

# Anura Energy

---

## 2021 Employee Handbook

---

### *Amendments to Handbook:*

*The Company reserves the right and discretion to amend, delete, deviate from, or change benefits, compensation and policies at the sole discretion of the Company. Changes are effective as of the date of their occurrence.*

### *Exceptions to the Amendments to Handbook Policy:*

*Only the CEO of the Company, in a signed written document, has the authority to enter into any agreements contrary to the terms of this Company Employee Handbook.*

# Table of Contents

- Welcome to Anura Energy!..... 3**
- Who We Are ..... 3**
- Standards of Conduct ..... 4**
- Equal Employment Opportunity Policy ..... 5**
- Anti-Harassment Policy ..... 5**
- Safety and Security Policy..... 6**
- COVID-19 Prevention & Preparedness ..... 6**
- Accident Reporting Policy ..... 7**
- Attendance Policy..... 7**
- Tobacco-Free Workplace Policy ..... 8**
- Cell Phone Use Policy..... 9**
- Overtime Pay ..... 10**
- Holiday Pay ..... 10**
- Paid Time Off Policy for Exempt Employees..... 10**
- Use of Company Property Policy..... 12**
- Company Provided Communication Tools..... 13**
- Business Travel-Related Expenditures ..... 13**
- Company-Issued Credit Cards ..... 15**
- Grievance Policy..... 15**
- Acknowledgment of Receipt of the Employee Handbook ..... 17**

# Welcome to Anura Energy!

It is our pleasure to welcome you to our team. Anura Energy was founded in 2016 by Iowa natives Nicholas and Brittin Wood. Their background and extensive experience in energy efficiency, sustainability, and building systems was the basis for a small business that wanted to make a difference. Our vision is to be the experts in providing meaningful solutions to save energy and money for property owners, utility providers, and occupants.

We aim to provide our clients and customers with the highest level of quality and integrity, to positively contribute to energy efficiency research and policy development, and to address the comfort and safety of a typically underserved market and population. You are a very important part of this mission, and we value your experience and hard work to make Anura Energy successful!

## Who We Are

<p><b>Company Mission:</b></p>	<p>Solving difficult problems with meaningful solutions.</p>
<p><b>Company Values:</b></p>	<p><i>Integrity - Consistency - Perseverance</i>          Do the right thing          Achieve measurable results          Build value-based relationships          Create partnerships, not competitors          Nurture long-term relationships          Share information &amp; collaborate with industry partners          Provide value at every touch point</p>
<p><b>Company Vision:</b></p>	<p>Anura Energy is an organization that provides meaningful solutions for our clients. We stand to deliver consistent and measurable results, offer value at every touch point, operate with utmost integrity in every aspect of our business, and nurture long-term relationships with our industry partners, customers and professional community.</p> <p>We are an organization that integrates efficiency into our operations in order to reduce waste of valuable resources, to standardize processes and procedures, and employ systems that increase profitability.</p> <p>We are a small business that recognizes the potential impact on the local economy and workforce. We aim to create an organization that supports the development of employees both professionally and personally and provides meaningful work.          Where possible, we integrate local resources, vendors, materials, and subcontractors into our business operations.</p>

## Standards of Conduct

As an integral member of the Anura Energy team, every employee is expected to observe the highest standards of conduct, professionalism, and personal integrity at all times. Each employee should demonstrate sincere respect for the rights and feelings of others, including fellow employees, customers, supervisors, and visitors. In addition, every employee is responsible for protecting the property of the Company. Below you will find some of the rules and regulations which guide conduct of all employees of the Company. This list is illustrative, not all inclusive.

