

EOS Solar Inc

September 1, 2023



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1. Introduction

1.1 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Company. Employment with EOS Solar Inc is "AT-WILL." This means employees or EOS Solar Inc may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with EOS Solar Inc for any set period of time.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Company reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Company also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the president and the employee.

1.2 Welcome Message

Dear Valued Employee,

Welcome to EOS Solar Inc! We are pleased with your decision to join our team.

At EOS Solar Inc our commitment lies in delivering superior quality and providing unparalleled customer service across all facets of our business. We firmly believe that each employee contributes to the success and growth of our mission: to improve homeowners' lives by making their choices more sustainable and affordable.

This employee handbook contains general information on our policies, practices, and benefits. Please read it carefully. If you have questions regarding the handbook, please discuss them with your supervisor or the Human Resources department.

We are excited to have you on board and eagerly anticipate the opportunity to work together!

The Human Resources department

1.3 Changes in Policy

Changes at EOS Solar Inc are inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by EOS Solar Inc, and after those dates all superseded policies will be null and void. No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Human Resources department.

1.4 Employee Acknowledgment of Handbook

I acknowledge that I have received and reviewed the employee handbook. I understand and recognize that there may be changes to the information, policies, and benefits in the handbook. I understand that EOS Solar Inc may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by EOS Solar Inc management.

I understand that I became an employee of EOS Solar Inc voluntarily. I understand and acknowledge that there is no specified length to my employment and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that the Company may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand that it is my responsibility to read and comply with all policies included within the employee handbook. I further understand that I should consult my supervisor regarding any questions I may have.

Employee signature:

Printed Name:

Date:

Company Representative:

2. General Employment

2.1 At-Will Employment

Employment with EOS Solar Inc is "at-will." This means employees are free to resign at any time, with or without cause, and EOS Solar Inc may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with EOS Solar Inc for any set period of time. The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by EOS Solar Inc, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the CEO and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between EOS Solar Inc and any of its employees.

2.2 Immigration Law Compliance

EOS Solar Inc is committed to employing only United States citizens and individuals who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with EOS Solar Inc within the past three years, or if their previous I-9 is no longer retained or valid. EOS Solar Inc may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, EOS Solar Inc provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

EOS Solar Inc is an Equal Opportunity Employer. Employment opportunities at EOS Solar Inc are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Company will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Company will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your superior or Human Resources department. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

EOS Solar Inc strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. EOS Solar Inc will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Employee Grievances

It is the policy of EOS Solar Inc to maintain a harmonious workplace environment. EOS Solar Inc encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions. Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Human Resources department. After receiving a written grievance, HR may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue. Complaints involving alleged discriminatory practices shall be processed in accordance with EOS Solar Inc's Sexual and other Unlawful Harassment Policy. EOS Solar Inc assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.5 Internal Communication

Effective and ongoing communication within EOS Solar Inc is essential. As such, the Company maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, EOS Solar Inc uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

EOS Solar Inc aims to ensure that communication channels between company employees, such as, but not limited to, WhatsApp, Skype, and emails, are used professionally and appropriately to improve communication and collaboration between employees, service providers, interns, and the Company's clients, aiming to protect data subjects' information.

Communication channels should only be used for business purposes related to EOS Solar Inc, such as communicating with colleagues, collaborating on projects, and communicating with clients and suppliers, always respectfully and professionally.

Using offensive, discriminatory, sexually suggestive language, or any other form of inappropriate behavior that violates this Policy is prohibited. Additionally, browsing inappropriate and/or non-work-related websites is also prohibited.

It is important to remember that the information shared through communication channels is confidential, and sharing and disclosing it to third parties is not allowed.

EOS Solar Inc reserves the right to control and monitor access to the internet, emails, and all communication applications such as Messenger, WhatsApp, Skype, among others, on all equipment connected to its information technology system, through artificial intelligence tools as well as responsible personnel, in accordance with the law.

2.6 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with EOS Solar Inc. Unless an alternative work schedule has been approved by EOS Solar Inc, employees will be subject to the Company's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary. EOS Solar Inc's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

2.7 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address EOS Solar Inc's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, EOS Solar Inc will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Company or employee violations of the law, including discriminatory or other unfair

employment practices;

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;
- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or Human Resources department directly. Employees should also review their state and local requirements for any additional reporting guidelines.

EOS Solar Inc will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Human Resources department or any state or local agency responsible for investigating alleged violations.

