reasonable break time for employees who wish to express breast milk during the workday, along with a private, non-bathroom space shielded from view. Break time concurrent with a scheduled paid break will be paid; additional lactation break time is unpaid.

6. Employee Benefits

6.1 Overview

Stafford Crane Group offers the following benefits. Actual coverage is determined by plan documents, which control in the event of any conflict with this Handbook. The Company reserves the right to amend, modify, or terminate any benefit program without prior notice to the extent allowed by law.

Benefit	Details
Health Insurance	Company pays 50% of employee premiums. Eligible first day of month following hire month. Employees working 30 hours or less are not eligible.
401(k) Retirement Plan	Company matches 100% of the first 3% of pay you contribute, plus 50% of the next 2%, for a maximum employer match of 4% of pay. Contribute at least 5% of pay to receive the full match. Eligible after 90 days for employees working 30+ hours/week.
Paid Time Off (PTO)	See §6.7 for accrual schedule. Full-time employees only.
Short-Term Disability	Company pays 100% of premiums.
Life Insurance	Company pays 100% of premiums. Eligible after 3 months of continuous service.
Long-Term Disability / Dental / Vision	Optional employee-paid plans hosted by the Company.

6.2 Health Insurance

Eligible employees may elect to begin health insurance benefits on the first day of the month following their hire month. Employees working 30 hours or less and temporary employees are not eligible. For details on specific plans, contact the HR Manager.

6.3 Health Insurance Continuation (COBRA)

Employees and qualified beneficiaries have the right to continue group health coverage after a qualifying event including resignation, termination, reduction in hours, divorce, death of the covered employee, or a dependent losing eligibility. Under COBRA, the employee pays the full cost plus an administration fee. Contact the HR Manager for details.

6.4 Life Insurance

Eligible employees may elect to begin life insurance benefits after 3 months of continuous service. Employees will be asked to designate a beneficiary and may request a change at any time.

6.5 Retirement Plan

Employees who work at least 30 hours per week are eligible to participate in the Company-sponsored 401(k) plan after 90 days of continuous employment.

6.6 Holidays

Stafford Crane Group observes the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Veteran's Day (veterans only)

When a paid holiday falls on a Saturday, the preceding Friday will be observed as the paid holiday. When a paid holiday falls on a Sunday, the following Monday will be observed. The Company will notify employees of the observed date in advance.

Due to the nature of our business, the Company may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable law.

6.7 Paid Time Off (PTO)

PTO is an all-purpose paid leave policy for eligible full-time employees covering vacation, illness, injury, or personal business. Only full-time employees are eligible to earn and use PTO.

Tenure	Annual Days	Annual Hours	Per Pay Period
0–3 years	15 days	120 hours	4.61 hrs
4–6 years	17 days	136 hours	5.23 hrs
7–10 years	20 days	160 hours	6.15 hrs

PTO Carryover and Accrual Cap — Arizona Employees

Arizona employees may carry over no more than 80 hours of unused PTO from one calendar year to the next. Unused PTO above 80 hours is forfeited at year-end. Unused PTO is not paid out upon separation.

PTO Accrual Cap — California and Colorado Employees

California and Colorado treat earned PTO as wages; forfeiture of accrued PTO is prohibited under state law. The year-end forfeiture provision above does not apply to employees in those states.

PTO accrual for California and Colorado employees pauses once the employee's accrued, unused balance reaches a cap equal to the employee's full annual PTO allotment (the "Accrual Cap"). For example, a 0–3 year employee's accrual pauses at 120 hours. Accrual resumes automatically once the balance falls below the Accrual Cap through use of PTO.

The Company will make reasonable efforts to approve PTO requests so that employees have a genuine opportunity to use accrued time before reaching the cap. In circumstances where an employee's PTO requests have been denied by the Company and the employee is approaching the Accrual Cap, the employee should notify the HR Manager to discuss options, which may include a temporary cap extension at the Company's discretion.

All accrued, unused PTO is paid out upon separation from employment as required by applicable state law.

PTO During Unpaid Leave

Employees will not accrue PTO during any period of unpaid leave, including unpaid medical leave, family leave, or other extended unpaid absences, unless otherwise required by applicable law or expressly stated in a written agreement with the Company.

PTO Use and Requests

PTO requests should be made as far in advance as possible and must be approved by the employee's supervisor. PTO is paid at the base pay rate and does not include overtime, incentives, commissions, bonuses, or shift differentials. For unexpected needs, notify your direct supervisor as early as possible and on each additional day of absence.