While employed with Anura Energy, you are expected to uphold the following five most important qualities:

- Are **Trustworthy**
- Have **Integrity**
- **Commitment** to the Work
- **Ability to be Trained**
- Be **Dependable**

Conduct which could result in discipline up to and including discharge includes, but is not limited to:

1. Reckless or willful damage to company property or to the property of coworkers, customers, or any other person.
2. Unauthorized removal of Company property from the Company premises.
3. Excessive tardiness or absenteeism.
4. Discriminating against or harassing another employee, customer, or any other person in violation of Company policy and/or state, federal, or local law.
5. Refusal to perform work as directed by a supervisor or any other act of insubordination.
6. Willful neglect of duty, malingering, sleeping during work time.
7. Possession or use of alcoholic beverages on Company property or using alcoholic beverages while engaged in Company business off the premises.
8. Reporting/returning to work under the influence of alcohol or any other substance. (Employees using a prescription medication which might impair their functioning should advise their supervisor.)
9. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs, including the misuse of prescription drugs.
10. Falsifying employment applications, other employment records, or any other Company document, including, but not limited to security clearance documents, accounting forms, and personnel records.
11. Willful violation or disregard of safety, health, fire, security or employment regulations, signs and notices.

12. Permitting another person to falsely use your badge or identification card or your using someone else's badge or identification card.
13. Theft of company property or the property of another employee.
14. Possessing knives, firearms or other weapons on company property or on project job sites.
15. Soliciting or accepting gratuities, gifts or donations from customers or clients.
16. Clocking or checking in for someone else or having someone else clock in or check in for you.
17. Fighting or using obscene, abusive, or threatening language or gestures.
18. Failing to maintain the confidentiality of Company, customer, or client information.

## Equal Employment Opportunity Policy

Anura Energy is committed to being an equal opportunity employer. Anura Energy will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, age, disability or sex.

All employees are expected to comply with this Equal Employment Opportunity Policy. Violations of this policy will be subject to discipline, up to and including termination.

Any employee who believes he or she has been discriminated against must immediately report any incident to the company's human resources team. Anura Energy will not tolerate retaliation against any employee who reports acts of discrimination or provides information in connection with any such complaint.

## Anti-Harassment Policy

Anura Energy is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

If an employee feels that he or she has been harassed on the basis of his or her sex, race, national origin, ethnic background, or any other legally protected characteristic they should immediately report the matter to his or her supervisor. If that person is not available, or if the employee feels it would be unproductive to inform that person, the employee should immediately contact that supervisor's superior or human resources. Once the matter has been reported it will be promptly investigated and any necessary corrective

action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

Any employee engaging in improper harassing behavior will be subject to disciplinary action, including the possible termination of employment.

## Safety and Security Policy

Anura Energy is committed to a strong safety program that protects its staff, its property and the public from accidents and injury. Employees at every level and role are responsible and accountable for the company's overall safety record. Complete and active participation by everyone, every day, in every job is necessary for the safety among all workers on the job site, while operating company property, in the office, and at the workshop. Safety and security procedures will be updated as needed and posted in a location accessible by all employees.

Management supports participation in the program by all employees and provides proper equipment, training and procedures to ensure a safe and healthy workplace environment. Employees are responsible for following all procedures, working safely, and, wherever possible, improving safety measures. Failure to comply with the safety and security policy can result in discipline, up to and including termination of employment. Employees are expected to report violations of the company's safety and security policy to their supervisor or a human resources representative and retaliation against any individual who reports violations will not be tolerated.

## COVID-19 Prevention & Preparedness

With the spread of the coronavirus or "COVID-19," a respiratory disease caused by the SARS-CoV-2 virus, the Company must remain vigilant in mitigating the outbreak to ensure the safety of our team members, service partners, and end customers while performing work activities. In order to be safe and maintain operations, we have developed COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the Company and at all jobsites. It is the responsibility of all employees to understand and follow COVID-19 related prevention activities, including but not limited to:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Practice social distancing by keeping at least six feet away from others and wear face coverings when distance is not feasible to maintain.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Stay at home if you are sick.

Further details can be found in Anura Energy's COVID-19 Exposure Prevention, Preparedness, and Response Plan and updates will be made as information becomes available through national and local health officials.

## Accident Reporting Policy

Reporting accidents and injuries promptly helps Anura Energy provide the most appropriate care for injured employees and return them to work as safely and swiftly as possible.