2.8 Equal Employment Opportunity (California Employees)

EOS Solar Inc is an Equal Opportunity Employer. Employment opportunities at EOS Solar Inc are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, color, sex, national origin, age, military status, veteran status, disability, genetic information, ancestry, medical condition, marital status, gender identity, gender expression, sexual orientation, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

EOS Solar Inc strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

2.9 Equal Employment Opportunity (Florida Employees)

EOS Solar Inc is an Equal Opportunity Employer. Employment opportunities at EOS Solar Inc are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Color
- Religion
- Sex
- Pregnancy, childbirth or related medical condition
- National origin
- Age
- Veteran status
- Disability
- Genetic information
- Health status, sickness, or disease
- Marital status
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

EOS Solar Inc strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. EOS Solar Inc will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.10 Open Door Policy

EOS Solar Inc welcomes the opportunity to discuss business-related concerns and suggestions. To this end, it is our policy to maintain an open door to our employees. Employees should feel free to discuss any questions, problems, complaints or suggestions with their supervisors or any member of management.

2.11 Licensing and Certification

EOS Solar Inc is required by law to attain certification of any employee whose duties require federal, state, or agency licensing. Therefore, all individuals that fall under this category must be able to present verifiable proof prior to their starting date that such requirements have been met.

Employees must also agree that their licenses and/or certifications will be maintained and kept current for the duration of their employment with the Company. Failure to present or retain certification may result in disciplinary action, up to and including termination of employment.

Questions regarding this policy should be directed to the Human Resources department.

2.12 Conflict of Interest

A conflict of interest occurs when an employee's personal interests interfere, or appear to interfere, with their ability to make sound business decisions on behalf of the Company. EOS Solar Inc employees have a responsibility to avoid any real or potential conflicts of interest as outlined in the guidelines below.

Conflict of interest includes, but is not limited to, the following scenarios:

- An actual or potential conflict of interest may occur when an employee is in a position to influence a decision or have business dealings on behalf of EOS Solar Inc that might result in a personal gain for the employee or for one of the employee's relatives or friends.
- A conflict of interest may also occur when an employee has financial interest in a business or venture that may be in conflict with EOS Solar Inc's interests.

While EOS Solar Inc does not automatically assume that there is a conflict of interest when an employee has a relationship with another company, by informing us that there is the possibility of an actual or potential conflict of interest, we can establish safeguards to protect everyone involved. All inquiries will be kept confidential to the maximum extent possible.

Violation of this policy may result in disciplinary action, up to and including termination of employment. This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act. Questions or concerns regarding this policy should be directed toward your supervisor or the Human Resources department.

3. Employment Status & Recordkeeping

3.1 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, EOS Solar Inc classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed. If you change positions during your employment with EOS Solar Inc or if your job responsibilities change, you will be informed by the Human Resources department of any change in your exempt status. In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time: Full-time employees are regularly scheduled to work greater or equal to 40 hours per week. Generally, regular full-time employees are eligible for EOS Solar Inc's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time: Part-time employees are regularly scheduled to work less than 40 hours per week. Regular part-time employees may be eligible for some EOS Solar Inc benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary: Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to EOS Solar Inc benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by EOS Solar Inc Management, of a change.

3.2 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Human Resources department of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Human Resources department as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses

3.3 Expense Reimbursement

EOS Solar Inc reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Human Resources department.

Some expenses that may warrant reimbursement include, but are not limited to, the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the Human Resources department for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

3.4 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization.

Notice of Voluntary Separation

Employees who intend to terminate employment with EOS Solar Inc are strongly encouraged to provide EOS Solar Inc with at least two weeks written notice. Such notice is intended to allow the Company time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Return of Company Property

Any employee who terminates employment with EOS Solar Inc shall return all files, records, keys, and any other materials that are the property of EOS Solar Inc prior to their last date of employment.

Final Pay

EOS Solar Inc will provide employees with their final pay in accordance with applicable federal, state and local laws.

Benefits Upon Termination

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. EOS Solar Inc will notify employees of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, contact EOS Solar Inc's Human Resources department.

4. Working Conditions & Hours

4.1 Company Hours

EOS Solar Inc is open for business from Monday - Friday 08:00 AM to 05:00 PM. This excludes holidays recognized by EOS Solar Inc. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

4.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by EOS Solar Inc management.

When a decision is made to close, employees will receive official notification from EOS Solar Inc.

Note: In a declared state of emergency that prohibits travel, employees shouldn't report to work.

