



Employee Handbook

2020 Edition Rev 0

DELTECH, INC.

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DELTECH, INC.

DELTECH, INC.

IMPORTANT NOTICE!

DELTECH, INC. (DELTECH FURNACES) STRICTLY PROHIBITS HUMAN TRAFFICKING IN ALL OF OUR OPERATIONS AND IN THOSE OF OUR SUBCONTRACTORS, SUPPLIERS, AND AGENTS. WORKERS SHALL NOT BE SUBJECT TO ANY FORM OF FORCED, COMPULSORY, BONDED, OR INDENTURED LABOR. ALL WORK MUST BE VOLUNTARY AND WORKERS SHALL HAVE THE FREEDOM TO TERMINATE THEIR EMPLOYMENT AT ANY TIME WITHOUT PENALTY.

AT DELTECH, INC., NEITHER THE EMPLOYEE NOR THE COMPANY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH DELTECH, INC. IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF DELTECH, INC., OTHER THAN A DIRECTOR, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY A DIRECTOR AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT. THE COMPANY RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF DELTECH, INC. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

DELTECH, INC.

EQUAL EMPLOYMENT OPPORTUNITY

Deltech, Inc. is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, gender identity, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state and local law.

ADA, RELIGIOUS and PREGNANCYACCOMMODATION

Deltech will make reasonable accommodation for qualified individuals with known disabilities, pregnancy or a health condition related to pregnancy or the physical recovery from childbirth, and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to Deltech or a direct threat. If an employee requests an accommodation, the Company will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of the position. Employees needing such accommodation are instructed to contact Deltech's Director immediately.

DELTECH, INC.

EEO HARASSMENT

Deltech strives to maintain a work environment free of unlawful harassment. In doing so, Deltech prohibits unlawful harassment because of age 40 and over, race, sex, gender identity, color, religion, national origin, disability, sexual orientation, military status, genetic information, or any other applicable status protected by state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, gender identity, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law will not be tolerated.

Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, email messages, postings on social network sites, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, vendors, consultants, etc.

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SEXUAL HARASSMENT

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, Deltech believes it warrants separate emphasis. Deltech strongly opposes sexual harassment and inappropriate sexual conduct.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, email messages, and posts on social network sites
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.

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- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, Deltech expects you to make a timely complaint to enable Deltech to investigate and correct any behavior that may be in violation of this policy. Report the incident to Deltech's Director, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable.

Deltech prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or for your participation in an investigation, please notify Deltech's Director immediately and the situation will be investigated. Employees violating the harassment and/or retaliation policies are subject to disciplinary action up to and including termination of employment.

EMPLOYEE STATUS

Full-time Employee - An employee who is normally scheduled to work at least 40 hours per week. Full-time employees are currently eligible for Deltech benefits as outlined in this handbook.

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Part-time Employee - An employee who is normally scheduled to work less than a 40 hour work week. Part time employees are currently eligible for Deltech benefits as outlined in this handbook.

Temporary Employee - An employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Temporary employees normally are not eligible for Deltech benefits.

Exempt Employee - An employee who is not eligible for overtime pay.

Non-Exempt Employee - An employee eligible for overtime pay. Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per work week.

PAY

Non-exempt employees are paid at the rate of one and one-half (1-1/2) times their regular rate for hours worked in excess of forty (40) during the established work week.

The established work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

Overtime. We try to avoid asking employees to work overtime, but occasionally you may be required to work overtime.

When this occurs, we expect every employee to cooperate and help out wherever and whenever it is needed.

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For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked (e.g. holidays and vacation time) are not counted.

Travel Time Pay. Travel hours that occur during your normally scheduled work hours – regardless of the day of the week – are subject to inclusion in calculations for overtime. Deltech pays wages for both travel time and hours on the job site, but not for time spent off duty (for example, non-work time spent in a hotel room). Please see Deltech's Director if you have questions about travel pay.

Timeclock. All hourly employees are required to use the TSheets timekeeping system. Your supervisor will show you how to use it from either a desktop or mobile device.

Pay for Exempt Employees. Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis.