Any accident, incident or "near miss," no matter how slight the injury or damage, should be reported to your manager before the end of your shift. Your manager is responsible for taking appropriate follow-up action, including directing medical attention, completing an investigation report and recommending or implementing appropriate corrective actions.

Anura Energy may direct medical treatment as allowed by the Iowa workers compensation statute. Any request for medical treatment should be made to Nicholas Wood or Brittin Wood. If you choose to seek care on your own without authorization it may be at your own expense. If you receive medical care and after an investigation your condition is deemed not work-related according to the workers compensation statutes, you or your insurance company will be liable for the medical charges.

You should complete accident investigation forms as requested and return them promptly. Detailed investigation may include interviews, photographs, training/document reviews and preparation of a written report for all serious accidents and incidents.

If you are off work more than one week due to a work-related injury or illness, you must contact Nicholas Wood or Brittin Wood at least once per week to provide updates on your medical status and probable return-to-work date. This accident reporting policy has been designed with your best outcome in mind. Failure to follow Anura Energy's accident reporting policy could result in a written warning, suspension or dismissal.

## Attendance Policy

Absenteeism generally refers to a circumstance in which an employee is habitually absent or not present at work during normally scheduled work hours. The employee's absences may be either scheduled or unscheduled.

- Scheduled: Absences typically scheduled in advance include vacation, medical appointments, military service, family activities, jury duty, funerals, and other events which cannot be scheduled outside of regular work hours.
- Unscheduled: Absences typically occur as a result of illness, family emergencies, transportation emergencies, family member illness and/or death, and household emergencies such as fire.

Managers may designate absences are excused, unexcused, or no-fault.

- Excused: An excused absence is one which is scheduled and approved by the employee’s manager in advance of the absence for such events as vacation, medical appointments, military service, jury duty, funerals, and events or activities which are scheduled outside of regular work hours. Unscheduled absences for illness, family member illness or death, and similar unanticipated circumstances may also be treated as “excused.” Typically, there is no disciplinary consequence for an excused absence, unless the employee is habitually absent.
- Unexcused: An unexcused absence is one that is not approved by an employee’s manager or embraced in the Anura Energy’s policies and procedures. It may be more likely to lead to disciplinary consequences than is an excused absence.

Excessive absenteeism is defined as two or more unexcused absences in any 30-day period.

1. First offense - written counseling and warning that continued excessive absenteeism will lead to subsequent disciplinary action.
2. Second offense - written counseling session and warning that continued excessive absenteeism will lead to termination.
3. Third offense - termination.

## **Tobacco-Free Workplace Policy**

No individuals, whether employees, contractors, vendors, visitors, or guests, are allowed to smoke or use Tobacco Products on the premises of any Anura Energy property, whether owned or leased. “Tobacco Products” are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco or simulate the use of tobacco, such as electronic cigarettes. This prohibition includes offices, warehouses, job sites, company vehicles, garages, parking lots, lawns, sidewalks, and inside customers' residences or businesses while conducting business on behalf of Anura Energy.

Use of tobacco products is not allowed during the scheduled work shift. Individuals may only use tobacco products during unpaid breaks and not located on Anura Energy facility, property or job sites as described above.



Employees are expected to report violations of the company's tobacco-free workplace policy to their supervisor or a human resources representative. Failure to comply with the tobacco-free workplace policy can result in discipline, up to and including termination of employment.

Retaliation against any person who, in good faith, reports a violation of this policy or participates in an investigation of smoking or the use of tobacco products in the workplace is prohibited. Where the company finds retaliation has occurred, individuals who engaged in the retaliatory behavior may be subject to discipline, up to and including termination of employment, regardless of whether the original complaint is substantiated.

## Cell Phone Use Policy

All cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

### Personal cell phones

While at work, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls and messaging during the workday can interfere with employee productivity, create unsafe conditions, and be distracting to others. Employees are expected to only make personal calls during nonwork/unpaid time, and to ensure that friends and family members are aware of Anura Energy's policy. Anura Energy will not be liable for the loss of personal cell phones brought into the workplace.