Pay:

Exempt Employees:

If EOS Solar Inc closes due to an emergency, employees who are classified as exempt from overtime will receive their full salary, provided they have worked any part of the workweek.

Non-Exempt Employees:

If EOS Solar Inc closes due to an emergency, employees who are classified as non-exempt from overtime won't be paid, unless state or local law requires such pay or they have paid leave available and elect to use it for the missed work hours.

Note: If a non-exempt employee is already working when the decision to close is made, the employee will be paid for all hours actually worked and any additional hours that may be required under state and local laws, if applicable. If a non-exempt employee arrives at work and is asked to wait while a decision to close is made, they will receive pay for the time they spent waiting.

If you have questions about emergency closing or pay, please contact the Human Resources department.

4.3 Workplace Safety

EOS Solar Inc is committed to providing a clean, safe, and healthy work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. EOS Solar Inc and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Complaint and Reporting Procedure:

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the

case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Human Resources department

adriano.pereira@eosloan.com

+1(832)517-3883 Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment. Retaliation Prohibited:

EOS Solar Inc expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Human Resources department.

4.4 Security

The purpose of EOS Solar Inc's security policy is to protect Company assets and to maintain a safe working environment for all employees. Facility Access: All regular EOS Solar Inc employees will be issued a key to gain access to EOS Solar Inc facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible. Upon separation from EOS Solar Inc, and at any other time upon EOS Solar Inc's request, all keys must be returned to your supervisor. Closing Procedures: The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not permitted on company property after hours without prior written authorization from the Human Resources department.

4.5 Meal & Break Periods

Non-exempt employees will be provided with meal and break periods in accordance with applicable federal, state, and local rules. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will generally be unpaid. Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

EOS Solar Inc will schedule meal and break periods in order to accommodate Company operating requirements.

4.6 Break Time for Nursing Mothers

EOS Solar Inc accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Company will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the Human Resources department.

4.7 Theft Prevention

In order to protect the assets of EOS Solar Inc as well as employees' personal property, all employees will be required to follow the theft prevention guidelines included herein. Theft prevention cannot be handled in a constructive manner unless all employees make it their responsibility to protect EOS Solar Inc assets.

EOS Solar Inc will take all appropriate measures to protect employee and company assets, including but not limited to:

- Utilizing electronic surveillance in accordance with all applicable laws
- Conducting regular audits of Company assets
- Limiting access to supply and storage areas
- Searching employee work areas at management's discretion
- Requiring written management approval for removing EOS Solar Inc property from Company premises
- Strictly enforcing all policies relating to the opening and closing of the Company's facilities
- Thoroughly investigating all suspected thefts

Workplace Investigations:

EOS Solar Inc reserves the right to use any lawful method of investigation which in its sole discretion it deems reasonable and necessary to determine whether an employee has engaged in conduct warranting disciplinary action.

Whenever EOS Solar Inc has reason to believe an employee has stolen from the Company or from another employee, an investigation will take place. When this occurs, you will be notified that you are under investigation. Management reserves the right to suspend employees pending the results of an investigation and will use its discretion in making such a decision.

Any employee who is asked by management to submit to such a search or investigation is to cooperate. Failure to do so may lead to discipline, up to and including termination of employment. In addition, providing falsified information during the course of an investigation may lead to discipline, up to an including termination of employment. The results of an investigation will be made available only to those employees with the need to have access to such information.

If it has been found that an employee has stolen from the Company, a co-worker, client or customer, the employee will be subject to immediate termination and may face criminal charges.

All employees who know or observe improper or wrongful conduct are to contact their direct supervisor or any management-level employee. All managers have a responsibility to act on such information. EOS Solar Inc will not tolerate any form of retaliation against any employee for making a report, or participating in an investigation, of any suspected improper or wrongful conduct.

All employees who fail to report improper or wrongful conduct, and managers who fail to act, are subject to discipline, up to and including termination of employment.

4.8 Telecommuting/Remote Work

EOS Solar Inc is committed to meeting the needs of our employees and will support flexible work arrangements where possible. As such, telecommuting arrangements may be made on an as needed basis or established as part of a regular schedule.

Although we promote flexible working arrangements, we expect and encourage employees to spend time working in the office as much as possible. This ensures employees are easily accessible to clients and customers, and helps maintain teamwork and collaboration .

All telecommuting arrangements require written approval from the employee's supervisor. The following guidelines should be followed:

- Employees should make arrangements with their supervisor at least one week prior to telecommuting.
- Employees must provide contact information and remain easily accessible during scheduled work hours.