6.8 Bereavement Leave

Full-time employees are entitled to 4 days of paid bereavement leave within the first 7 days after the death of an immediate family member, including: spouse, child (including foster and stepchildren), parent (including legal guardian and stepparent), in-laws, grandparent, grandchild, sibling, and same-sex partner. Additional unpaid time off may be granted at supervisor discretion. California employees: see the California Addendum for expanded bereavement leave requirements under CA AB 1949.

6.9 Family and Medical Leave

Eligible employees may be entitled to up to 12 weeks of unpaid FMLA leave for qualifying reasons including serious health conditions, care for a covered family member, qualifying military exigencies, and birth or adoption of a child. Employees must have worked at least 12 months and 1,250 hours in the prior 12-month period at a covered worksite. Employees must provide 30 days' advance notice when foreseeable and must use accrued PTO concurrently with FMLA leave. Contact the HR Manager with questions. California and Colorado employees: see applicable State Addenda.

6.10 Military Leave

Stafford Crane Group grants unpaid leave for service in the uniformed services in accordance with USERRA and applicable state law, including TUSERRA for Texas employees. Advance notice is required absent military necessity. Employees are eligible for reemployment for up to five years from the start of military leave.

6.11 Jury Duty

Employees called for jury duty must provide a copy of their summons to their supervisor promptly. Employees must report to work on days or partial days when not required to serve. Jury duty pay will be provided as required by applicable state law. Texas employees: exempt employees will receive their full salary for any workweek in which they serve jury duty.

6.12 Workers' Compensation

All job-related accidents or illnesses must be reported to a supervisor immediately. Workers' compensation coverage is provided at no cost to employees. Contact the HR Manager for claim forms and instructions.

6.13 Voting Leave (Arizona Employees)

Arizona employees who do not have sufficient time outside of work hours to vote may be eligible for up to three hours of paid leave to vote on Election Day. Employees must provide advance notice and proof of voting.

6.14 Paid Sick Leave (Arizona Employees)

Stafford Crane Group provides for sick leave through its PTO policy in compliance with the Arizona Earned Paid Sick Time Act. California and Colorado employees: see applicable State Addenda.

6.15 Crime Victim's Leave

Employees who are victims of a crime may be entitled to unpaid leave to attend legal proceedings or obtain protective relief. Employees must provide advance notice and documentation. Accrued PTO may be used. The Company may limit leave that would cause undue hardship. Texas employees: this provision is consistent with Texas Code of Criminal Procedure Art. 56A.

7. Employee Conduct

7.1 Standards of Conduct

The following behaviors, while not exhaustive, may result in disciplinary action up to and including termination:

- Theft or unauthorized possession of property
- Falsification of timekeeping records
- Possession, use, distribution, or sale of alcohol or illegal drugs in the workplace
- Fighting or threatening violence
- Making maliciously false statements about co-workers
- Negligence leading to damage of Company or customer property
- Violation of safety or health rules
- Sexual or unlawful harassment
- Excessive absenteeism
- Unauthorized use of Company equipment or electronic systems
- Unauthorized disclosure of confidential or proprietary information

This policy does not restrict employees' rights to discuss wages, benefits, or working conditions with co-workers as protected under the NLRA.

7.2 Disciplinary Action

Progressive discipline is used to fairly address performance and behavior issues. Steps include coaching, verbal reprimand, written warning, suspension without pay, and termination. Not all steps need be followed; serious violations may warrant immediate termination. Nothing in this process alters the at-will employment relationship.

7.3 Confidentiality

Employees may not disclose confidential or non-public proprietary information, including customer lists, financial data, pricing, trade secrets, or business plans, to any unauthorized individual. Wages and other conditions of employment are not considered confidential information.

7.4 Workplace Violence

Stafford Crane Group strictly prohibits all acts of workplace violence including threats, intimidation, harassment, physical violence, verbal abuse, and aggression. All threats or acts must be reported immediately to a supervisor. Violation may result in immediate termination.

7.5 Drug and Alcohol Policy

General Policy

No employee or individual performing work for Stafford Crane Group is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any Company property, in any Company vehicle, or while on Company business. The use of over-the-counter or legally prescribed drugs is permitted as long as it does not impair job performance or safety. Employees should inform their supervisor if they believe a medication may affect their performance or the safety of others.

Stafford Crane Group will not tolerate employees who report for duty while impaired by alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the HR Manager immediately. In cases where the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action up to and including termination.