Deltech is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Deltech's Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

Paydays. There are 24 pay periods in each calendar year. Pay checks are issued on the 15th and the last day of the month, or the last workday prior to those dates. For example, if the 15th falls on a Saturday, pay checks would be issued on the 14th.

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Checks are available from your supervisor after 3:00 p.m. on paydays.

If you are absent on payday, your check will be mailed to your home address unless you request otherwise at least two workdays in advance. Deltech also offers direct deposit; ask Deltech's Administrative Services Coordinator for details.

Regular paychecks will not be issued at times other than on regularly scheduled paydays. If you will be away for an extended period of time (e.g. on vacation), your check will be mailed to your home address unless you direct otherwise in writing at least two workdays in advance. The check may be mailed to another address, or to your bank if you leave a deposit slip and a pre-addressed envelope.

Breaks. One 40-minute lunch break is scheduled during a normal 8-10 hour shift. The first thirty minutes are unpaid. If you leave the building during your break and you will not be returning within the 40 minutes, you are required to clock out and then clock in again when you return.

If your lunch break is shorter than 30 minutes or if your lunch is interrupted by a requirement to perform work, you will be paid for the time worked.

There are two fifteen minute rest breaks. Your supervisor will advise you of your lunch and rest break times.

DRUGS AND ALCOHOL

It is the goal of Deltech, Inc. to foster a work environment free from the behavior altering effects of drugs and alcoholic beverages. Use of alcohol and drugs alter judgment resulting in increased safety risks, workplace injuries, and faulty decision making.

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Therefore, working after the apparent use of alcohol, a controlled substance, or abuse of other substances is strictly prohibited. This includes working after the apparent use of marijuana, whether or not you are a lawfully registered user. (In Colorado, Amendments 20 and 64 permit limited use of marijuana for medical and recreational purposes. Employers are not, however, required to accommodate its use in the workplace.) Furthermore the possession, purchase, consumption (use), or sale of a controlled substance or alcohol on Deltech premises or while conducting Deltech business is prohibited.

Alcoholic beverages served in conjunction with an authorized Deltech event are an exception to this prohibition.

ATTENDANCE AND PUNCTUALITY

Absenteeism, tardiness, and unscheduled departures and returns can be a very serious problem for Deltech. They cause unnecessary overtime, impose additional work on co-workers and supervisors, disrupt work schedules, and create morale problems.

Non-emergency requests for leave, regardless of the kind of leave, will in most cases be automatically denied unless submitted to your supervisor a minimum of five working days in advance of the first day of the absence period.

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Except for absence due to pre-approved vacation, holiday, bereavement leave, military obligation, medical or other leave, or jury/witness duty, absence is defined as being absent from work on any scheduled workday, **even though you have reported the absence by notifying your supervisor or a Deltech manager and regardless of the reason.** Each period of consecutive absence will be recorded as “one occurrence” regardless of the number of days’ duration. For absences longer than three days, the absence must be approved by a Director. Returning to work after an absence of any length of time for any illness or injury may require a work release from your health care provider.

Absences that are less than one day – including late arrivals, early departures, and leaving and returning during regularly scheduled shifts – will be recorded as $\frac{1}{2}$ occurrence.

Occurrences

Two occurrences in a rolling three month period	Verbal warning
Three occurrences in a rolling three month period	Written warning
Five occurrences in a rolling three month period	Suspension or discharge

If you are going to be absent or late, let your supervisor know as soon as possible before the start of your shift. If you are unable to reach your supervisor by phone, you may leave a voicemail or send a text. If your supervisor is not on duty, contact Deltech’s Director or Engineering Manager.

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Failure to report in when absent for three consecutive days will result in termination.

The disciplinary actions in this guideline are not applicable to disciplinary actions for performance problems.

COMMUNICATION SYSTEMS

The communication systems are the property of Deltech and intended for business use. Therefore, Deltech maintains the ability to access any computer files, use of software, internet usage, email, and voicemail. You as an employee should not assume that your files are confidential. However, other than management employees acting on behalf of Deltech, you should not attempt to gain access to another employee's computer, internet files, email, or voice mail without the latter's permission. All information regarding access the computer resources owned by Deltech, such as user identifications, modem phone numbers, access codes, and passwords are Deltech confidential information and may not be disclosed to others outside the company.