- Employees are expected to be focused on EOS Solar Inc business throughout the workday, to the same extent as when they are at the worksite.
- Employees must complete their work assignments, and communicate with their supervisor and others regularly and as needed, to the same extent as when they are at the worksite.
- Employees must contact their manager as soon as possible when losing internet connectivity.
- Employees must have a dedicated space for work that is free of safety hazards and distractions.
- Employees who work remotely are expected to abide by the same rules that apply to the workplace during work hours, including rules that apply to alcohol and drug use.
- During virtual meetings, employees are:
 - Expected to follow the dress code that would apply if they worked at the worksite.
 - Encouraged to use video and to mute audio when not speaking.
 - Discouraged from eating while their video or audio is turned on.

EOS Solar Inc's timekeeping guidelines and rules apply to remote work as they do for work at the worksite. For fully remote employees, the wage and hour laws of the state in which the home office is located will apply.

All hardware (laptops, tablets, other) provided for remote work is the property of EOS Solar Inc. Wherever possible, EOS Solar Inc hardware should not be taken out of an employee's remote work location, nor should it be lent to, or accessed by, anyone but the employee.

Employees who work remotely on a full-time basis may be required to visit or work in an office or other locations for meetings, training classes, seminars and events as required by their managers. They may also be required by their managers to work periodically at an office (or other location) to meet business requirements. Failure to report to the office or other assigned locations as required could result in revocation of the remote work arrangement and/or discipline, up to and including termination of employment.

This policy is not intended to diminish or replace any entitlement employees have to a flexible work arrangement under federal, state or local laws. While EOS Solar Inc does not guarantee that your telecommuting request will be granted, the Company will abide by all applicable laws when reviewing telecommuting requests.

Questions regarding this policy should be directed to your immediate supervisor or to the Human Resources department.

5. Employee Benefits

5.1 Military Leave

EOS Solar Inc grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Human Resources department.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

EOS Solar Inc complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Human Resources department.

5.2 Jury Duty

EOS Solar Inc encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either EOS Solar Inc or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. . If exempt employees miss work because of jury duty, they will receive their full salary, unless they miss the entire workweek. However, EOS Solar Inc may offset any jury-duty fees received by an exempt employee against the salary due for that workweek.

5.3 Workers' Compensation

Employees who are injured on the job at EOS Solar Inc are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee

was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by EOS Solar Inc. No premium is charged for this coverage and no individual enrollment is required. EOS Solar Inc will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Human Resources department to obtain the required claim forms and instructions.

5.4 Voting Leave (Texas Employees)

EOS Solar Inc requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for time off to vote.

EOS Solar Inc may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift unless otherwise mutually agreed.

If there are fewer than two consecutive hours between the opening of the polls and the beginning of an employee's workday or between the end of an employee's workday and the closing of the polls, an employee may take a reasonable amount of paid leave to vote on Election Day.

To the extent possible, employees must provide reasonable notice of their need for leave under this policy.

Employees must be prepared to provide EOS Solar Inc with certification, such as a voter's receipt, to prove that he or she voted.

5.5 Holidays

EOS Solar Inc observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- and Christmas Day.

Due to the nature of our business, EOS Solar Inc may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws or accrue extraordinary vacation time.

5.6 Voting Leave (California Employees)

EOS Solar Inc requests that, whenever possible, employees vote before or after work hours to avoid interference with business operations. However, if an employee does not have sufficient time outside of work hours to cast his or her ballot, the employee may be eligible for up to two hours of paid time off to vote on Election Day.

EOS Solar Inc may specify the hours during which the employee may take leave to vote. Such time will generally be limited to the beginning or end of a working shift, whichever allows the most time for voting and the least time off from a regular working shift, unless otherwise mutually agreed.

To the extent possible, employees must provide at least two working days' notice of their need for leave under this policy.

Employees must be prepared to provide EOS Solar Inc with certification, such as a voter's receipt, to prove that he or she voted.

5.7 Bereavement Leave (California Employees)

Eligible employees may use up to five days of bereavement leave upon the death of a family member. The days of bereavement leave need not be consecutive, but the leave must be completed within three months of the date of death of the family member.

A family member is a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law.

Employee Eligibility:

For an employee to be eligible for bereavement leave under this policy:

- They must work for EOS Solar Inc for at least 30 days before the start of the leave.

Documentation:

EOS Solar Inc may request that employees provide documentation of the death of the family member. If requested, the employee must provide the documentation within 30 days of the first day of the leave.