Safety-Sensitive Positions

The following positions are designated as safety-sensitive due to the nature of the work performed and the direct risk to employee and public safety that impairment would create:

- All employees working in a Company yard
- All employees working at a jobsite
- All employees who drive Company vehicles

This definition is intentionally broad given the nature of Stafford Crane Group's operations. The Company will exercise discretion in applying consequences as circumstances warrant.

Testing Requirements

Pre-Employment Testing: Pre-Employment Testing: All employees in safety-sensitive positions are required to pass a drug and alcohol test before beginning work in a safety-sensitive role. A negative result is required before the employee may begin safety-sensitive duties.

Random Testing: Random Testing: Safety-sensitive employees are subject to unannounced random drug and alcohol testing on an ongoing basis. Employees are selected through a neutral random process.

Reasonable Suspicion Testing: Reasonable Suspicion Testing: Any employee — regardless of whether their position is designated safety-sensitive — may be required to submit to drug and alcohol testing when a trained supervisor or manager has reasonable suspicion, based on specific observable facts and circumstances, that the employee may be under the influence. Observable signs may include but are not limited to: unusual behavior, slurred speech, impaired coordination, odor of alcohol or marijuana, or other physical indicators of impairment.

Consequences

Any employee who tests positive, refuses to test, or adulterates or substitutes a sample will be immediately subject to discipline up to and including termination at the Company's discretion. The Company will consider relevant circumstances in determining the appropriate response.

In appropriate cases and at the Company's discretion, a return-to-work path may be offered, which may include removal from safety-sensitive duties, suspension, evaluation by a Substance Abuse Professional, and a return-to-duty testing protocol consistent with applicable DOT guidelines. Any such path is offered at the Company's sole discretion and does not create an entitlement to continued employment or reinstatement.

DOT-Regulated Employees

Employees in DOT-regulated safety-sensitive positions (including CDL drivers subject to FMCSA regulations) are subject to the Stafford Crane Group DOT Drug and Alcohol Policy, which is incorporated into this Handbook and supersedes this general policy to the extent of any conflict for those employees. DOT-covered employees are subject to pre-employment, random, post-accident, reasonable suspicion, and return-to-duty testing as required by 49 CFR Part 40.

7.6 Sexual and Other Unlawful Harassment

Stafford Crane Group prohibits discrimination and harassment based on any protected characteristic. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that affects employment, unreasonably interferes with work performance, or creates a hostile work environment. To report harassment or discrimination, contact your supervisor or the HR Manager. All reports will be investigated promptly, thoroughly, and impartially. Retaliation against anyone who reports harassment is prohibited. California employees: see the California Addendum for additional requirements under FEHA and SB 1343.

7.7 Telephone Usage

Company telephones are for Company business. Personal cell phone use during work hours should be kept to a minimum. Long-distance personal calls are prohibited.

7.8 Personal Property

Employees should use discretion when bringing personal property to the workplace. Stafford Crane Group assumes no risk for loss or damage to personal property.

7.9 Use of Company Property

Company property is for business use only. Employees are responsible for the proper care of assigned equipment. The Company may deduct from an employee's paycheck the cost of damages resulting from inexcusable carelessness or neglect, to the extent permitted by law.

7.10 Visitors in the Workplace

Only authorized visitors are permitted on Company premises. Authorized visitors must be escorted and accompanied by a Company representative at all times.

7.11 Computer, Email, and Internet Usage

Company electronic communications systems (ECS) are for business purposes. Prohibited uses include harassment, discrimination, unauthorized software duplication, transmission of confidential information outside the Company, pornography, gambling, and illegal activities. Employees have no right of personal privacy when using Company ECS. Usage may be monitored. This policy does not restrict employees' NLRA rights to discuss wages and working conditions.

7.12 Company Supplies

Only authorized persons may purchase supplies in the name of Stafford Crane Group. No employee may incur expenses on behalf of the Company without express written approval from authorized management.

7.13 Conflict of Interest

Employees must avoid real or apparent conflicts of interest, including situations where personal financial interests or relationships could influence Company business decisions. Employees with potential conflicts must disclose them to management. Violation may result in disciplinary action up to termination.

8. Timekeeping and Payroll

8.1 Attendance and Punctuality

Stafford Crane Group expects regular attendance and punctuality from all employees. All time off must be requested in writing in advance per the PTO policy. If unexpectedly unable to report, employees must notify their supervisor as early as possible and before their scheduled start time. Voicemail is not acceptable except in extreme emergencies; a follow-up call must be made that day. Employees absent more than three consecutive days without contact will be presumed to have voluntarily resigned.