### Safe cell phone use

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones at all times. Reading, writing, or sending text messages while driving is against the law in Illinois and Iowa.

Employees whose job responsibilities include regular or occasional driving are required to refrain from using their phone while driving; use of a cell phone while driving is not required by the company. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Employees violating this policy will be subject to discipline, up to and including termination of employment.

## Overtime Pay

Because of the nature of our business, your job may periodically require overtime work. If the Company *requires* that you work overtime, we will give you as much notice as possible. You should not work overtime hours without prior approval by your Manager.

Nonexempt (hourly) employees who work more than 40 hours in one week are entitled to one and one-half their base rate of pay for each hour of overtime worked in excess of 40 hours. The standard workweek is defined as 12:01 a.m. Monday through midnight Sunday.

Unlike hourly nonexempt employees, exempt (salaried) employees do not have a right to extra compensation for overtime. If you are a salaried employee, you are eligible to accrue paid time off. Refer to the Paid Time Off Policy for Exempt Employees for details.

## Holiday Pay

Nonexempt (hourly) employees who are required to work on a standard holiday are entitled to twice their base rate of pay for each hour worked on the holiday. The six standard holidays are defined as follows:

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

## Paid Time Off Policy for Exempt Employees

To be eligible for paid time off, including vacation, holidays and sick leave, an employee must be full-time (32 or more hours scheduled per week) and must have worked for, and be in good standing with, Anura Energy for 30 days from their start date. **This policy applies to exempt employees only.**

All PTO requests must be submitted via email to the employee's manager by a minimum of three business days in advance for approval and to cover business operations accordingly. Anura Energy reserves the right to refuse requests for PTO but will do the best to accommodate them when advance requests are given.

## Vacation Leave

Anura Energy will be providing the following amount of paid vacation time to salaried employees:

- 0 up to 3 years tenure = 80 hours
- 3 up to 5 years tenure = 120 hours
- 5 years + tenure = 160 hours

Vacation leave is defined as traditional paid time off where you might use it for a family vacation, an out-of-town wedding, family reunion, etc. It must be requested at least three business days in advance and must be approved by your manager in order to be valid.

Vacation leave is accrued at the rate of 3.1 hours per bi-monthly pay period from employee start date, and available for use after 30 days of employment (“in good standing”). Vacation can be rolled over, which means vacation hours can continue to accrue each year of employment, up to 15 days or 120 hours.

Employees are allowed to go “in debt” with up to 8 vacation hours. In the case where approved time off will go over the debt limit, the time used will be considered unpaid for that pay period.

## Personal Holiday

Anura Energy will supply one personal holiday, which is meant to be used for personal needs that can include religious holidays, birthdays, family needs, etc. If you or a family member falls ill, this leave can be used after sick leave and vacation leave have been exhausted. Personal holidays may be requested in advance like vacation time or may be requested last minute like sick leave and are meant as supplemental leave.

## Paid Holidays

Anura Energy will provide the following paid holidays for salaried employees. Should a holiday fall on a weekend day, the preceding Friday or following Monday will be taken in lieu and will be announced in advance.

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

## Sick Leave

Salaried employees are eligible for up to 40 hours of paid sick leave per year. Sick leave is provided as a lump sum at the start of the calendar year, prorated according to an employee's start date and available for use 30 days from their start date.

Sick leave is defined as when you are ill and unable to come to work. Sick leave in excess of two days may be subject to a doctor's note. Personnel should call in each day of sick leave by 7:00 am.

If one falls critically ill and sick leave becomes exhausted, vacation leave can then be used. Employees are allowed to go "in debt" with up to 8 vacation hours. In the case where approved time off will go over the debt limit, the time used will be considered unpaid for that pay period.

## Bereavement Leave

Anura Energy would like to provide support for their employees in case of a tragedy. Bereavement leave will be provided in the amount of two days, with an additional day if travel out of state is required.

Bereavement leave is valid for the following relationships: Immediate family members (spouse, domestic partner, child, parent, legal guardian, sibling, grandparent, grandchild, and in-laws).