Documentation includes, but isn't limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

Pay During Leave:

Unless EOS Solar Inc has an existing paid bereavement leave policy, the leave provided under this policy will be unpaid, but employees are entitled to use accrued sick leave or other paid time off for this purpose.

Retaliation Prohibited:

EOS Solar Inc will not take adverse action against an employee for exercising their rights under the law.

If you have questions about this policy, including your eligibility for leave, please contact the Human Resources department.

5.8 Domestic Violence and Other Crime Victims Leave (California Employees)

An employee may be entitled to a reasonable amount of unpaid leave if the employee is:

- A victim of domestic violence, sexual assault, or stalking.
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury.
- An individual whose immediate family member is deceased as the direct result of a crime.

This leave may be used to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child.

For the purposes of this policy, an immediate family member is:

- Regardless of age, a biological, adopted, or foster child, stepchild, or legal ward, a child of a domestic partner, a child to whom the employee stands as a parent, or a person to whom the employee stood as a parent when the person was a minor.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or an employee's spouse or domestic partner, or a person who stood as a parent when the employee or the employee's spouse or domestic partner was a minor child.
- A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision.
- A biological, foster, or adoptive sibling, a stepsibling, or a half-sibling.

- Any other individual whose close association with the employee is the equivalent of a family relationship described above.

Employee Notice:

When feasible, an employee requesting leave must provide their supervisor with reasonable notice prior to the need for leave. When advance notice isn't feasible, employees must be prepared to provide EOS Solar Inc with certification to verify the employee's eligibility for the leave taken, such as:

- A police report;
- A court order;
- Documentation from a medical professional, victim advocate, health care provider, or counselor; or
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a covered reason.

Substitution of Paid Leave:

Under this policy, leave is unpaid; however, employees may use accrued paid time off for this purpose.

Retaliation Prohibited:

EOS Solar Inc will not take adverse action against an employee for exercising their rights under the law.

Questions Regarding Leave:

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Human Resources department.

5.9 Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy Full-time and part-time employees

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

After 1 year(s) of service employees are eligible for 16 PTO Days.

- PTO will be earned at the rate of .05769 hours per hour worked.

Example: Employee "A"; works 25 hours per week for 52 continuous weeks

- - $25 \times 52 = 1,300$ hours
 - Earned PTO equals $1,300$ hours worked $\times .05769 = 75$ hours

Earned PTO cannot be taken before it is accrued without written authorization from your supervisor.

Unless EOS Solar Inc is required by state or local law to carry over unused PTO to the following year, employees must use their earned time prior to December 31 of the calendar year; otherwise the time will be forfeited. For details on carryover or other provisions of this policy, contact Human Resources department.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional

day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which EOS Solar Inc operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

6. Employee Conduct

6.1 Standards of Conduct

EOS Solar Inc's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Company's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does not include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Company's products, services, customers or processes. Wages and other conditions of employment are not considered to be confidential information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding EOS Solar Inc's standards of conduct, please direct them to your supervisor or the Human Resources department.

6.2 Disciplinary Action

Disciplinary action at EOS Solar Inc is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. EOS Solar Inc reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

EOS Solar Inc recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Presence on company property during non-business hours
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging EOS Solar Inc business practices or any other confidential information
- Any misrepresentation of EOS Solar Inc to a customer, a prospective customer, the general public, or an employee

6.3 Confidentiality

EOS Solar Inc takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the Company's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with EOS Solar Inc and as a direct result of your job responsibilities with EOS Solar Inc. Wages and other conditions of employment are not considered to be Confidential Information.

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Company to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Company, and not otherwise available to persons or companies outside of EOS Solar Inc, may result in disciplinary action, up to and including termination of employment. If you leave the Company, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Human Resources department.

6.4 Workplace Violence

EOS Solar Inc strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated

promptly and will be kept confidential to the maximum extent possible. EOS Solar Inc will not tolerate any form of retaliation against any employee for making a report under this policy.

