

Broadband Telecom Services, Inc.



EMPLOYEE HANDBOOK

REVISED January 2018

WWW.BTSCABLE.COM

Broadband Telecom Services, Inc.

Employee Handbook

THIS MANUAL PROVIDES POLICY AND PROCEDURAL GUIDELINES. IT IS NOT A CONTRACT OF EMPLOYMENT AND DOES NOT LIMIT THE RIGHTS OF BROADBAND TELECOM SERVICES AND ITS EMPLOYEES TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE. ALL EMPLOYEES ARE EMPLOYEES AT WILL. THE POLICIES CONTAINED IN THIS HANDBOOK, AND THE HANDBOOK ITSELF, CAN BE MODIFIED BY BROADBAND TELECOM SERVICES AT ANYTIME, WITHOUT NOTICE, AND WITHOUT WRITTEN REVISION OF THE HANDBOOK. NO EMPLOYEE SHOULD RELY ON ANY PROVISION CONTAINED WITHIN THE HANDBOOK.

Broadband Telecom Services, Inc. was founded by Ben Boutwell in 2003. He founded the company in Texas and has expanded into markets across the nation. Ben and his wife Kerri maintain the corporate office in Fort Worth, Texas and oversee employees in offices in Dallas (TX), San Antonio (TX), Austin (TX), Rio Grande Valley (TX), Oklahoma City (OK), Flint (MI) and teams working nationwide.

About Our Organization

At Broadband Telecom Service, Inc., the foundation of the culture is based on a common value known as: Integrity. This is not just a word used within the company as a point of focus, but the keystone of our infrastructure for existence and the secret to our growth over time with one another, clients, customers, vendors, and the public in general.

The telecommunication industry has seen dramatic changes over the years and progressed forward in "renaissance" tradition to set new goals and reach new heights. We take great pride in having successfully ridden the waves of change and look forward to the future as technology continues to meet Moore's Law (Moore's Law states technology doubles in speed and reduces in size every 24 months) and beyond. Broadband Telecom Services, Inc. continually meets new challenges with the same dedicated focus on providing quality, safety, and value to customers while maintaining total integrity in the process from start to finish on each and every project.

Broadband Telecom Services, Inc. is committed to being the best in the communication service industry. We perform complete quality design, build, installation, operation, and maintenance of municipal, private, and publicly owned co-ax, copper, and fiber broadband networks, data systems,

microwave links, radio systems, uplink/downlink feeds, and direct satellite systems to residential and commercial customers.

Mission Statement

Professional groups of technicians, installers, project managers, estimators, logistic teams, accountants, clerical support, and leadership at Broadband Telecom Services, Inc. (BTS) provide superior customer service and support seven days a week to meet the needs of our clients and their customers.

Vision Statement

- **Live, Work, and Play with Integrity**
- **Achieve and Pursue Excellence**
- **Seek New Horizons**

TABLE OF CONTENTS

SECTION A BTS EMPLOYEE HANDBOOK

SECTION 1 MANAGEMENT PHILOSOPHY **7**

SECTION 1.1 LEADERSHIP TEAM	7
SECTION 1.2 EMPLOYEE RELATIONS	7
SECTION 1.3 EQUAL EMPLOYMENT OPPORTUNITY	7
SECTION 1.4 REASONABLE ACCOMODATIONS FOR EMPLOYEES W/DISABILITIES	8
SECTION 1.5 HARASSMENT	8
SECTION 1.6 EMPLOYEE NON-DISCLOSURE AGREEMENT	8
SECTION 1.7 SOLICITATION AND DISTRIBUTION	10

SECTION 2 EMPLOYMENT POLICIES **10**

SECTION 2.1 INTRODUCTORY PERIOD	10
SECTION 2.2 HOURS OF WORK	10
SECTION 2.3 ATTENDANCE	10
SECTION 2.4 DRESS CODE AND GROOMING	11
SECTION 2.5 WORKING GUIDELINES AND POLICIES	11
SECTION 2.6 CONFLICT OF INTEREST	12
SECTION 2.7 GRATUITIES	13
SECTION 2.8 EMPLOYMENT OF RELATIVES	13
SECTION 2.9 RE-HIRE	13
SECTION 2.10 RESIGNATION / TERMINATION	13
SECTION 2.11 DISCIPLINE PROCEDURE	14
SECTION 2.12 USE OF COMPANY EQUIPMENT	14
SECTION 2.13 USE OF COMPANY VEHICLE	14
SECTION 2.14 USE OF COMPANY CELL PHONE	14
SECTION 2.15 DEFINITIONSS OF EMPLOYEE STATUS	15
SECTION 2.16 BUILDING SECURITY	16
SECTION 2.17 INSURANCE ON PERSONAL EFFECTS	16
SECTION 2.18 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY	16
SECTION 2.19 EXPENSE REINBURSEMENT	16
SECTION 2.20 VISITORS IN THE WORKPLACE	17
SECTION 2.21 PRE-EMPLOYMENT SCREENING	17
SECTION 2.22 REFERRAL BONUS	17
SECTION 2.23 FIDUCIARY RESPONSIBILITIES	17

SECTION 3 COMPENSATION PROGRAM **18**

SECTION 3.1 OVERTIME	18
SECTION 3.2 HOLIDAY PAY	18
SECTION 3.3 TIME SHEETS AND PAY DAYS	19
SECTION 3.4 VACATION /SICK LEAVE / PERSONAL TIME (pto –PAID TIME OFF)	19
SECTION 3.5 ATTENDANCE PHILOSOPHY	19

SECTION 3.6 MILITARY LEAVE	20
SECTION 3.7 BEREAVEMENT LEAVE	20
SECTION 3.8 JURY DUTY	20
SECTION 3.9 PERFORMANCE APPRAISALS	20
SECTION 3.10 BENEFITS	21

