



ALPHA TEAM LLC

EMPLOYEE HANDBOOK

Arizona | Effective August 2026

Build the company so our presence makes it better, but our absence does not make it fail.

THE 2-MINUTE VERSION

What most people want to know before taking a job with Alpha Team.

PAY

Your exact starting rate is stated in your offer and is based on the role, experience, demonstrated skill, and market conditions. Record every hour worked. Alpha Team does not expect off-the-clock work.

CAREER ADVANCEMENT

There is no promotion-by-seniority rule. Advancement follows demonstrated capability, reliability, safety, workmanship, leadership, and business need. We want people who can grow from installer to Team Leader, Foreman, and beyond.

TIME OFF

Arizona earned paid sick time is provided as required by law. Other time-off or benefit details that apply to your position will be explained in your offer or onboarding materials.

HOW WE COMMUNICATE

Use the chain of command when it can solve the problem. Go directly to the right person when it cannot. Keep your leader informed. Bring a recommendation, not just a problem.

OVERTIME & SCHEDULE

Construction schedules change. Early starts, overtime, weekends, and schedule changes may be required when the project needs them. Nonexempt employees are paid overtime in accordance with applicable law.

TRAVEL & JOB LOCATIONS

Employees must be able to get to assigned jobsites and may travel locally between projects. Any meaningful out-of-town travel expectations will be communicated for the assignment.

SAFETY & QUALITY

No production target is more important than safe work. We expect code-compliant, neat, supported, protected work. Build it right, self-check it, and fix problems early.

WHAT WE VALUE

Attitude, reliability, ownership, workmanship, learning, and the ability to solve problems. Experience matters; the way you work matters just as much.

The full handbook controls where more detail is needed. Ask before assuming if a project or offer has different requirements.

Welcome to Alpha Team

Alpha Team is being built around a simple idea: professional electrical work should be safe, disciplined, productive, and worthy of our name. We expect employees at every level to take ownership, communicate clearly, protect the customer, protect the company, and leave work better than they found it.

Our standard: Quality is created by the installer, verified by the Team Leader, accepted by the Foreman, and audited by the PM.

1. Purpose and Employment Relationship

Handbook Purpose

This handbook summarizes Alpha Team LLC workplace expectations and general employment policies. It is a guide, not an exhaustive statement of every rule, benefit, procedure, or legal requirement. Project-specific rules, safety plans, customer requirements, written policies, and applicable law may impose additional requirements.

At-Will Employment

Employment with Alpha Team is at will unless a separate written agreement signed by an authorized company representative expressly states otherwise. This means either the employee or Alpha Team may end the employment relationship at any time, with or without advance notice, subject to applicable law. Nothing in this handbook creates a contract of employment or guarantees employment for any particular duration.

Policy Changes

Alpha Team may revise, suspend, or replace policies as the company grows or as law and operating requirements change. Employees will be informed of material changes.

2. How We Work

Leadership and Accountability

- Leadership is service, not status.
- Authority belongs at the lowest competent level.
- Information flows upward. Decisions flow downward.
- The person closest to the work is expected to identify problems early.
- Every recurring problem should lead to a better checklist, standard, training method, or process.

Chain of Command and Direct-to-Solution Communication

Alpha Team maintains a chain of command because accountability and coordination require one. The chain of command must not become a chain of delay. Employees should use the lowest level that can solve a problem effectively. When the normal path cannot resolve an issue and the correct person is known, employees may communicate directly with that person while keeping the responsible leader informed.

Communication may move freely. Authority remains defined. Accountability remains clear.

Bring a Recommendation

As a general rule, do not escalate a problem alone. Show that you want to solve it. Be prepared to explain:

- What the problem is.
- Why it matters.
- What you already checked or attempted.
- What you recommend.
- What decision, information, or help you need.

Do not just tell us what is wrong. Tell us what you checked, what you recommend, and what you need.