8.2 Timekeeping

Every employee is responsible for accurately recording all time worked using the Company's timekeeping system in use at the time, as directed by their manager. Timekeeping systems may vary by role; employees should use the system applicable to their position. Employees in operator roles should refer to Section 9.3 for the specific timekeeping rules that apply to them.

Non-exempt employees must record the start and end of each meal period and any non-work departures. Absent prior authorization, non-exempt employees may not start or work beyond their scheduled hours. Stafford Crane Group strictly prohibits non-exempt employees from working off the clock for any reason.

Where a manager creates and submits timecards on an employee's behalf, as is the practice for certain operator roles, the employee remains responsible for reviewing their time records for accuracy and notifying their manager daily of any corrections needed. All time records must be reviewed and approved each week by the deadline applicable to the employee's role.

Falsifying, altering, or tampering with time records may result in disciplinary action up to and including termination. Vacation days, sick days, holidays, and absences for jury duty, funeral leave, or military training must be specifically recorded by all employees.

California employees: see the California Addendum for additional daily overtime requirements.

8.3 Paydays

Employees are paid on a bi-weekly basis. If a payday falls on a holiday, employees will be paid on the preceding business day unless state law requires otherwise. Paychecks will not be given to any person other than the employee without written authorization. Texas employees: final pay for involuntary termination is due by the next regular payday; final pay for resignation is due within six days of the employee's last day.

8.4 Payroll Deductions

The Company makes payroll deductions only as permitted by applicable law, including mandatory withholding for taxes and FICA and voluntary deductions for benefits. If you believe an improper deduction has been made, contact the HR Manager immediately.

9. Drivers, Operators, and Company Vehicles

9.1 Company Vehicle Policy

This policy applies to all Stafford Crane Group employees who operate any company-owned or leased vehicle. It is based on the Stafford Crane Group Vehicle Use Agreement (effective June 1, 2025). Failure to comply may result in revocation of vehicle privileges or disciplinary action, including termination. This vehicle authorization may be terminated by Stafford Crane Group at any time.

9.1.1 Vehicle Maintenance and Cleanliness

- Employees are responsible for ensuring the vehicle is regularly maintained, washed, and kept free of dirt and debris.
- Vehicles must be serviced at appropriate intervals by a qualified mechanic. Maintenance expenses are reimbursable only if pre-approved.
- Employees may be asked to swap vehicles; vehicles must be kept in a condition that would not be objectionable to other drivers.

9.1.2 Safe and Legal Operation

- Use of handheld devices while driving is prohibited unless operated through a hands-free system. Texting, emailing, and internet browsing while driving are strictly forbidden.
- All drivers must possess a valid and current driver's license appropriate for the type of vehicle operated. Management must be notified immediately if a license becomes invalid.
- Any traffic citations incurred while operating a company vehicle must be reported to the Company promptly. Employees are financially responsible for any parking or traffic violations incurred while operating a company vehicle.
- All drivers must observe safe driving practices and follow traffic laws at all times. Seat belts must be worn by all vehicle occupants whenever the vehicle is in motion.

9.1.3 Driver Conduct and Responsibilities

- Employees authorize the Company to obtain and review their Motor Vehicle Record (MVR).
- Vehicles must be operated in a manner that does not expose Stafford Crane Group to unnecessary risk or liability.
- Company vehicles may not be used for personal purposes such as family vacations.
- Employees are financially responsible for any parking or traffic violations incurred while operating a company vehicle.
- Any accidents must be reported immediately to the employee's manager. Employees may be held responsible for the insurance deductible if found at fault in an avoidable accident.

9.1.4 Use Restrictions

- Modifications or additions to any company vehicle are prohibited without prior managerial approval.
- Company vehicles may not be loaned to employees not authorized to operate them. Non-employees are strictly prohibited from operating company vehicles.
- Towing of mobile homes or travel trailers using company vehicles is not permitted.
- Vehicles must be parked in safe, legal areas off public roadways when not in use.
- The use of alcohol, controlled substances, or impairing medications before or during vehicle operation is strictly prohibited.
- Transportation of hazardous substances, chemicals, or dangerous goods is not permitted unless authorized and compliant with applicable law.

9.1.5 Company Image and Fuel

Company vehicles are visible representations of Stafford Crane Group. Drivers must operate and park them in a manner that upholds the Company's image. Fuel cards issued by the Company are to be used exclusively for fueling company vehicles for company purposes and may not be used for personal mileage or non-company vehicles.