SECTION 4 SEXUAL HARASSMENT POLICY **21**

SECTION 5 DRUG AND ALCOHOL TESTING POLICY **23**

SECTION B BTS’S SAFETY MANUAL’S TABLE OF CONTENTS

GENERAL PRACTICES **34**

SECTION B-1 EMERGENCY PREPAREDNESS	34
SECTION B-2 HOUSEKEEPING AND HAZARD PREVENTION	40
SECTION B-3 INDOOR AIR QUALITY	41
SECTION B-4 OFFICE SAFETY	42
SECTION B-5 ERGONOMICS	43
SECTION B-6 MANUAL MATERIAL HANDLING AND STORAGE	45
SECTION B-7 MECHANICAL LIFTING DEVICES	46
SECTION B-8 MOTOR VEHICLE USE AND DEFENSIVE DRIVING	48
SECTION B-9 PERSONAL PROTECTIVE EQUIPMENT	51
SECTION B-10 HEARING CONSERVATION	55
SECTION B-11 HAZARD COMMUNICATION	56
SECTION B-12 SPILL RESPONSE	58
SECTION B-13 LOCKOUT/TAGOUT	59
SECTION B-14 HAND AND PORTABLE POWER TOOLS	61
SECTION B-15 COMPRESSED GASES: GENERAL PRECAUTIONS	64
SECTION B-16 WELDING CUTTING AND BRAZING	67

SECTION C BTS’S SAFETY MANUAL’S TABLE OF CONTENTS

FIELD PRACTICES **70**

SECTION C-1 FIRST AID / CPR	71
SECTION C-2 BLOODBORNE PATHOGENS	71
SECTION C-3 ASBESTOS	72
SECTION C-4 LEAD	76
SECTION C-5 HANTAVIRUS	77
SECTION C-6 HEAT AND COLD STRESS	81
SECTION C-7 RADIOFREQUENCY RADIATION	84
SECTION C-8 DOT FEDERAL MOTOR CARRIER SAFETY REGULATION	85

SECTION C-9 TRUCKS AND TRAILERS	89
SECTION C-10 RUBBER INSULATING GLOVES	90
SECTION C-11 FOREIGN VOLTAGE DETECTORS	92
SECTION C-12 B-TEMPORARY BOND	93
SECTION C-13 WORK AREA PROTECTION	94
SECTION C-14 FALL PREVENTION SYSTEMS	99
SECTION C-15 APPROACH DISTANCES	100
SECTION C-16 POLE CLIMBING	101
SECTION C-17 AERIAL LIFTS	103
SECTION C-18 EXTENSION AND COMBINATION LADDERS	107
SECTION C-19 STEP LADDERS	114
SECTION C-20 ROLLING LADDERS	115
SECTION C-21 WORKING ON ROOFTOPS	117
SECTION C-22 ANTENNA TOWER WORK	118
SECTION C-23 UTILITY HOLES	120
SECTION C-24 PUMPING WATER	122
SECTION C-25 AIR TESTING EQUIPMENT	123
SECTION C-26 ACCESS TO OUTSIDE PANT EQUIPMENT ENCLOSURES	125
SECTION C-27 PERMIT REQUIRED CONFINED SPACES	126
SECTION C-28 PROPANE AND OPEN FLAME USE	128
SECTION C-29 BATTERIES	130
SECTION C-30 TOOLS AND MOTOR VEHICLE INSPECTIONS	132
SECTION C-31 WORK OBSERVATIONS	133
SECTION C-32 FIBER AND WIRE ROPE	134
SECTION C-33 FIBER OPTICS	135
SECTION C-34 CUSTOMER PREMISES ISSUES	136
SECTION C-35 BURIED PLANT	138
SECTION C-36 ENCAPSULANTS	140
SECTION C-37 WATER AND ICE SAFETY	141
SECTION C-38 ILLUMINATION/WORK AFTER DARK	142

MANAGEMENT PHILOSOPHY

1.1 OUR LEADERSHIP TEAM

Your Supervisor, Manager, and President are vital members of the Broadband Telecom Services, Inc. leadership team. They are your immediate points of contact. Their first responsibility is to represent Broadband Telecom Services, Inc. to you and to Broadband Telecom Services, Inc. They will gladly answer your questions, and if they do not know the answers, they will make sure that you get a prompt and correct response.

You should feel free to go to them with questions. The most important communications on the job is the “one-to-one” interaction with your supervisor. When you have questions about your job or employment policies, we encourage you to speak with your supervisor. Your supervisor will provide you with the help you need to do a good job.

Give your leadership team every opportunity to use their experience and knowledge to help you succeed in your job. You will find them friendly, cooperative, and eager to answer your questions, to assist you as much as possible.

1.2 EMPLOYEE RELATIONS

We are committed to maintaining a high level of trust with our employees. We are dedicated to:

- Treating our employees fairly
- Maintaining open lines of communications between supervisors and employees
- Respecting the needs of each individual employee
- Providing a combination of pay benefits, safe working conditions and a work environment that are competitive and affordable
- Training employees so that we can keep up changes with technology that affect the business

The fundamental relationship at Broadband Telecom Services, Inc. is between the employee and their supervisor or other members of the management team. You can talk to us; we can talk to you; and we want to keep it that way. We believe that any problem that might develop within this relationship, or in the workplace itself, can best be resolved by working together, without the interference of outsiders.

All members of the leadership team understand the importance of communication and making themselves available to resolve problems. We believe in resolving problems before they grow into major problems.

1.3 EQUAL EMPLOYMENT OPPORTUNITY

We are an equal opportunity employer. It is our belief that all persons regardless of their creed, color religion, national origin, ancestry, physical or mental disability, sex, sexual orientation or pregnancy status, marital status, unfavorable military discharge, age, status with regard to public

assistance or activity in a local commission are entitled to equal employment opportunity. At Broadband Telecom Services, Inc. any form of discrimination or racial or sexual harassment will not be tolerated.

Job applicants are judged solely on the basis of their ability to perform the job. Likewise, opportunities for advancement are based solely on the individual's job performance, training and/or seniority. Broadband Telecom Services Inc. will not implement policies, programs, practices or procedures prohibited by law with respect to recruitment, selection, placement, promotion, wages, benefits or any other terms of conditions of employment.