3. Equal Employment Opportunity and Respectful Workplace

Alpha Team provides equal employment opportunity and prohibits unlawful discrimination, harassment, and retaliation. Employment decisions are based on legitimate business factors such as qualifications, performance, experience, conduct, attendance, safety, and business needs, consistent with applicable law.

Harassment, threats, intimidation, bullying, or discriminatory conduct are not acceptable. Employees should report concerns promptly to their Foreman, Project Manager, CEO, or another company leader they can reasonably approach. Employees may bypass the normal chain when the complaint involves someone in that chain or when direct reporting is more appropriate. Retaliation for a good-faith report or participation in an investigation is prohibited.

Reasonable Accommodation

Alpha Team will consider reasonable accommodations required by applicable law for qualified applicants and employees, including accommodations related to disability, religion, pregnancy, childbirth, or related medical conditions. Requests may be made to company leadership. Medical information will be handled confidentially as required by law.

4. Safety

No production target is more important than going home safely. Employees must follow applicable OSHA/ADOSH requirements, project safety rules, manufacturer instructions, safe work practices, and company direction.

- Stop and report work that presents an immediate serious hazard.
- Use required PPE and inspect it before use.
- Do not remove guards, defeat safety devices, or work energized unless the work is specifically authorized and performed under the required safe-work procedures.
- Report injuries, near misses, property damage, and unsafe conditions immediately.
- Use ladders, lifts, tools, fall protection, and electrical test equipment only when trained and authorized.
- Maintain clean work areas and clear access/egress paths.
- Never work under the influence of alcohol, illegal drugs, or any substance that makes the employee unable to work safely.

Alpha Team will provide and pay for required PPE as required by law. Employees are responsible for using and caring for issued equipment and for reporting damaged or missing PPE promptly.

5. Attendance, Scheduling, and Timekeeping

Attendance

Construction depends on crews being present and ready when scheduled. Employees are expected to report on time, ready to work, with required personal tools and work clothing. If an employee will be late or absent, the employee must notify the designated supervisor as soon as reasonably possible and follow any project-specific call-in procedure.

Protected leave and legally protected absences will not be disciplined or counted against employees in violation of applicable law.

Work Hours and Overtime

Project schedules vary. Start times, shifts, overtime, weekends, travel, and schedule changes may be required based on project needs. Nonexempt employees will be paid overtime in accordance with applicable law. Employees may not work off the clock. Overtime should be authorized in advance when practical, but all hours actually worked must be reported accurately.

Timekeeping

Employees must accurately record all hours worked and any required job or cost code. Falsifying time records, working off the clock, or knowingly allowing another employee to do so may result in discipline, up to and including termination.

6. Pay and Earned Paid Sick Time

Paydays and Pay Information

Regular paydays and the applicable workweek will be communicated at hire and may change with reasonable notice. Alpha Team will comply with applicable wage-payment, minimum-wage, overtime, and recordkeeping requirements.

Arizona Earned Paid Sick Time

Employees accrue Arizona earned paid sick time at a minimum rate of one hour for every 30 hours worked, subject to the limits required by Arizona law. When Alpha Team has fewer than 15 employees, the statutory annual accrual/use limit is 24 hours unless the company provides a higher limit. If the company reaches the statutory 15-employee threshold, the statutory limit is 40 hours unless a higher limit applies. New employees may be required to wait until the 90th calendar day of employment before using accrued sick time, as permitted by law.

Earned paid sick time may be used for qualifying employee or family health needs, certain public-health closures, and qualifying domestic-violence, sexual-violence, abuse, or stalking needs. When foreseeable, employees should provide advance notice when practical. Alpha Team will not require an employee to find a replacement worker as a condition of using protected earned paid sick time, and will not retaliate for lawful use of protected sick time.

7. Workmanship and Quality

Alpha Team employees are expected to perform work that is code-compliant, coordinated, neat, supported, protected, testable, and consistent with company workmanship standards. “Good enough to cover” is not the standard.