Personal Use of the Internet. Use of the internet must not disrupt the operation of Deltech's network or the networks of other users. It must not interfere with employee productivity.

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Regardless, Deltech prohibits the display, transmittal, or downloading of material that is in violation of Deltech guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright. Deltech licenses and does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements. Employees must not use Deltech's technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's written permission.

Unauthorized Use. Employees are not permitted to visit websites or send electronic mail that is deemed by management as inappropriate or in violation of other Deltech guidelines. We reserve the right to determine when an employee is using Deltech's communications inappropriately.

Voicemail and Email. Because Deltech provides these systems to employees to help them in the performance of their job, they should be used for official Deltech business. Incidental and occasional personal use of voicemail and email is permitted. However, you should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice.

DELTECH, INC.

Also, employees cannot control where their messages will eventually end up. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, emails that were deleted are stored elsewhere on the system.

CONFIDENTIAL INFORMATION

All employees work with information, processes, or data that must be kept confidential in order to protect the interests of Deltech, Inc. and our customers. Confidential information includes, but is not limited to, product specifications, production procedures, financial data, customer lists, personnel or payroll data, and other similar records. This information must not be disclosed to others in any manner including but not limited to verbal accounts and photos taken with personal devices. Such action will not be tolerated.

This non-disclosure prohibition applies both during and after your employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management.

Confidential information remains the property of the employer and must be returned to Deltech upon separation or at any time upon demand.

DELTECH, INC.

CONFLICT OF INTEREST

Deltech, Inc. requires that you protect Deltech information and avoid outside activities or relationships which do or could adversely influence your decisions or actions on the job.

Conflict of interest situations which could arise while moonlighting for a competitor of ours should also be avoided.

Other examples of conflict of interest could be: serving as a board member or director of a competing firm; holding financial interest in a competing organization or being self-employed in an occupation which competes with Deltech; or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to company business. If you have any question whether a situation is a conflict of interest, discuss the matter with Deltech's Director for a final determination.

DRESS CODE

A neat, clean, professional appearance is a requirement at Deltech, Inc. Production staff are required to wear Deltech uniforms and steel toed shoes or boots while on duty, regardless of whether they are assigned to in-house work or on site repairs/installations. In most cases any Deltech employee on a site visit for reasons other than furnace repair or installation work should wear slacks and a Deltech logo shirt. Caps should NOT be worn for these non-service visits.

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A neat, clean, professional appearance also requires that hair be clean and well groomed. Long hair is acceptable, but it must be worn in such a way that it does not present safety hazards such as susceptibility to being ensnared in a machine or impeding the wearer's vision. Facial hair is acceptable if it is well groomed.

Final decisions about the acceptability of any dress and grooming practices rest with management.

SAFETY

Deltech is committed to a safe work environment for employees. Every employee is required to assist in keeping Deltech clean, organized, and free of hazards. Your supervisor will inform you of your specific duties.

You should report any unsafe practices or conditions to your supervisor. Report all injuries, no matter how minor, immediately to your supervisor.

If medical treatment for an on-the-job injury is needed, it must be obtained from a Deltech, Inc. designated provider. If not, you may be responsible for the cost of medical treatment. In case of life or limb threatening emergency involving yourself, another employee, or a Deltech visitor), dial 911. If you have any further questions, please refer to the Deltech safety manual.

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USE OF COMPANY VEHICLES / DRIVING FOR WORK PURPOSES

For your safety and the safety of others, you are prohibited from the use of mobile devices while driving. Do not drive after consuming any substances that might impair your driving ability.

Every employee who drives for work related purposes – whether in a company, rental, or personal vehicle – must have a valid driver's license and carry the required vehicle insurance as prescribed by state law. You are reminded that your insurance is primary in the case of an accident.

SMOKING and VAPING

It is our objective to provide a smoke and vape-free environment at Deltech. Smoking is prohibited within all areas of the building and within 15 feet of the west and north entrances to the building. Smoking includes the use of any tobacco product, as well as vaporizers, vape liquids, electronic or e-cigarettes, and electronic or vapor smoking accessories. This restriction applies to all employees and visitors at all times, including non-business hours.