If you feel that you have been subjected to discrimination or sexual harassment you should immediately bring this to the attention of your immediate supervisor or any member of the leadership team. They will take immediate action to investigate the matter. If, however, your supervisor (or any member of the leadership team) fails to resolve this matter, or personally engages in such discrimination or harassment, you should contact the HR Director or President. All employees are responsible for understanding, adhering to and strictly enforcing the equal employment opportunity policy.

1.4 REASONABLE ACCOMMODATIONS FOR EMPLOYEES WITH DISABILITIES

Broadband Telecom Services, Inc. will provide reasonable accommodations to employees with disabilities to enable them to perform the essential job functions of their job and to enjoy equal benefits privileges of employment. Any employee who feels that he/she requires and accommodation in order to perform the essential functions of his/her job may request that an accommodation be made. The request should be submitted to your immediate supervisor. It is the employee's responsibility to inform management as soon as possible of the need for an accommodation due to disability.

1.5 HARASSMENT

It is the policy of Broadband Telecom Services Inc., to provide a workplace free of all improper or unlawful harassment of employees by other employees or customers. Such harassment includes unwelcome sexual advances, slurs, jokes and comments concerning creed or racial background, sexual orientations, and religious beliefs. Any employee who believes he/she is the victim of harassment should immediately report the matter to his/her supervisor, manager or President.

1.6 EMPLOYEE NON-DISCLOSURE AGREEMENT

As a condition of employment with Broadband Telecom Services Inc., it is agreed that in no event will an employee appropriate for personal use, disclose to third parties, or duplicate, for any reason, information or materials which are the property of Broadband Telecom Services, Inc. and/or any customer of Broadband Telecom Services Inc., Inc. except when directed to do so by Broadband Telecom Services in the performance of assigned duties as an employee of Broadband Telecom Services, Inc. The term "**Confidential Information**" means any data or information and documentation that is valuable to Broadband Telecom Services Inc., and not generally known to the public, including but not limited to:

- Financial information, including but not limited to earnings, assets, debts, prices, fee structures, volumes of purchases or sales, or other financial data, whether relating to Broadband Telecom Services generally, or to particular products, services, geographic areas or time periods;
- Supply and service information, including but not limited to information concerning the goods and services utilized or purchased by Broadband Telecom Services Inc., the names and addresses of suppliers, terms of supplier service contracts, or of particular transactions, or related information about potential suppliers, to the extent that such information about potential suppliers, to the extent that such information is not generally known to the public, and to the extent that the combination of suppliers or use of particular suppliers, though generally known or available, yields advantages to Broadband Telecom Services, the details of which are generally known;
- Marketing information, including but not limited to details about ongoing or proposed marketing programs or agreement by or on behalf of Broadband Telecom Services Inc., marketing forecasts, results of marketing efforts or information about impending transactions;
- Personnel information, including but not limited to employees' personal or medical histories, compensation or other terms of employment, actual or proposed promotions, hiring, resignations, disciplinary actions, terminations or reasons therefore, training methods, performance or other employee information; and
- Customer information, including but not limited to any compilations of past, existing or prospective customers, customer proposals or agreements between customer and Broadband Telecom Services Inc., status of customer accounts or credit, or related information about actual or prospective customers.

As a further condition of employment by Broadband Telecom Services Inc., each employee agrees to keep confidential all information and materials which have, for any reason, come into the possession of the employee of Broadband Telecom Services Inc., which belong to Broadband Telecom Services, Inc. This requirement remains in effect as long as the information remains confidential. Upon termination, these materials must be returned with all equipment, keys and other Broadband Telecom Services Inc. property.

It is recognized that all work product, including such items as reports, software, manual inventions, programs, and designs developed by and for Broadband Telecom Services Inc. remain solely the property of the Company and do not inherently carry a promise of any additional compensation by contract wages or other payment method.

1.7 SOLICITATION AND DISTRIBUTION

Solicitation by an employee of another employee is prohibited while either the person doing the soliciting or the one being solicited is on work time. Solicitation by non-employees on the Company premises is prohibited at all times and should be immediately reported to a member of the leadership team. Check with HR Director before distributing or posting information on Company premises.

SECTION 2

EMPLOYMENT POLICIES

2.1 INTRODUCTORY PERIOD

The first ninety (90) days of your employment is considered an introductory period. If applicable, a certified copy of your driving record along with a criminal background check will be obtained to verify your driving status and your Social Trace Status. Also during this introductory period your supervisor will have an opportunity to observe your ability to do the job in such areas as: successful completion of training programs and your ability to consistently adhere to policies and procedures.

Your supervisor will evaluate your performance periodically during the introductory period to keep you apprised of your progress. When you successfully complete the introductory period, you will become eligible for Paid Time off (PTO).

2.2 HOURS OF WORK

The normal work week will be Monday thru Sunday, with a one (1) hour unpaid lunch break each day, and one (1) fifteen (15) minute break during each four (4) hour work period. The normal workday and work schedules could change based on our need to serve our customers. Broadband Telecom Services, Inc. is under contract to provide services to several telecom companies seven (7) days per week. The work schedule may vary between departments. Your supervisor will discuss your schedule with you. If changes in the schedule or work day or work week become necessary, you will be notified by your supervisor and provided a reasonable time period to adjust to the new schedule.

2.3 ATTENDANCE

Our relationship is one of interdependence, you depend on us for employment, and we depend on you to get the work done. The work you do fits in with the work done by your fellow workers. Anytime we cannot plan in advance for your replacement because you are late to work or do not report to work, we have difficulty providing quality and timely service to our customers. It is important that you report to work each day and be at your workplace ready for work at your scheduled starting time. Unscheduled absences must be avoided. Tardiness must be avoided. Unscheduled tardiness and absenteeism cannot be tolerated and may be subject to disciplinary action including a delay in a pay increase, a pay decrease, no pay increase, and/or placement on

progressive discipline up to and including termination of employment. After three (3) consecutive days of absence, a note from your physician will be required before you may return to work. This policy is necessary because Broadband Telecom Services, Inc. must ensure continuous uninterrupted service to our customers.

It is your responsibility to report your absence or tardiness to work to your supervisor at least one hour before the start of your workday. You should call your supervisor every day of your absence from work by one hour before the scheduled work time. If you do not report for work and the Company is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll. Note: Voicemails and/or text messages are not acceptable forms of communication about work absences.