9.1.6 Monitoring

The Company reserves the right to install cameras or other electronic safety and tracking devices in company vehicles at its discretion. See §9.4 (GPS and Location Tracking).

9.2 Commercial Vehicle and Driver/Operator Policy

This policy applies exclusively to Stafford Crane Group CDL Truck Drivers and Mobile Crane Operators operating commercial vehicles subject to federal and state commercial driver regulations. It does not apply to employees whose only vehicle operation involves non-commercial company vehicles covered under §9.1. Drivers are subject to applicable state and federal minimum standards at all times, and may be subject to enhanced standards when dictated by management or safety-related conditions.

9.2.1 Applicability of Federal Law

State and federal commercial driver regulations apply to the operation of commercial trucks and mobile cranes, including when operating on-site. These regulations do not apply to cranes not registered for driving on public roads, such as rough terrain cranes and crawler cranes. In this section, "Mobile Crane Operators" refers to Stafford mobile crane operators; "Truck Drivers" refers to Stafford truck drivers; "Drivers" refers to both.

9.2.2 Hours Regulations and Exceptions

Drivers are subject to federal hour limitations with the following exceptions: (a) For Truck Drivers, a 7 or 8 consecutive day period may end with the beginning of any off-duty period of 24 or more successive hours (49 CFR §395.1(m), the "Construction materials and equipment exception"); (b) Drivers are exempt from the 30-minute break rule of 49 CFR 395.3(a)(3)(ii).

9.2.3 Driver Logs

Truck Drivers shall keep Written Records of Duty Status (RODs) every day on duty in a log book format compliant with federal regulations. Mobile Crane Operators are not required to keep RODs. This policy exceeds federal requirements as Drivers typically operate under the "short haul" exception (49 CFR §395.1). Stafford does not currently keep ELDs pursuant to the exception of 49 CFR §395.8(a)(1)(iii)(A)(1).

9.2.4 Submittal and Retention of Driver Logs

Drivers shall keep their RODs and supporting documentation for the previous 7 days with them at all times while on duty. Drivers shall submit copies of their RODs from the previous week to the Stafford Safety Director at the beginning of each work week.

9.2.5 Notice to Safety Director

Drivers shall alert the Safety Director of any day in which: (a) the Driver operated beyond a 100 air-mile radius of the normal work reporting location; (b) the Driver worked more than 12 consecutive hours as a Driver; or (c) the Driver had less than 10 consecutive hours off between shifts. When a Driver has triggered this notice three times within a 25-day period, the Safety Director shall take steps to ensure the Driver does not exceed those conditions more than 8 times in a 30-day period.

9.2.6 Inspections

DOT Inspections — Commercial Vehicles Including Mobile Cranes:

- **Pre-Trip Inspections:** Before any commercial vehicle is operated, the Driver must perform a pre-trip inspection and review the last DVIR. If a deficiency was noted on the DVIR, the Driver must sign it to

certify the deficiency has been corrected before operating the vehicle. If a deficiency is found that could impact safety, cause breakdown, or result in a citation, the vehicle shall not be driven until fixed, and a DVIR noting the deficiency shall be prepared and submitted.

- **Post-Trip Inspections:** At the end of each shift, the Driver shall prepare a post-trip inspection and written DVIR for each commercial vehicle driven. If a defect is noted, a copy must be submitted to the designated DVIR depository. If no defect is noted, submission is not required.
- **Annual DOT Inspections:** The Service Manager shall cause annual DOT inspections to be performed by competent personnel and provide reports to the Service Clerk.

OSHA Inspections — Mobile Cranes and Tower Cranes (29 CFR §1926.1412):

- **Pre-Shift Inspections:** Before each shift, the crane operator shall inspect the crane, perform any needed regular maintenance, and sign the Stafford pre-shift inspection form to confirm the inspection has been performed.
- **Monthly Inspections:** The Safety Director shall cause monthly OSHA inspections to be performed by competent personnel.
- **Annual Inspections:** The Safety Director shall cause annual OSHA inspections to be performed by a qualified person. Inspection records shall be gathered and maintained by the Safety Director in accordance with the records retention schedule below.
- **Passenger vehicles** shall be inspected by qualified personnel with each regular maintenance.

9.2.7 Work Orders and Maintenance

Each day the Service Manager or designee shall review DVIRs and inspection reports from the previous day. If deficiencies are noted, a work order shall be prepared through the Company's fleet management and work order system in use at the time. DOT-related repairs are monitored and scheduled by the Service Manager; crane-related repairs are monitored and scheduled by the Safety Director. Both ensure completion by qualified personnel and provide service records to the Service Clerk for entry into the fleet management system.

