POLICY

Pike’s policy is to provide a safe, healthy and productive work environment. Because an employee’s conduct affects other employees, customers, the general public and the success of the Company, the following guidelines have been established.

SCOPE

This policy applies to all Pike employees.

RESPONSIBILITIES

Employees

It is the responsibility of employees to adhere to this policy.

Supervisors

Supervisors have the responsibility of enforcing this policy.

SPECIFIC GUIDELINES

Basic Work Rules

In addition to our safety rules, there are a few basic common rules of conduct that employees are expected to follow. They are not meant to cover everything, but they establish the Company’s position.

Attendance and Promptness

Regular attendance and promptness in reporting to work is very important to the success of our business. Employees are expected to be at their job location at work and on time every day they are scheduled to work. All absences shall be arranged with your Supervisor in advance, where possible. When an emergency or sudden illness arises which will cause you to be late or keep you from work, you are still required to contact your Supervisor. This contact should be made
before you are scheduled to report and must be made EACH day you are absent. Absence without notification is considered a very serious matter.

**Conduct**

**Rule 1 - Behavior Based**

We expect our employees to treat everyone they meet through their jobs with courtesy and respect. Any other behavior disrupts the workplace and dampens the morale. Pike has invested a great deal of money in the property and equipment that our employees use to perform their job. It is a drain on the Company’s bottom line when Company property is misused or damaged. Because of these and other reasons, the following actions reflect behavior that cannot be permitted on the job if we are to work together as a team and may be cause for immediate termination.

- Willful destruction or unauthorized use of the Company’s, a fellow employee’s or the customer’s property
- Serious, preventable damage to Pike or customer equipment, tools or property
- Threatening or inappropriate language
- Harassment
- Fighting
- Using intoxicants on the job or coming to work under the influence of alcohol or drugs.

**Rule 2 - Courtesy and Representing the Company**

Many of our jobs bring us in contact with customers, and each employee is a representative of the Company. Therefore, it is very important that each employee present the type of image the Company has outlined in its policies and within the Code of Ethics. This means personal neatness, being attired in a proper manner and observing the highest standards of courtesy, not only with the public, but with each other.

**Rule 3 - Trustworthiness & Honesty**

Trustworthiness and honesty are expected by our fellow employees and by Pike Electric. The following actions as well as any actions of this type cannot be permitted on the job if we are to work together as a team and may be cause for immediate termination.

- Falsification of records or hours worked
- Stealing
- Sleeping on the job

**Rule 4 - Teamwork, Following Instructions**
Teamwork is the key to our success, and teamwork requires coaching. Your Supervisor is your coach, and their instructions need to be followed. We must all do our assigned work and work together as a team if our efforts are to be successful. The following actions as well as any actions of this type cannot be permitted on the job if we are to work together as a team and may be cause for immediate termination.

- Insubordination
- Lack of cooperation
- Lack of job interest (including not obtaining a CDL license)

Rule 5 - Possession of Firearms

Possession of firearms is prohibited while on the job, on Company or customer property, in Company vehicles or on Company equipment unless the employee has approval within the guidelines of the Code of Ethics policy.

Corrective Action for Basic Work Rules

The following action will be taken for violation of the Basic Work Rules:

- First Offense - Documented Verbal Warning
- Second Offense - Written Warning
- Third Offense - Final Warning-Subject to Discharge

Alcohol and Drugs

Please refer to Pike’s Alcohol and Drug Policy
Alive With Five

The Alive With Five safety rules are in place to prevent serious electrical incidents. **Compliance with the Alive With Five is mandatory** and carries the most severe penalties of all the safety rules at Pike.

1. **KNOW YOUR VOLTAGE, PLAN YOUR WORK**

   Before performing work on energized lines:
   
   - Distinguish the exposed live parts from other parts of electrical equipment
   - Determine the nominal voltage of exposed live parts
   - Determine the minimum approach distances corresponding to the voltages to be worked
   - Determine the personal and line protective equipment needed as well as insulated tools to be used for working on exposed or energized parts

2. **WEAR RUBBER GLOVES AND SLEEVES**

   Approved Rubber Gloves Will Be Worn When:
   
   - Ground to ground when working on any structures with energized conductors or equipment
   - Lock to Lock (From time UG equipment is unlocked until it is relocked) in underground work
   - When handling conductors even if the line is flagged, tagged, and grounded, including storm work
   - Within 6 feet of any energized conductors or equipment
   - When involved in such tasks as installing or removing guys, pulling wire, and setting poles when any part of the work is in close proximity to energized conductors

   There are no exceptions to this rule without a written variance from a General Foreman or Supervisor.