It is your obligation to keep the Human Resource/Payroll department advised of changes in your marital status, telephone number, home address, financial institutions, changes in driver (driver's license) status and other personal data required by the Company.

2.4 DRESS CODE AND GROOMING

Broadband Telecom Services, Inc. success depends largely upon our image in the community. As a representative of Broadband Telecom Services, Inc. we want you to make a good impression upon our customer, visitors and fellow employees. You are expected to always be neat, clean and to use good judgment in all manners of dress and grooming. Shirts and hats are provided for field personnel so that our customers can easily identify our team.

Dress code for field personnel includes:

- Company shirt (clean pressed, tucked in)
- Clean work boots (or safety shoes with approved defined heel)
- Khaki, gray or denim pants (no holes or stains)
- Facial hair must be trimmed and maintained
- Approved headwear (Company or Channel sponsored hats only)
- No visible body piercings

Appropriate office attire includes denim, sweatshirts, sweaters, shirts, and blouses. Unacceptable clothing includes: negative statements, skin-tight or revealing attire, shorts or torn/ripped clothing. It is understood that accommodations due to medical reasons may be appropriate. These should be discussed and cleared with your supervisor prior to wearing at work.

2.5 WORKING GUIDELINES AND POLICIES

There are certain standards of behavior you must observe. The following general policies are necessary for the reasonable and proper conduct of our business:

- Employees must adhere to established policies and procedures in each department and throughout the Company
- Employees must use proper equipment, tools and supplies
- Employees must not steal from the Company or its Customers
- Employees must respect the rights of other employees

- Employees must report any employee violations of the law while employed with Broadband Telecom Services, Inc. to their immediate supervisor.

The following are some specific examples of the types of violations, which may lead to disciplinary action up to and including termination:

- Rudeness to customers
- Illegal connection of cable services
- Disregard for established safety regulations
- Excessive tardiness and absenteeism
- Mishandling of Company funds
- Destruction or misuse of Company property
- Disorderly conduction (i.e. fighting, verbal threats, assault of any kind)
- Falsification of Company records including your timesheet
- Incompetence and inefficiency
- Unauthorized possession or use of illegal substances or intoxicants or other violations of the Company Substance Abuse Policy
- Unauthorized use of company vehicles, tools or resources
- Carrying weapons of any kind
- Theft
- Misrepresentation of Broadband Telecom Services, Inc.'s policies or image
- Sexual harassment
- Insubordination

These examples are in no way intended to include all types of conduct which may lead to disciplinary action, up to and including termination. Employment is at will and may be terminated by either employer or employee, with or without cause at any time.

2.6 CONFLICT OF INTEREST/ OUTSIDE EMPLOYMENT

Employees may not engage in outside employment related to his or her regularly assigned job with Broadband Telecom Services, Inc. or with a competitor of Broadband Telecom Services, Inc. All temporary and ongoing outside employment must be approved, in advance, by your supervisor or manager.

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with Broadband Telecom Services, Inc. Unless an alternative work schedule has been approved by Broadband Telecom Services, Inc. employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

Broadband Telecom Services, Inc.'s office space, equipment and materials are not to be used for outside employment.

2.7 GRATUITIES

No employee may accept a gift or gratuity greater than \$25.00 from any vendor, supplier, customer or any other person doing business with Broadband Telecom Services, Inc., as it may give the appearance or influence regarding his or her business decisions.

2.8 EMPLOYMENT OF RELATIVES

The Company may employ relatives. However, supervision of one another is undesirable.

2.9 RE-HIRE

Employees who voluntarily resign their employment and later express interest in available positions may be considered for employment in the same fashion as other candidates for the position. If Broadband Telecom Services, Inc. hires former employees they must meet the same benefit eligibility requirements as a new employee. A supervisor or manager will advise re-hired employees of any benefits that would be impacted by their previous accrued time with Broadband Telecom Services, Inc.

2.10 RESIGNATION/TERMINATION

You are asked to give your supervisor two (2) weeks notice of your intention to leave Broadband Telecom Services, Inc. If you are absent for two (2) consecutive workdays without calling, you will be considered to have voluntarily resigned, unless notifications is proven to have been impossible.

Broadband Telecom Services, Inc. holds each of its employees to certain work rules and standards of conduct. When an employee deviates from these rules and standards, Broadband Telecom Services, Inc. reserves the right to terminate said employee's employment.

Though committed to a progressive approach to corrective action, Broadband Telecom Services, Inc. considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of company property, being on company property during non-business hours, the use of company equipment and /or company vehicles without prior authorization by Executive Staff, untruthfulness about personal work history, skills or training, divulging Company business practices, and misrepresentations of Broadband Telecom Services, Inc. to a customer, a prospective customer, the general public or an employee.

All Broadband Telecom Services, Inc. property, including tools, keys, uniforms, telephones, vehicles, customer ID badges, credit cards, computer equipment, proprietary information and supplies, etc. must be returned prior to termination of employment, if your equipment is not turned in completely and in good working order you may incur a chargeback.

2.11 DISCIPLINE PROCESS

Broadband Telecom Services, Inc. has a progressive correction action plan that consists of verbal, written, suspension, and ultimately termination. This course of action is recommended, however is not mandatory if an employee has an egregious violation of Broadband Telecom Services, Inc. policy or procedure employee's action could result in termination.

2.12 USE OF COMPANY EQUIPMENT

All Broadband Telecom Services, Inc. equipment, including tools, keys, uniforms, telephones, vehicles, customer ID badges, credit cards, computer equipment, proprietary information and supplies, etc. is for use in the normal course of business only. Any unauthorized use of company equipment or supplies will result in disciplinary action and depending on the degree of unauthorized use could result in termination.