The Service Manager is responsible for ensuring regular maintenance is performed on all commercial vehicles and mobile cranes on a maintained calendar schedule. Work may be allocated to qualified Stafford employees so long as it does not create overtime; otherwise, work shall be allocated to an approved outside vendor.

9.2.8 Records Retention

- **RODs and basic time records:** maintained for at least six months.
- **DVIR logs:** maintained in vehicles for a rolling three-month period.
- **DVIRs, monthly and annual inspections:** maintained as long as Stafford owns or leases the equipment, or one year, whichever is longer.
- **Work orders and service records:** maintained as long as Stafford owns or leases the equipment, or one year, whichever is longer.

9.2.9 Property Damage

If property damage or personal injury results from an employee's carelessness or neglect, payment for such damage or injury may be deducted from the employee's paychecks unless otherwise waived by Stafford Crane Group.

9.3 Operator Time Card and Start Time Policies

The following rules apply to Tower Crane Operators, Hoist Operators, and Mobile Crane Operators. These rules supplement Section 8.2 (Timekeeping); where these rules are more specific, they govern.

9.3.1 General Time Card Rules — All Operators

Your manager will use the time punches in the Company's timekeeping system to create the timecard on your behalf, to then be submitted for site approval through the Stafford office. This is an exception to the general

employee responsibility described in §8.2; however, you remain responsible for reviewing your punches for accuracy and notifying your manager daily of any corrections needed.

Time punches must be corrected by your manager and approved by 10:00 a.m. every Monday morning for the previous week. This Monday deadline applies to all operators regardless of the timekeeping system in use. Your time punches are exactly what is sent to clients for approval — if you are supposed to start on site at 6:30 a.m., you punch in at 6:30 a.m., not 6:15 a.m. or 6:20 a.m. The system rounds time; if the client does not approve your times, your pay will be corrected and back charged.

Accurately stating your working hours to clients is critical to current and future business relationships. Having to correct and re-send time cards because they were not approved as punched will not be tolerated. Honest mistakes occur, but these occurrences should be kept to the bare minimum.

Prevailing wage jobs: your manager will advise you of any special rules that apply.

9.3.2 Tower Crane and Hoist Operator Start and End Times

- **Tower Crane — Start:** Tower Crane — Start Time: You have up to 30 minutes to climb the tower crane and start your shift inspection before the site requires you to be in the seat ready to operate. You may clock in that early only if you actually begin to climb at that time and use the time for climbing and inspection. Do not clock in 30 minutes early if you can climb the crane in 5 minutes and spend the next 25 minutes in the cab.
- **Tower Crane — End:** Tower Crane — End Time: You have up to 30 minutes to climb down the crane. Gather your things and begin to climb down when the site no longer needs you in the seat. Clock out at the bottom.
- **Hoist — Start:** Hoist Operators — Start Time: If you can clock in when the jobsite opens and conduct the pre-shift inspection (including traveling up and down as needed) before your hoist is needed, do that. If people need to use your hoist immediately at the start, clock in approximately 10 minutes in advance to do your pre-shift inspection.
- **Hoist — Lunch:** Hoist Operators — Lunch: If you take a lunch break outside the hoist, you must clock out for it.

9.3.3 Mobile Crane Operator Timecards

Service Tickets: Service Tickets:

- Every time a mobile crane is used, the operator must complete and submit a service ticket — whether for a Stafford job or a third-party job.
- Service tickets shall be uploaded to the Company's timekeeping system in use at the time, daily as an attachment.
- Service tickets for third-party work should be signed whenever possible. If not possible, the operator must note the reason why it was not possible.

Clock-In and Clock-Out: Clock-In and Clock-Out:

- With one exception (see below), operators shall clock in and out at the Stafford yard or at a jobsite — whichever comes first at the start of the shift and whichever comes last at the end of the shift. Operators shall not clock in or out from home or on the way to or from home.
- If you take a meal break away from the crane, you must clock out for it.
- Exception — Client-Billable Travel Time: The one exception is when an operator starts the day by going straight to the jobsite AND Stafford can charge the client for travel time. The operator's manager will indicate when this exception applies. Otherwise, operators should assume it does not apply. In those cases where Stafford can charge for commute travel time, the start and end times on the daily service ticket must match the clock-in and clock-out times in the Company's timekeeping system. This client-billable exception is separate from and does not affect the Company-paid travel time rules described in §4.3.