   Approved Rubber Sleeves Will Be Worn When:
   
   - Employees are within reaching distance, located above, or moving past equipment energized over 600 volts
   - Employees climb above any secondary conductor or the common neutral (This same rule applies to work performed from buckets)
   - The common neutral is on the same level or above the primary
3. COVER UP

- Approved protective cover (line hoses, blankets, hoods) will be applied to all energized and grounded hardware/conductors, **except the part to be worked on**, that are within **extended** reach of the body or that could become accidentally energized during the work.

4. FLAG, TAG AND GROUND

- All de-energized lines will be properly tested, flagged, tagged, and grounded before beginning work unless working as energized with approved personal protective equipment.

5. SECURE JUMPERS

- Jumper ends will not be located inside buckets when the other end is attached to or near energized equipment, neutrals, or grounds.
- Lineman will remain in control of jumper ends at all times
- Jumpers shall be handled properly at all time
- Lineman shall use echo protocol when installing or removing jumpers

**VIOLATIONS**

1\textsuperscript{st} Violation

One week off no pay (vacation cannot be used in lieu of)

2\textsuperscript{nd} Violation* within rolling 12 month period

Termination

Rubber Glove Rule Violation – 1\textsuperscript{st} offense will result in immediate termination as soon as reasonably possible following the violation considering the circumstances.

*If 2\textsuperscript{nd} violation is for violation of the cover-up rule corrective action will be subject to the Safety Review Board.

Foreman or employee in charge not correcting any employee observed in violation of any the above five will be subject to the review board.
General Safety Rules

1. The following actions are not acceptable on a Pike Electric job site:
   a. Careless Work
   b. Poor Work Habits
   c. Lack of Attention
   d. Not Performing a Pre-Job Briefing

2. Personal Protective Equipment is required on a Pike Electric job site:
   a. Hard hats and safety glasses will be worn at all times on the job unless traveling in a motor vehicle
   b. Ear Protection is required when a normal conversation cannot be understood from two feet away
   c. Leather work gloves should be worn when handling materials with sharp or jagged edges and are encouraged to be worn during all work procedures
   d. Foot Protection
      i. Employee will wear a work boot that offers protection to the feet and ankles
      ii. Employee will wear Pike rubber overshoes while working around energized equipment or equipment that could become energized
   e. Clothing
      i. Pike FR shirt, vest, or coat will be worn as outer garment along with denim or cotton pants on the job. Clothing made of acetate, nylon, polyester, and rayon is not permitted.
      ii. A traffic vest will be worn when working on or near any roadway
   f. Fall Protection
      i. Harness and lanyard will be used while operating aerial lifts
      ii. 100% fall protection or restriction is required when climbing

3. Excavations
   a. Any excavation over 5 feet deep requires sloping, shoring, or shielding
   b. Excavation material (Spoils: dirt or rock) must be 2 feet from edge of excavation
   c. A ladder is required within 25 feet of each employee in an excavation over 4 feet deep
   d. Before excavating in any area where any buried facilities are suspected, an effort will be made to determine if any underground lines or other equipment exist in the area
   e. Whenever excavating is done in close proximity to buried facilities, it will be done only by use of hand-digging tools or air knife
4. Confined Space
   a. Tests will be conducted for oxygen deficiency or the presence of any other hazardous atmospheric condition prior to and during the work

5. Vehicle Operation
   a. Wheel chocks will be used at all times when vehicle is parked or prior to operation of derrick or boom
   b. Outriggers will be properly extended at all times a derrick, crane, or aerial boom is in operation
   c. All equipment will be properly grounded when working on or near energized lines or equipment
   d. A spotter will be used if available when backing. If no spotter is available, the driver must get out and view the area around the vehicle before backing.
   e. Equipment will be stored, secured, and maintained to prevent accidents, damage, or loss of property
   f. Equipment will not be operated in a negligent or reckless manner and operated in accordance with DOT regulations
   g. Seat belts will be used on all equipment that is equipped with them.
   h. Do not text or email while driving a Company vehicle and / or on Company business (driver shall be familiar with and follow cell phone use laws for each state in which he or she is driving).

6. Work Area Protection
   a. “Men Working” and other D.O.T. required warning signs and cones will be placed at each end of a job site.

7. Foreman or employee in charge will correct any employee observed in violation of these safety rules.

VIOLATIONS

1st Violation within a rolling 12 month period - Written Reprimand

2nd Violation within a rolling 12 month period - One day off without pay

3rd Violation within a rolling 12 month period - One week off without pay or termination at management discretion