2.13 USE OF COMPANY VEHICLE

Many employees are required to drive Company vehicles in the course of their daily work. In those cases, maintenance of a valid driver's license is a condition of employment. Loss of or a restriction of driving privileges must be reported to your supervisor immediately. You are also required to maintain a driving record that will not increase the Company's insurance premiums. We will do a periodic check with the Department of Motor Vehicles on all employees who are required to drive a Company vehicle as part of their job. Employees who are required to drive a Company vehicle, and who do not have a valid driver's license will be subject to disciplinary action including termination of employment. An employee is required to keep their vehicle clean and report and mechanical problems before they become serious. Employees are expected to maintain and inspect their vehicles daily to include, oil changes, fluid checks, light and blinker operation and air pressure in tires. A daily routine check can prevent expensive repairs and maintain the life of the vehicle and the driver's safety.

- **Broadband Telecom Services insurance policies prohibit non-employee passengers in Company-owned vehicles. Company vehicles are for business use only. You should not use a Company vehicle for personal use. Please review the Company's vehicle usage policy prior to driving a Company vehicle.**

2.14 USE OF COMPANY CELL PHONES

Broadband Telecom Services, Inc. telephones are intended for use of serving our customers and in conducting Company business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found deviating from this policy, he/she will be subject to disciplinary action.

- When using a cellular phone in a vehicle, keep these safety tips in mind:
 - Know the law, each driver must know and follow the laws in all cities (no cell phones, hands-free devices, etc.).
 - Speaker or hands-free devices should be used when driving.
 - Keep both hands on the wheel, if you have a need to handle your phone pull over safely and respond with your phone.
 - Always keep attention on your driving. Conversation is secondary to your focus on driving safely.
 - No Texting while driving

2.15 DEFINITIONS OF EMPLOYEES STATUS

“EMPLOYEES” DEFINED

An “employee” of Broadband Telecom Services, Inc. is a person who regularly works for Broadband Telecom Services, Inc. on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of Broadband Telecom Services, Inc. in the performance of their duties.

EXEMPT

- Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

NON-EXEMPT

- Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

REGULAR FULL-TIME

- Employees who have completed the 90-day introductory period and who are regularly scheduled to work more than 32 or more hours per week.

REGULAR PART-TIME

- Employees who have completed the 90-day introductory period and who are regularly scheduled to work less than 32 hours per week.

TEMPORARY (FULL OR PART-TIME)

- Those whose performance is being evaluated to determine whether further employment in a specific position or with the Company is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Company’s benefit programs.

2.16 BUILDING SECURITY

All employees who are issued keys to the office are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office at the end of the business day assumes responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and /or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on Company property after hours without prior authorization from Executive Staff.

2.17 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office or in fleet vehicles. Broadband Telecom Services, Inc. assumes no risk for any loss or damage to personal property.

2.18 SUPPLIES; EXPENDITURES; OBLIGATING THE COMPANY

Only authorized persons may purchase supplies in the name of Broadband Telecom Services, Inc. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Broadband Telecom Services, Inc., or bind Broadband Telecom Services, Inc. by any promise or representation without written approval.

2.19 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements under \$25.00 will be included in the employee's next regular paycheck. An example of such an expense would include mileage. If the amount is more than \$25.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms should be turned in to Accounts Payable/Payroll Department and must include original receipts. A per diem of \$25 will be paid for meals and incidentals expenses for employees traveling more than 50 miles from home with an overnight stay.

Mileage will be reimbursed in compliance with the IRS mileage rate for the GSA contract.

2.20 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities at Broadband Telecom Services, Inc. only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must be approved by the supervisor.

2.21 PRE-EMPLOYMENT SCREENING

References and Background Checks

Multiple reference and background checks will be conducted. It is imperative to the success of the Company that we investigate employee backgrounds due to contractual agreements with customers.

We rely on accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

Background and Drug Check Process

The Company has a five (5) tiered system to test and check applicants for employment:

1. National Criminal Background Check
2. Personal Information and Residency History Check
3. County Court Search – events, judgments, or court dates pending, dismissed cases
4. DMV Check (renewed annually)
5. Drug Test (random and re-tested annually)

2.22 REFERRAL BONUS

Broadband Telecom Services, Inc. recognizes that some of our best employees were referred by other employees. We encourage you to refer qualified friends, family and acquaintances to Broadband Telecom Services, Inc. As a reward, upon the referred employee completing 30 work days of production (not training) with Broadband Telecom Services, Inc. the referring employee will receive a \$250 bonus. The employee referring a candidate must be report it through the website (BTS Team Resources) within the first week of employment with BTS. After the first week of working with BTS it is too late to claim the new employee as a referral.

2.23 FIDUCIARY RESPONSIBILITIES

Employees collect payments for services and are responsible for collected funds until they are turned into the system office.

C.O.D. – If cash is lost, the amount will be deducted from employee's paychecks

Checks - if checks are lost, the employee is responsible for the cancellation fee which will be deducted from the employee's paycheck.

SECTION 3 COMPENSATION PROGRAM

3.1 OVERTIME

On occasion, some overtime will be required to meet the service needs of our customers. Sometimes when overtime is required, your supervisor will solicit volunteers from qualified employees. Priority will be given to those employees with the least amount of overtime in the prior quarter. Whenever overtime work exists and there are an insufficient number of volunteers, the supervisor will assign employees to work overtime. In these instances, we will try to give you as much advance notice as possible. Every attempt will be made to assign overtime as equitable as possible. If a supervisor asks an employee to work overtime, the employee is expected to comply. All overtime hours must be approved in advance by your supervisor or disciplinary action may occur up to and including termination.

Overtime pay compensates non-exempt employees who must work longer than forty (40) hours per week. Exempt employees do not qualify for overtime.

Overtime will be paid at one and one-half (1-1/2) times the regular rate for all time worked over forty (40) hours per week.

Paid Time off (PTO), company recognized paid holidays and personal days are included when calculating hours worked. However, overtime will not be paid on non-work hours including PTO and jury duty.

3.2 HOLIDAY PAY

Broadband Telecom Services, Inc. recognizes the following holidays for all full-time employees:

- Thanksgiving Day
- Christmas Day

An employee who works any one of the two (2) designated company holidays will be paid time and a half for all hours worked on that holiday. All employees will be paid holidays after ninety (90) days service.

Payment for holidays will be based on your set hourly wage only for eight (8) hours.