Examples of the travel time exception:

- An operator leaves home at 5:00 a.m. to go straight to a jobsite and enters 5:00 a.m. as travel start time on the service ticket — the operator should have clocked in at 5:00 a.m. and not sooner.
- An operator leaves home at 5:00 a.m. to go straight to a jobsite but enters 5:30 a.m. as travel start time on the service ticket — the operator should have clocked in at 5:30 a.m. and not sooner.
- An operator leaves a jobsite at 3:00 p.m. to go straight home, gets home at 4:00 p.m., and the signed service ticket says travel end time was 4:00 p.m. — the operator should clock out at 4:00 p.m. and not later.
- An operator leaves a jobsite at 3:00 p.m. to go straight home, gets home at 4:30 p.m., but the signed service ticket says travel end time was 4:00 p.m. — the operator should clock out at 4:00 p.m. and not later.

Minimum Billing Requirements (Mobile Crane Operators Only): Minimum Billing Requirements (Mobile Crane Operators Only):

- If a job concludes earlier than scheduled resulting in a minimum-hour billing requirement, the operator must promptly contact their manager for further work assignment. The operator shall not log additional hours unless working as directed or the manager authorizes ending the shift. Failure to comply will result in time being adjusted to match time actually spent on the jobsite.
 - Example: An operator arrives on-site at 6:00 a.m. but is turned away, resulting in a 6-hour minimum billing requirement for the customer. The operator cannot go home and log 6 hours on the timecard. Instead, the operator must contact their manager for further direction.
 - Example: Under the same scenario, if the operator travels to San Diego for work after being turned away, arrives at 1:00 p.m., and ends their shift there, the operator's total time for the day is 7 hours, not 13 hours.

Operator timecards must be reviewed by managers for compliance with the above before being approved for payroll. Adjustments to time will be made if appropriate.

9.4 GPS and Location Tracking

The Company may use GPS, in-vehicle cameras, telematics, mobile applications, or other electronic systems to collect location-related information when employees are performing work-related duties and/or operating Company vehicles. This policy applies to all employees who operate Company vehicles, use Company-issued devices, or use Company timekeeping, dispatching, or job management systems.

Tracking may occur when an employee is: operating a Company-owned or leased vehicle; using a Company-issued mobile phone, tablet, or device; using Company timekeeping, dispatching, or job management systems; or clocking in or out through Company applications or systems.

Company vehicle tracking systems will remain active at all times. Employees should not expect privacy when using Company vehicles. Software systems record an employee's location only at the points in time when the employee clocks in and out. Employee location and movement is not otherwise tracked or recorded by any other Stafford application or software on an employee's phone.

GPS and location data may be used for fleet management, verification of work hours and job-site presence, safety monitoring, theft prevention, insurance and regulatory compliance, and internal investigations when relevant. Access is limited to authorized Company personnel.

The Company provides written notice and obtains employee consent prior to collecting GPS or location information. The GPS and Location Tracking Consent Agreement must be signed separately by all applicable employees. This must remain a standalone signed consent — California law requires specific notice and consent for electronic monitoring that cannot be satisfied by a general handbook acknowledgement alone.

State-Specific Addendum — California

This Addendum applies to all employees working in California. It supplements or supersedes corresponding general Handbook provisions where California law imposes greater obligations. In the event of any conflict, this Addendum governs for California employees.

CA-1 PTO Accrual Cap

See §6.7. California Labor Code §227.3 requires that all accrued, unused PTO be paid out upon separation. The general Handbook's year-end forfeiture provision does not apply to California employees. The 1.0x Accrual Cap and reasonable opportunity provisions described in §6.7 govern for California employees.

CA-2 Meal and Rest Breaks

California employees are entitled to: (a) an uninterrupted 30-minute unpaid meal period before the end of the fifth hour of work, and a second 30-minute unpaid meal period before the end of the tenth hour of work; (b) a paid, duty-free 10-minute rest break for every four hours worked (or major fraction thereof), scheduled as near the middle of each work period as practicable; (c) one additional hour of pay at the regular rate (premium pay) for each missed meal or rest break. Meal periods may be waived by mutual consent if the total work period is no more than six hours. Employees must clock out for unpaid meal periods.

CA-3 Overtime

In addition to federal weekly overtime, California requires: (a) 1.5x pay for hours over 8 in a single workday; (b) 1.5x pay for the first 8 hours on the 7th consecutive day of a workweek; (c) 2x pay for hours over 12 in a single workday; (d) 2x pay for hours over 8 on the 7th consecutive day.