- Follow approved first-install examples and Field Standards Library guidance when available.
- Self-check work before asking another person to inspect it.
- Correct defects at the lowest competent level and as close to the time of installation as possible.
- Do not knowingly conceal defective or incomplete work.
- Protect finished work from damage by later operations.
- Maintain housekeeping continuously, not only at the end of the project.

Build one. Approve one. Then repeat.

8. Tools, Equipment, Vehicles, and Company Property

Employees must use company property responsibly and only for authorized purposes. Company tools, equipment, vehicles, documents, drawings, devices, software, keys, access credentials, and materials remain company property unless specifically stated otherwise.

- Inspect tools and equipment before use and remove unsafe equipment from service.
- Do not operate company vehicles or equipment without required authorization, license, or training.
- Immediately report accidents, theft, damage, citations, lost keys, or lost access devices.
- Do not use company purchasing accounts for personal purchases.
- Return company property promptly at separation or when requested.

9. Customer, Project, and Company Information

Employees may receive access to drawings, pricing, estimates, customer information, internal standards, schedules, passwords, photographs, proposals, and other nonpublic information. Employees must protect confidential information and use it only for legitimate company work. Nothing in this policy is intended to restrict rights protected by law, including lawful discussion of wages or working conditions.

Employees may not commit Alpha Team to additional cost, contract changes, owner/GC concessions, design deviations, material substitutions requiring approval, or schedule commitments unless they have authority to do so.

10. Phones, Photography, and Social Media

Personal phone use must not interfere with safety, production, customer rules, or assigned work. Project photography is permitted only when authorized and must follow customer/project restrictions. Employees may not post confidential project information, customer information, pricing, drawings, security-sensitive areas, or photographs that violate project rules or the rights of others.

11. Conduct and Performance

Alpha Team expects professional conduct. Depending on circumstances, conduct that may lead to coaching, discipline, or termination includes unsafe work, insubordination, dishonesty, theft, violence or threats, harassment, falsification of records, repeated attendance problems, intentional damage,

unauthorized disclosure of confidential information, working under the influence, serious workmanship failures, or repeated refusal to follow reasonable company or project requirements.

Alpha Team may use coaching, verbal counseling, written warnings, suspension, reassignment, retraining, or other corrective action when appropriate. The company is not required to use progressive discipline in every case, and employment remains at will.

12. Learning and Development

Employees are expected to continue learning. Alpha Team may use skills assessments, Field Standards Library cards, mentoring, toolbox talks, production reviews, quality reviews, formal training, and performance reviews to develop employees. Promotion is based on demonstrated capability, reliability, leadership, safety, quality, and business need - not time served alone.

13. Problem Reporting and No-Retaliation

Employees should report safety concerns, suspected illegal conduct, harassment, discrimination, wage concerns, quality problems, theft, fraud, or other serious issues promptly. Reports may be made through the normal chain or directly to another appropriate leader when circumstances warrant. Good-faith reports will be taken seriously, and retaliation prohibited by law or company policy is not permitted.

14. Separation from Employment

Employees who resign are encouraged to provide reasonable advance notice when practical. At separation, employees must return company property and provide any outstanding job information, documentation, passwords, keys, tools, devices, or materials. Final wages will be paid in accordance with applicable law. Unused earned paid sick time is handled in accordance with Arizona law and company policy.

15. Employee Acknowledgment

I acknowledge that I received or was provided access to the Alpha Team LLC Employee Handbook. I understand that I am responsible for reading and following applicable company policies, project rules, safety requirements, and lawful instructions. I understand that this handbook is not a contract of employment and does not alter the at-will employment relationship except through a separate written agreement that expressly provides otherwise and is authorized by the company.

I understand that policies may change and that I should ask a company leader when I have questions about a policy or requirement.

Employee Name

Signature

Date

Company Representative

Representative Signature / Date