Due to the nature of our business, we sometimes operate seven (7) days a week, twenty-four (24) hours per day in order to provide service to our customers. You may anticipate to be scheduled to work on a Company designated holiday.

You must work the full scheduled workday before and after the holiday to be eligible for holiday pay, except pre-approved vacation, illness (with appropriate evidence from a physician), jury duty, military or bereavement leave.

3.3 TIME SHEETS AND PAY DAYS

Your time sheet is your bill to the Company for the hours you work. All non-exempt employees are required to complete a daily time sheet or electronically clock in/out. Your time sheet must accurately reflect your hours so that your pay will be calculated correctly. Your paycheck could be delayed if you do not correctly complete your time sheet. You will receive your paycheck through direct deposit every other Friday.

3.4 VACATIONS/SICK LEAVE/PERSONAL TIME (PTO – PAID TIME OFF)

To be eligible for sick/vacation time, which will be known as PTO (Paid Time Off), you must be a regular, full-time employee (regularly scheduled for 32 hours or more per week). After a full time new employee's 90 day introductory period has passed they are eligible for 16 hours of sick time per year.

Vacation PTO Awarded after one full year of service:

- 1st Year Service – 5 days (40 hours) PTO
- 3rd Year Service – 10 days (80 hours) PTO
- 6th Year Service – 15 days (120 hours) PTO

PTO is paid as hours actually worked. If you are on a production compensation rate you will receive your PTO at the designated base rate, and if you are a non-production hourly employee your PTO will be your normal hourly rate of pay.

In order to receive your PTO, you must request your time off through the website www.btscable.com at least two (2) weeks in advance and must be approved by your immediate supervisor.

PTO not utilized in one calendar year will not carry forward to the next calendar year. Earned PTO cannot be taken before it is earned and approved. Upon termination, unused earned PTO will not be paid.

3.5 ATTENDANCE PHILOSOPHY

Broadband Telecom Services, Inc. recognizes there are occasions when you may be too ill to work. No PTO will be paid during your ninety (90) day introductory period. However, you must notify your supervisor of your illness in advance of the start of your workday. You must notify your supervisor of your illness on every day of your illness. If requested, you must be ready to present proof of your illness. For your protection you will be required to present a doctor's statement to return to work for any absence of three (3) or more consecutive days. Your supervisor will not approve the payment of PTO leave under the following situations (does not apply to approve Family and Medical Leave Act plans):

- The absence is due to the illness of a family member other than you or your child
- The employee has used all of their PTO
- The employee has given notice of their intent to terminate employment

3.6 MILITARY LEAVE

If you enter the military service, you are eligible for an unpaid military leave of absence. Present your supervisor with a copy of your service papers as soon as you receive them. Broadband Telecom Services, Inc. complies with all the Uniformed Services Employment and Reemployment Rights Act (USERRA), guidelines.

3.7 BEREAVEMENT LEAVE

When a death occurs in your immediate family, regular full-time employees will be allowed up to three (3) unpaid days off to arrange and attend the funeral. The immediate family includes: spouse, child, parent, parent-in-law, step parents, step child, grandparents, great grandparents, brothers and sisters.

Employees on vacation or a paid leave of absence are entitled to bereavement leave. Proof of the necessity of bereavement leave may be required from any employee.

3.8 JURY DUTY

Should you be called to perform civic duty by serving on a jury panel, you will be granted a leave of absence for up to thirty (30) days. Present your supervisor with a copy of your jury duty papers as soon as you receive the notification.

3.9 PERFORMANCE APPRAISALS

Our performance review program gives you an opportunity to sit down with your supervisor and review how your work has progressed. The performance review is an evaluation of metrics based on your duties and responsibilities. It is also a planning session where you and your supervisor establish a plan for how to improve and/or maintain your level of performance, and to establish mutual goals for the future.

You will receive a performance review at the end of your ninety (90) day introductory period, and at a minimum of one (1) review per calendar year. Non-supervisory employees will have a minimum of one (1) performance review every twelve (12) months on their anniversary.

3.10 BENEFITS

Benefits are available for purchase after ninety (90) day introductory period.

SECTION 4
BROADBAND TELECOM SERVICES, INC.
SEXUAL HARASSMENT POLICY

Broadband Telecom Services, Inc. is committed to provide a work environment which is free from sexual harassment for both employees and customers. Each and every employee is responsible for assuring that they do not engage in sexual harassment or any conduct which could be viewed as sexual harassment.

Sexual Harassment includes:

- Unwelcome sexual advances
- Unwelcome requests for sexual acts or favors
- Other verbal or physical conduct that has the purpose or effect or unreasonable interfering with the individual's work performance by creating an intimidating, hostile or offensive working environment

Examples of sexual harassment include but are not limited to the following; unwanted sexual comments or suggestions, unwanted touching, brushing against, any indication, expressed or implied, that the employee's job security may depend on the granting of sexual favors to any other employee, supervisor, manager or officer of the Company.

Any employee, who believes he or she has suffered sexual harassment by any other employee, including managers and coworkers, or by any guest or visitor, must bring the problem to the attention of any of the following:

- The President
- The HR Director
- The Office Manager, or your immediate supervisor
- The Location Manager

The complaint does not have to be in writing. However, it is helpful if details such as dates, times, places or witnesses can be provided in writing.

All complaints will be investigated promptly under the supervision of one of the above named individuals. The identity of the individual making the complaint as well as the identity of the individual accused of sexual harassment will be kept strictly confidential. Information regarding the charge of sexual harassment and the investigation of that charge will not be made known to anyone who is not directly involved either as a party, a witness or an investigatory person. Witnesses interviewed will be provided only such information as is necessary to illicit from them their observations and other relevant information.

Sexual harassment is a serious offense and any employee found to have engaged in such conduct is subject to severe discipline, including termination.

EMPLOYEE RESPONSIBILITY

Employees are expected to conduct themselves in accordance with the Sexual Harassment policy and to assist managers and investigatory personnel in maintaining a working environment free from sexual harassment. Employees who observe others involved in such actions should advise the offending party of the seriousness of their actions and of Broadband Telecom Services, Inc.'s commitment to enforce this policy. If the offensive behavior continues, it should be reported to the above named persons.