CA-4 Bereavement Leave

California AB 1949 (effective January 1, 2023): employers with 5 or more employees must provide eligible employees up to 5 days of bereavement leave for qualifying family members (spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law). Leave need not be consecutive but must be completed within 3 months of the date of death. The general policy's 4-day entitlement is expanded to 5 days for California employees.

CA-5 Anti-Harassment Training (SB 1343)

California employers with 5 or more employees must provide: supervisory employees at least 2 hours of sexual harassment prevention training within 6 months of hire or promotion and every 2 years thereafter; non-supervisory employees at least 1 hour within 6 months of hire and every 2 years. Training must cover harassment based on gender identity, gender expression, and sexual orientation.

State-Specific Addendum — Colorado

This Addendum applies to all employees working in Colorado. It supplements or supersedes corresponding general Handbook provisions where Colorado law imposes greater obligations.

CO-1 PTO Accrual Cap

See §6.7. Under the Colorado HELP Act (C.R.S. §8-4-101 et seq.), earned PTO is treated as wages and may not be forfeited. The general Handbook's year-end forfeiture provision does not apply to Colorado employees. The 1.0x Accrual Cap and reasonable opportunity provisions in §6.7 govern for Colorado employees. All accrued, unused PTO is paid out upon separation.

CO-2 FAMLI Leave

Colorado employees may be eligible for paid leave under Colorado FAMLI (effective January 1, 2024): up to 12 weeks of paid leave (16 in some circumstances) for qualifying events including serious health conditions, new child bonding, military exigencies, and safe leave. Premiums are shared between employer and employee via payroll deductions. FAMLI runs concurrently with FMLA where both apply. Contact the HR Manager for details.

CO-3 Equal Pay for Equal Work Act

Colorado requires that compensation ranges and benefits be disclosed in all job postings for positions that can or will be performed in Colorado. Employees may inquire about, discuss, and disclose their wages.

State-Specific Addendum — Texas

This Addendum applies to all employees working in Texas. Texas generally follows federal employment law. The following provisions are specific to Texas employees.

TX-1 Final Paycheck Timing

For involuntary termination, final pay is due by the next regular payday. For resignation, final pay is due within six days of the employee's last day of work. See §8.3.

TX-2 Jury Duty

Texas law requires employers to pay exempt employees their full salary for any workweek in which they serve jury duty. See §6.11.

TX-3 Military Leave (TUSERRA)

The Texas Uniformed Services Employment and Reemployment Rights Act (TUSERRA) mirrors USERRA and applies to all Texas employers regardless of size. See §6.10.

TX-4 Crime Victim's Leave

Texas Code of Criminal Procedure Art. 56A provides leave rights for crime victims to attend court proceedings. The general provision in §6.15 is consistent with and meets the requirements of Texas law.

TX-5 Local Paid Sick Leave

Austin, Dallas, and San Antonio have each passed local paid sick leave ordinances that have faced legal challenges affecting their enforceability. Confirm the current status with counsel for any Texas city where Stafford Crane Group employees are located.

Employee Acknowledgement of Handbook

By my signature below, I acknowledge the following:

- I have received, read, and understand the Stafford Crane Group Employee Handbook in its entirety, including all policies set forth herein.
- The Handbook includes and governs the following policies, among others: Drug and Alcohol Policy (including DOT Drug and Alcohol Policy for applicable employees); Company Vehicle Policy; GPS and Location Tracking Policy; Operator Time Card and Start Time Policies (Tower/Hoist and Mobile Cranes); Commercial Vehicle and Driver/Operator Policy; Credit Card Policy; Travel Policy; and Background Check Policy.
- I had an opportunity to ask questions about any part of the Handbook that I did not understand.
- The Handbook establishes policies, terms, and conditions governing my employment with Stafford Crane Group, and I agree to abide by them.
- My employment is at-will and may be terminated by me or Stafford Crane Group at any time, with or without cause or advance notice, so long as no federal or state laws are violated.
- This acknowledgement is a condition of my employment with Stafford Crane Group.

I understand that if my position is designated as safety-sensitive as defined in §7.5, I am subject to pre-employment and random drug and alcohol testing as a condition of employment in that role.

Employee:	
Signature: _____	Date: _____
Printed Name: _____	
Employer Representative:	
Signature: _____	Date: _____
Printed Name: _____	Title: _____

Note: The GPS and Location Tracking Consent Agreement must be signed as a separate document by all employees who operate Company vehicles, use Company-issued devices, or use Company systems that collect location data. California law requires this consent to be maintained as a standalone signed document.