Anura Energy reserves the right to request for proof of bereavement leave need on a case-by-case basis.

## Use of Company Property Policy

Employees need to be mindful that all equipment which they use or has been issued to them to perform their jobs is owned by Anura Energy. It is the individual responsibility of all employees to care for and safeguard this company property and equipment, keeping it in as close to as new condition as possible. Examples of company property includes motor vehicles, tools and equipment, furniture, computer equipment, mobile phones and walkie talkies.

It is the responsibility of the employee to notify the company within 24 hours of loss/damage/theft to the item(s), as to the occurrence and/or explanation thereto. If the item(s) have been stolen, the company also requires the employee to complete an Affidavit at their nearest Police Station within 24 hours from the estimated time of theft and forward the original docket to the company.

The company may deduct from the employee, the cost of tools or equipment lost/stolen, if the employee committed theft or was negligently responsible for the loss. Loss due to employee theft or negligence will result in immediate dismissal.

It is under the discretion of management to permit the replacement of tools or equipment, and the type or model of replacement.

## Company Provided Communication Tools

When job duties or business needs demand, the company may issue a business cell phone and/or walkie talkie to an employee for work-related communications. Personal use of company-owned communication tools should be kept to a minimum. Cell phone or walkie talkie use must never include, obscene, discriminatory, inflammatory, offensive or defamatory language.

Employees in possession of company-owned communication tools are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Hands-free equipment will be provided with company-issued phones to facilitate the provisions of the Anura Energy Cell Phone Use policy.

## Business Travel-Related Expenditures

The purpose of this policy is to establish guidelines for reimbursement of business travel-related expenditures. The guidelines are designed to ensure consistency and fair treatment for all employees whose travel will be reimbursed or paid for by Anura Energy.

Please request receipts for all transportation expenditures and record on the receipt the starting and ending point for the trip and a brief description of the purpose of the trip.

### Reimbursable Expenses

The following reasonable expenses will be reimbursed if they are properly approved and documented.

#### Personal Automobiles

The use of a personal automobile is highly discouraged, but when a company vehicle is not available, personal vehicle shall be reimbursed at the stated IRS rate in effect at the time of travel.

Parking and tolls should be itemized separately, and receipts should be included. Reimbursement should not exceed the cost of commercial transportation, where available.

## Rental Cars

Automobile rentals should be limited to situations where other means of transportation are not practical, economical or available. Travelers are encouraged to choose compact or mid-sized cars whenever possible and make arrangements ahead of time to economize on rates.

Note: Travelers should refill gas tanks before returning the vehicles. Rental companies levy a charge for refueling, far more than the price of gas. Avoid drop charges by returning the vehicle to the renting location. Compare the cost of air travel versus driving and drop charge.

## Commercial Air Travel

Commercial air travel expense is reimbursed on the basis of the actual cost incurred by the traveler using normally traveled routes. Be sure to make reservations in advance, most discounted fares are available when purchased two or more weeks prior to departure. Be flexible in selection of airlines and flight time.

## Accommodations

Travelers are strongly encouraged to use standard accommodations at reasonably priced business hotels or motels. Where possible, choose accommodations that include breakfast, parking and wifi at no charge or are included in the room rate.

## Meals and Incidentals

The Company will reimburse meal and incidental expenses incurred during business related travel. Incidental expenses include fees and tips for persons providing services, such as food servers, hotel housekeeping and luggage handlers. Incidental expenses do not include ground transportation, telephone calls or laundry. The Company will generally provide a per diem of \$20 per day for meals, unless other arrangements are required and discussed ahead of time.

## Non-Reimbursable

- Personal entertainment expenses such as movies, games and health club membership
- Costs incurred by failure to cancel transportation or hotel reservations
- Traffic and/or parking violation fines
- Spouse or other family member expenses
- Laundry service

## Company-Issued Credit Cards

Anura Energy may issue company credit cards to certain employees for business use as necessary in connection with the employee's job duties. Use of company-issued credit cards is a privilege, which Anura Energy may withdraw at any time. Repeated improper use of company-issued credit cards will be subject to disciplinary action, including the possible termination of employment.