SECTION 5
BROADBAND TELECOM SERVICES, INC.
DRUG AND/OR ALCOHOL TESTING POLICY

1. **Purpose.** The purpose of this policy is to provide written guidelines in compliance with applicable Texas Statutes for requesting or requiring employees to undergo drug and/or alcohol testing. Broadband Telecom Services, Inc. prohibits the possession, consumption, sale, transfer or being “under the influence” of alcohol or illegal drugs during work hours. The Policy provides guidelines for consistent handling through the Company of alcohol and drug abuse occurrences.
2. **Scope.** This Policy applies to all applicants for employment and to all employees including contract and temporary employees. The Policy is applicable at Broadband Telecom Services, Inc. facilities or whenever Broadband Telecom Services employees are performing Broadband Telecom Services, Inc. business.
3. **Definitions.** For purposes of this drug and/or alcohol testing policy, the following terms shall have the meanings ascribed to them:
 - A. *Commissioner.* “Commissioner” means Commissioner of Texas’s Department of Health.
 - B. *Confirmatory Test and confirmatory Retest.* “Confirmatory Test” and “Confirmatory Retest” means a drug or alcohol test that uses a method of analysis approved by the Commissioner as being reliable for providing specific data as to the drugs, alcohol or their metabolites detected in an initial screening test;
 - C. *Drug.* “Drug” means a controlled substance as defined in Texas, Stat § 152.01, Sub. 4;
 - D. *Drug and Alcohol Testing.* “Drug and Alcohol Testing” and “Drug and Alcohol Test” means analysis of a body component sample approved by the Commissioner, including blood, breath and urine, for the purpose of measuring the presence or absence of drugs, alcohol or their metabolites in the sample tested;
 - E. *Employee.* “Employee” means a person, independent contractor who performs services for compensation, in whatever form for Broadband Telecom Services, Inc. or a subsidiary thereof;
 - F. *Safety Sensitive Position.* “Safety Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person;
 - G. *Employer.* “Employer” means Broadband Telecom Services, Inc. and/or subsidiary thereof acting through its CEO Ben Boutwell or a designee of the CEO;
 - H. *Initial Screening Test.* “Initial Screening Test” means a drug and/or alcohol test which uses a method of analysis approved by the Commissioner as being capable of providing data as to the general classes of drugs, alcohol or their metabolites;
 - I. *Positive Test Results.* “Positive Test Results” means finding by a laboratory of the presence of alcohol, drugs or their metabolites in a sample tested in levels at or above the threshold detection levels set by the Commissioner.
 - J. *Reasonable suspicion.* “reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts;

- K. *Under the Influence.* “Under the Influence” means having the presence of a drug or alcohol at or above the level of a Positive Test Result;
 - L. *Drug Paraphernalia.* “Drug Paraphernalia” has the meaning set forth on Texas Statutes;
 - M. *Valid Medical Reason.* “Valid Medical Reason” means:
 - i. Written prescription, or an oral prescription reduced to writing, which satisfies the requisites of Texas Stat. §152.11, and names the Employee as the person for whose use it is intended;
 - ii. The drug was prescribed, administered and dispensed in the course of professional practice by and or under the direction and supervision of a licensed doctor, as described in Texas Stat. §152.12;
 - iii. The drug was used in accordance with the terms of the prescription; and
 - iv. Over-the-counter medication was used in accordance with the terms of the product’s directions.
 - N. *Working Days.* “Working Days” for purposes of this Policy shall be defined as Sunday through Saturday;
 - O. *Job Applicant.* “Job Applicant” means a person, independent contractor or person working for an independent contractor who applies to become and Employee of Broadband Telecom Services and/or subsidiary thereof, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.
4. **Non-Discrimination.** Consistent with its general policy against discrimination, Broadband Telecom Services, Inc. recognizes that disabled individuals should be protected from discriminatory treatment. Under Texas law, a disabled person is someone who has a medical or physiological condition which materially impairs major life activities. However, under Texas law, disability does not include any condition resulting from alcohol or other drug abuse which prevents a person from performing essential functions of this/her job or which creates a direct threat to property or to the safety of individuals.
5. **Work rules/Prohibitions.**
- A. No employee or contractor shall be under the influence of any drug or alcohol while the employee or contractor is working or while the employee or contractor is on the Employer’s premises or operating the Employer’s vehicles, machinery or equipment, except upon prior approval by the Employer, pursuant to a valid medical reason.
 - B. No employee or contractor shall use, possess, manufacture, distribute, dispense, sell or transfer drugs, alcohol or drug paraphernalia while the employee or contractor is working on or while the employee or contractor is on the Employer’s premises or operating the Employer’s vehicles, machinery, or equipment, except pursuant to a valid medical reason.
 - C. No employee or contractor, while on duty, shall engage or attempt to engage or conspire to engage in conduct which would violate any law or ordinance concerning drugs or alcohol, regardless of whether a criminal conviction results from the conduct.
 - D. An employee or contractor shall notify the Employer in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than

five (5) working days after such conviction. The Employer shall notify the appropriate federal agency of such conviction within ten (10) working days of receiving notice from the employee.

- E. When an Employee or contractor is taking drugs pursuant to a valid medical reason which may alter job performance, the employee is under an affirmative duty to notify the appropriate supervisor of his/her temporary inability to perform the job duties of his/her position.