Employees may smoke in designated outdoor areas during rest and meal break times. "Smoke breaks" are not permitted.

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PROBLEM SOLVING

Employees who disagree or are dissatisfied with a Deltech practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within 3-5 days of the incident, or in a reasonable time period. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to Deltech's Director for review and a final decision. (Also see the EEO/Harassment Complaint Procedure above.)

DISCIPLINE/DISCHARGE

Occasionally performance or behavior falls short of our standards and/or expectations. When this occurs, management takes action which, in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Colorado follows the legal doctrine of "employment at-will" which provides that in the absence of a contract to the contrary, neither an employer nor an employee is required to give notice of termination.

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GROUP MEDICAL AND DENTAL PLANS

After 90 days of employment, full and part time employees are eligible to participate in group medical and dental insurance programs offered through Deltech. For more information and plan details, contact Deltech's Director.

401K PLAN

After one full year of employment, employees are eligible to participate in Deltech's 401K plan. For further information and plan details, contact Deltech's Director.

HOLIDAYS

Deltech currently observes the following holidays as days off with pay for full time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

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Part-time employees are eligible for holiday pay which is prorated based on the number of normally scheduled work hours.

When a holiday falls on a Saturday or Sunday, it will be celebrated either on Friday or Monday, at Deltech's discretion. Should any of the observed holidays occur during your vacation period, an additional day of vacation is granted. Holiday pay is not counted as hours worked in the computation of overtime.

In order to receive holiday pay, you must work your last regularly scheduled day prior to the holiday and your first regularly scheduled day following the holiday. An exception will be made, at Deltech's discretion, if you present a physician's note verifying your absence due to illness, or in the case of verifiable personal emergency or hardship.

PAID TIME OFF

During the first year of employment, you will accrue 0.038 hour of paid time off (PTO) ***for each hour actually worked.***

Beginning with the second year and through the fifth year of continuous employment, PTO is accrued at the rate of 0.058 hour per hour actually worked. Following the fifth year and through the ninth year PTO is accrued at the rate 0.077 hour per actual hour worked. Beginning with the tenth year of employment, PTO is accrued at the rate of 0.096 hour per hour actually worked.

If your employment is terminated, your unused accrued PTO credit (if any) will be included in your final check.

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BEREAVEMENT LEAVE

Full time employees are currently eligible for paid bereavement leave of up to three days in the event of the death of an immediate family member.

Immediate family is defined as your spouse or partner, parents, children, sisters, brothers, grandparents, grandchildren, and your mother-in-law and father-in-law.

In the event of the death of a near relative, full time employees are granted up to one paid day to attend a funeral.

Near relatives include aunts, uncles, nieces and nephews and your partner or spouse's grandparents, brothers and sisters and other immediate family members.

JURY DUTY

Deltech recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, you are granted leave to perform your duty as a juror.

If you are excused from jury duty during your regular work hours, we expect you to report to work promptly.

You receive regular pay for the first three days of jury duty if you were scheduled to work and you submit a juror service certificate.

Beginning the fourth day and thereafter, as a juror you are paid by the State of Colorado for state, district, or county court jury duty. For jury duty in excess of three days you receive the difference between jury duty pay and your regular pay up to a maximum of 10 days (80 hours). Jury duty leave beyond this time is without pay from Deltech.

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MEDICAL LEAVE

A medical leave of absence of not more than three months may currently be granted to full-time employees. The unpaid leave is for disabilities arising from illness, injury, or pregnancy. (Leave for other reasons will be considered on a case by case basis. Consult Deltech's Director.

For a medical leave to be granted, the following conditions must be met:

- You must have completed ninety (90) days of continuous employment with Deltech.
- You notify your supervisor and Deltech's Director as soon as possible of the need for medical leave.
- You submit to Deltech's Director a written statement from the attending physician outlining the reason for leave and the estimated time needed.
- Final approval is obtained from Deltech's Director prior to the leave.
- All available PTO is used at the beginning of the leave of absence.

When the estimated period of leave is less than three months and you need to extend the leave, another physician's statement is required indicating the new estimated length of leave. Only in rare situations will leave be granted beyond a total of three months. If you fail to return at the expiration of your authorized leave you will be terminated. If however your failure to return is due to a disability under the Americans with Disabilities Act or other law, additional accommodations may be provided.