Any credit card issued to an employee by Anura Energy must be used for business purposes only. Personal purchases of any type are not allowed and will be reimbursed from an employee's paycheck. Expenses for lodging and meals while on company-approved business trips are considered business purchases, as long as such expenses are consistent with Anura Energy's travel and expense reimbursement policy.

Employees are expected to exercise discretion and good judgment when incurring business expenses and to report expenses on a timely basis with appropriate documentation as required below. If there is any question as to whether a particular purchase qualifies as a business expense, the employee should consult his or her manager *before* incurring the expense. Employees are responsible for any unauthorized purchases deemed by Anura Energy to be for personal use.

When a company card is used for purchases, receipts must be saved and submitted. The following information must be included on each receipt:

- Employee's name or initials
- Job or project (for materials)
- For travel related expenses: location and purpose of trip (job or project, etc.)

## Grievance Policy

Although we seek to provide a workplace in which all employees feel that they are an important part of Anura Energy, and where employees feel fairly treated, there may be times when you have a dispute with a supervisor or the Company which can best be resolved through a formal procedure for dispute resolution. All disputes between any employee and the Company are to be resolved by in accordance with the following procedure. Please note, however, that the Company reserves the right to modify this procedure at any time and nothing in this procedure should be construed to constitute a contract between you and the Company or to constitute any part of a contract between you and the Company.

1. Employees are encouraged to first respectfully talk to each other to resolve their problems.
2. When resolve isn't possible, employees should communicate informally with their direct supervisor.

3. Supervisors are expected to try to resolve any grievance as quickly as possible. When they're unable to do so, they should refer to the HR department and cooperate with all other procedures.
4. When employees have a grievance about their supervisor, they should first try to discuss the matter and resolve it between them. If the grievance relates to a supervisor behavior that can bring disciplinary action (e.g. sexual harassment or violence), employees should refer directly to the human resources department or the next level supervisor.

The human resources department should follow the procedure below:

1. Ask employee to fill out a grievance form and talk with employee to ensure the matter is understood completely
2. Provide the employee who faces allegations with a copy of the grievance
3. Organize mediation procedures (e.g. arranging a formal meeting)
4. Investigate the matter or ask the help of an investigator when needed
5. Keep employees informed throughout the process and communicate the formal decision to all employees involved
6. Take actions to ensure the formal decision is adhered to
7. Keep accurate records, and confidentiality with the involved parties

This procedure may vary according to the nature of a grievance. For example, if an employee is found guilty of racial discrimination, the company will begin disciplinary procedures.



## Acknowledgment of Receipt of the Employee Handbook

I acknowledge that I have received a copy of the Anura Energy. Employee Handbook.

I understand that this employee handbook replaces any and all prior verbal and written communications regarding Anura Energy working conditions, policies, procedures, appeal processes, and benefits.

I understand that the working conditions, policies, procedures, appeal processes, and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of Anura Energy.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Anura Energy.

I understand that if I have questions or concerns at any time about the handbook or the Standards of Conduct, I will consult manager, the human resources staff, or the president for clarification.

I also acknowledge that the handbook contains an employment-at-will provision that states:

- Either Anura Energy or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Anura Energy documents, or in any verbal statements to the contrary; and

Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Signature Date: \_\_\_\_\_

## Employee Copy

# Acknowledgment of Receipt of the Employee Handbook

I acknowledge that I have received a copy of the Anura Energy Employee Handbook.

I understand that this employee handbook replaces any and all prior verbal and written communications regarding Anura Energy working conditions, policies, procedures, appeal processes, and benefits.

I understand that the working conditions, policies, procedures, appeal processes, and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of Anura Energy.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Anura Energy.

I understand that if I have questions or concerns at any time about the handbook or the Standards of Conduct, I will consult manager, the human resources staff, or the president for clarification.

I also acknowledge that the handbook contains an employment-at-will provision that states:

- Either Anura Energy or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Anura Energy documents, or in any verbal statements to the contrary; and

Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Signature Date: \_\_\_\_\_