6. Alcohol and Drug Testing.

- A. *Notices.* In order to carry out Broadband Telecom Services, Inc. commitment to an alcohol and drug free workplace, Broadband Telecom Services, Inc. reserves the right to require that Applicants and Employees submit to testing in accordance with the provisions of Texas Stat. §181.957. This Policy represents the notice required under Texas Statutes and will be provided to all applicants and employees or contractors who are requested to undergo drug and alcohol testing.
- B. *Circumstances for Drug and Alcohol Testing.*
 - i. *Job Applicant Testing.* The Employer may request or require a job applicant to undergo drug and alcohol testing provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If the job offer is withdrawn based on a positive test result from an initial screening test that has been verified by a confirmatory test, the Employer shall inform the job applicant of the reason for its action.
 - ii. *Reasonable Suspicion Testing.* The Employer may request or require an employee to undergo drug and alcohol testing if the employer has a reasonable suspicion that the employee;
 - (a) Is under the influence of drugs or alcohol while the employee is working, or is on the Employers' premises, or operating the Employer's vehicles, machinery or equipment.
 - (b) Has violated the Employer's work rules under section 3 of this Policy regarding use, possession, sale or transfer of drugs, alcohol or drug paraphernalia while the employee or contractor is working, or is on the Employer's premises, or operating the Employer's vehicles, machinery or equipment.
 - (c) Has sustained a personal injury as defined in Texas Stat. §176.011, Subd. 6 or has caused another person to die or sustain a personal injury; and
 - (d) Has caused a work-related accident or was operating or helping to operate machinery, equipment or vehicles involved in a work-related accident resulting in a total property damage exceeding \$1,000 as estimated by a supervisor at the scene of the accident or at the time the accident is reported.

- iii. *Random Testing.* The Employer may only require employees or contractors in safety sensitive positions to undergo drug and/or alcohol testing on a random selection has been made, the Employer will not waive the selection of any employees or contractors identified through the random process.
- iv. *Treatment Program Testing.* The Employer may request or require an employee or contractor to undergo drug and/or alcohol testing if the employee has been referred by the Employer for chemical dependency treatment or evaluation or is participating in chemical dependency treatment program under an employee or contractor benefit plan, in which case the employee may be requested or required to undergo drug and/or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion for any prescribed chemical dependence treatment program.
- v. *Routine Physical Examination Testing.* The Employer may require employees or contractors to undergo a test once a year as part of a routing physical examination.

C. Procedure for Testing

- i. *Notification Form.* At the time the Employer requests and employee/contractor or job applicant to undergo drug and/or alcohol testing, the Employer shall provide the individual with a form on which to:
 - (a) Acknowledge the individual has seen a copy of the Employer's drug and alcohol testing policy;
 - (b) Indicate any over-the-counter medications the individual is currently taking or has recently taken any other information relevant to the reliability of, or explanation for, a positive test result; and
 - (c) Indicate consent to undergo the drug and alcohol testing.
- ii. *Refusal to Undergo Testing.*
 - (a) *Right to Refuse.* An employee/ contractor or job applicant has the right to refuse to undergo drug and alcohol testing. If an employee/contractor or job applicant refuses to undergo drug or alcohol testing requested or required by the Employer, no such test shall be given.
 - (b) *Consequences of Refusal.* If an employee/contractor refuses to undergo drug or alcohol testing requested or required by the Employer, such refusal shall be treated as a failure to comply with Broadband Telecom Services, Inc.'s policy and may result in the withdrawal of a job offer or disciplinary action up to and including termination of employment.
 - (c) *Refusal on Religious Grounds.* An employee/contractor or job applicant who refuses to undergo drug or alcohol testing of a blood sample based on religious grounds, shall not be deemed to have refused if the employee/contractor or job applicant submits to a urine sample test. However, if the employee also refuses to undergo drug and/or alcohol testing of a urine sample, the employee or job applicant shall be deemed to have refused to submit to drug or alcohol testing and such refusal may

result in withdrawal of a job offer or a disciplinary action up to and including termination of employment.

- iii. *The laboratory.* All drug and alcohol testing shall use the services of a testing laboratory licensed by the Commissioner or qualifying under the transitional laboratory requirements set forth in the Texas Statute.
 - iv. *Test Results.* The testing laboratory is required to prepare a written report indicating the drug, alcohol or metabolites tested for, the types of tests conducted and whether the test produced negative or positive test results. The testing laboratory shall disclose that report to the Employer within three (3) working days after obtaining negative results on the initial screening test, or if the initial test was positive, within three (3) working days after a confirmatory test.
 - v. *Notice of Test Results.* Within three (3) working days after receiving the test results report from the testing laboratory, the Employer shall inform, in writing, an employee/ contractor or job applicant who has undergone drug or alcohol testing of:
 - (a) A negative test result on an initial screening test or a negative or positive test result on a confirmatory test;
 - (b) The right to receive and request from the employer a copy of the test results report on any drug or alcohol test;
 - (c) The right to submit information to the Employer within three (3) working days after notice of a positive test result on a confirmatory test to explain that result; and
 - (d) The right to submit a written notice to the employer within five (5) working days after notice of a positive test result on a confirmatory test, that the employee or job applicant intends to obtain a confirmatory retest of the original sample at the employees/contractors or job applicant's own expense at the original laboratory or another licensed testing laboratory.
- D. *Costs.* All costs related to drug and alcohol testing will be paid by Broadband Telecom Services, Inc. with the exception of confirmatory retests which must be paid for by the employee/ contractor or job applicant requesting the retest.
- E. *Disciplinary Action in Response to a Positive Test Result.*
- i. *Failed Drug Test.* Is violation of company policy and will result in termination.
- F. *Privacy of Test Results.*
- i. *Confidential Information.* Test results and other information acquired as a result of the testing program are private and confidential information and will not be disclosed to Broadband Telecom Services, Inc. or the testing laboratory, to another employee/contractor or to third party individuals, government agencies, or private organizations without written consent of the employee/contractor or applicant being tested.

- ii. *Use of Test Results.* Evidence of a positive test result on a confirmatory test, however, may be used in arbitration proceedings pursuant to a collective bargaining agreement, an administrative hearing, or a judicial proceeding, provided the information is relevant to the hearing or proceeding. Such evidence may also be disclosed to any federal agency or other unit of the United States government as required under federal law, regulations or order. Evidence of a positive test result on a confirmatory test may also be disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment. Test results will not, however, be used as evidence in a criminal proceeding against the employee/contractor or job applicant.
- iii. *Employee Access to Information.* Broadband Telecom Services will provide an employee/contractor with access to information in the employee's file relating to positive test reports and other information in the employee's file relating to positive test result reports and other information acquired in the testing process as well as conclusions drawn from or actions taken based upon such information.