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You must supply sufficient information from your medical provider indicating that you have a covered disability and when you can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to Deltech. Potential accommodations will be determined in an interactive process between you and Deltech.

When you are ready to return to work from leave you must present a physician's statement indicating ability to return to work. Deltech may reinstate an employee ready to return from a medical leave of absence when, in the opinion of the Company, it is practical to do so. Deltech does not guarantee reinstatement to the former job. You may apply for any vacancy available and may be considered along with other applicants.

Deltech currently continues medical benefits for an employee on leave for a maximum of three months, provided that the employee pays any employee portion of the premium.

Vacation and sick leave will not accrue during a medical leave of absence. Holidays, funeral pay, and jury duty pay will not be granted during the leave.

MILITARY LEAVE

Employees granted a military leave of absence are reinstated and paid in accordance with the applicable laws governing veteran's re-employment rights.

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PERSONAL LEAVE

Normally, personal leaves of absence are not granted. If on rare occasions, management deems the circumstances warrant approval, an unpaid leave for non-medical reasons would be granted for a period of not more than 30 days.

VOTING

Voting is an important responsibility we all assume as citizens. Deltech encourages you to exercise your voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for you to arrive late or leave work early to vote in any given election, you should make arrangements with your supervisor no later than the day prior to Election Day.

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ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED AUGUST 1, 2019. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND: EMPLOYMENT WITH DELTECH IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE COMPANY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COMPANY HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE COMPANY'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT.

THE COMPANY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

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NO REPRESENTATIVE OF DELTECH INC, OTHER THAN A DIRECTOR OF THE COMPANY, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY A DIRECTOR AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee Name _____ Date _____

**C O L O R A D O**Department of
Labor and Employment**COMPS Order #36 Poster**
Colorado Overtime and Minimum Pay Standards Order
Division of Labor Standards & Statistics

Effective March 16, 2020

Colorado Minimum Wage: \$12.00 per hour, or \$8.98 for Tipped Employees, effective 1/1/2020.

- The minimum wage adjusts annually by inflation; next year's COMPS Order and Poster will provide the 2021 minimum wage.
- The minimum wage applies to all adults and emancipated minors, whether paid hourly or on other basis (salary, commission, piecework, etc.), unless exempted by COMPS Order Rule 2. Unemancipated minors may be paid 15% below the minimum.
- The federal minimum wage (\$7.25) and any local minimum wages (including \$12.85 in Denver as of 1/1/20) may also apply. If work is covered by multiple minimum or overtime wage rules, the rule with the higher wage or standard applies.

Overtime: 1 1/2 times the regular pay rate for hours over 40 weekly, 12 daily, or 12 consecutive.

- Hours in two or more weeks cannot be averaged in computing overtime.
- Employers may not provide time off (often called "comp time") instead of time-and-a-half premium pay for overtime hours.

Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours.

- Employees must be completely relieved of all duties, and allowed to pursue personal activities, for meal periods to be unpaid.
- If work makes uninterrupted meal periods impractical, eating an on-duty meal must be permitted, and the time must be paid.
- To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts.

Rest Periods: 10 minutes, paid, every 4 hours.

#Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
#Rest Periods:	0	1	2	3	4	5	6

- Rest periods need not be off-site but must not include work and should be in the middle of the 4 hours to the extent practical.
- Two 5-minute rest periods, instead of one 10-minute, are permitted if employees and employers agree voluntarily and without coercion, and if 5 minutes is enough to go back and forth to a bathroom or other place where a genuine break would be taken. Additional flexibility with 5-minute periods applies to agriculture, Medicaid home care, and collectively bargained work.
- Employers that do not authorize and permit rest periods must pay extra for the work time that would have been rest periods.

Time Worked: Time employers allow performance of labor/services for their benefit must be paid.

- All time on-premises, on duty, or at prescribed workplaces (but not just letting off-duty employees be on-premises), including:
- putting on or removing work clothes/gear (but not clothes worn outside work), cleanup/setup, or other off-the-clock duty;
- awaiting assignments at work, or receiving or sharing work-related information; or
- security/safety screening, clocking/checking in or out; or
- waiting for any of the above tasks.
- Travel for employer benefit is time worked; normal home/work travel is not.
- For more on travel time and sleep time, see Rule 1.9.2.

This poster summarizes key wage rules in the COMPS Order, but not all, and should not be relied upon as complete information on wage rules.

For the full COMPS Order and other wage law information, or with wage law questions, contact:

Division of Labor Standards and Statistics, coloradolaborlaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936.**Deductions, Credits, & Charges from Wages: Subject to limits in C.R.S. 8-4-105 and below.**

- Tip credits of up to \$3.02 per hour (lowering minimum wages to \$8.98) are allowed for those regularly, customarily receiving over \$30 per month in tips. If hourly pay plus tips is below the full minimum wage, the employer must pay the difference.
- Meal credits are allowed for the cost or value (without employer profit) of a voluntarily accepted meal.
- Lodging deductions are allowed only if housing is voluntarily accepted by the employee, primarily for the employee's (not employer's) benefit, recorded in writing, and limited to \$25 or \$100 per week (depending on the housing type).
- Uniforms that are ordinary clothes, without special material or design, need not be provided; other uniforms must be provided at no cost. Employers must pay for any special cleaning required, and cannot require deposits or deduct for ordinary wear and tear.

Exemptions from the COMPS Order: All listed in Rule 2; key exemptions listed below.

- Executives/supervisors, decision-making administrative employees, and professionals (Rule 2.2.1-3) paid the exempt salary:

Salary through 6/20	7/20-12/20	2021	2022	2023	2024	Each Year After 2024
Equal to at least minimum wage for all hours	\$35,568	\$40,500	\$45,000	\$50,000	\$55,000	Prior year's salary, inflation-adjusted

- 20% owners, or at a nonprofit the highest-paid/highest-ranked employee, if actively engaged in management (2.2.5).
- Highly technical computer-related employees (defined in 2.2.10), if paid at least \$27.63 per hour.
- Various in-residence workers, including property managers, range workers, and camp/outdoor education field staff (2.2.7).
- Various, but not all, types of salespersons (2.2.4, 2.4.1, 2.4.2) and transportation workers (2.2.6).
- Certain medical transportation and hospital/nursing home employees have modified overtime rules (2.4.4, 2.4.5).
- Downhill ski/snowboard employees, including on-mountain food but not lodging, are exempt from 40-hour overtime (2.4.3).
- Agriculture jobs are exempt from overtime and meal periods, and have more flexibility as to rest periods (2.3).

Complaint & Anti-Retaliation Rights.

- The Division of Labor Standards and Statistics (contact info at the top of this Poster) accepts complaints for unpaid minimum or overtime wages required by federal, state, or local law. Alternatively, employees may file lawsuits in court.
- Parties liable for unpaid wages include the employer and an entity, and individuals with operational control over the entity.
- Employers cannot retaliate by threatening, coercing, or discriminating for purposes of reprisal, interference, or obstruction, as to actual or anticipated wage investigations, hearings, complaints, or proceedings.
- Violations of wage or anti-retaliation provisions may be reported to the Division as complaints or as anonymous tips.

Posting & Translation of COMPS Order Poster.

- Posting: Employers must display this Poster where employees can easily read it during the workday. If physical posting is impractical, employers must provide copies of this Poster or the COMPS Order to each employee in the first month of work.
- Distribution: Employers must provide this Poster upon request, and include a copy with any written handbook or policies.
- Translation: If employees have limited English language ability and speak Spanish, employers must post this Poster in Spanish. If employees speak a language other than Spanish, the employer must ask the Division for a Poster in that language.

DELTECH, INC.

COLORADO OVERTIME AND MINIMUM PAY STANDARDS ORDER (COMPS ORDER)

ACKNOWLEDGMENT OF RECEIPT

I HAVE BEEN PROVIDED AND HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF THE COLORADO OVERTIME AND MINIMUM PAY STANDARDS ORDER (COMPS ORDER #36) POSTER.

Employee Signature _____ **Date** _____

Print Employee Name: _____