EOS Solar Inc will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

6.5 Drug & Alcohol Use

EOS Solar Inc is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for EOS Solar Inc is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of EOS Solar Inc, or in any vehicle owned or leased on behalf of EOS Solar Inc or while on Company business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

EOS Solar Inc will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Human Resources department immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment. As a part of our effort to maintain a workplace free of substance abuse, EOS Solar Inc employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, EOS Solar Inc reserves the right to examine and test for drugs and alcohol at our discretion. As a condition of your employment with EOS Solar Inc, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between EOS Solar Inc and its employees. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

6.6 Sexual & Other Unlawful Harassment

EOS Solar Inc is committed to a work environment in which all individuals are treated with respect. EOS Solar Inc expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law. Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company

Harassment on the basis of any other protected characteristic is also strictly prohibited. Complaint Procedure:EOS Solar Inc strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Human Resources department

adriano.pereira@eosloan.com

+1(832)517-3883

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited:EOS Solar Inc expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

6.7 Telephone Usage

EOS Solar Inc telephones are intended for the sole use of conducting company business. Personal use of the Company's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6.8 Personal Property

Employees should use their discretion when bringing personal property into the workplace. EOS Solar Inc assumes no risk for any loss or damage to personal property. Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on EOS Solar Inc premises.

6.9 Use of Company Property

Company property refers to anything owned by the company: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only. When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Company, and is subject to reassignment and/or use by the Company without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files. EOS Solar Inc has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations with regards to company property. Personal use of company property:Company property is not permitted to be taken from the premises without proper written authority from company management. Company Tools:All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee. Care of Company Property:Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of company property or equipment is expressly prohibited. Any action in contradiction to the guidelines

set herein may result in disciplinary action, up to and including termination of employment.

6.10 Smoking

EOS Solar Inc provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

6.11 Visitors in the Workplace

To ensure the safety and security of EOS Solar Inc and its employees, only authorized visitors are permitted on Company premises and in Company facilities.

All visitors must enter through the main reception area and sign in and out at the front desk. All visitors are also required to wear a "visitor" badge while on EOS Solar Inc premises. Authorized visitors will be escorted to their destination and must be always accompanied by a representative of the Company at all times.

6.12 Computer, Email & Internet Usage

Computers, email, and the Internet allow EOS Solar Inc employees to be more productive. However, it is important that all employees use good business judgment when using EOS Solar Inc's electronic communications systems (ECS).

Standards of Conduct and ECS

EOS Solar Inc strives to maintain a workplace free of discrimination and harassment. Therefore, EOS Solar Inc prohibits the use of the Company's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Company's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Company's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

EOS Solar Inc purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, EOS Solar Inc does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. EOS Solar Inc prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Company that violate the Company's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Company-owned software without permission.
- Sending or posting the Company's confidential material, trade secrets, or non-public proprietary information outside of the Company. Wages and other conditions of employment are not considered confidential material.
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.

- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of EOS Solar Inc.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by EOS Solar Inc are the property of EOS Solar Inc. Employees have no right of personal privacy when using EOS Solar Inc's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Human Resources department.

6.13 Company Supplies

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

6.14 Sexual and Other Unlawful Harassment (California Employees)

EOS Solar Inc is committed to a work environment in which all individuals are treated with respect. EOS Solar Inc expressly prohibits discrimination and all forms of harassment against employees, interns, contractors and volunteers.

The California Fair Employment and Housing Act (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. Harassment on the basis of any other protected characteristic, including sex, race, national origin, color, ancestry, age, disability, religion, military status, veteran status, genetic information, medical condition, marital status, gender, gender identity, gender expression, sexual orientation, or any other characteristic protected by law is also strictly prohibited.

The law prohibits sexual harassment by coworkers, supervisors and managers, and non-employees, (such as vendors and customers), whether the person is the same or a different gender as the harasser. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser and harassment of a Company employee by a non-employee. These behaviors include, but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes, including racial, ethnic or religious jokes, slurs or remarks
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive, discriminatory or obscene letters, notes, or invitations, including sending harassing emails or text messages and messages on social media
- Physical harassment including touching or assault, as well as impeding or blocking movements

Complaint Procedure:

EOS Solar Inc strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. Promptly report the incident to your supervisor if you believe you have experienced or witnessed harassment or discrimination based on any characteristic protected by law. Supervisors are instructed to promptly report any complaints of misconduct to the Human Resources department.

If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor, contact the Human Resources department, or report the matter directly to:

Human Resources department+1(832)517-3883adriano.pereira@eosloan.com

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially, providing all parties due process.

The Company will keep the investigation confidential but only to the extent possible to conduct an impartial and thorough investigation. The Company will document and track the investigation to ensure reasonable progress, and will provide appropriate resolution at the conclusion of the investigation. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Filing a Complaint with the Department of Fair Employment and Housing (DFEH):

Employees who believe that they have been sexually harassed may also file a complaint of discrimination with DFEH within one year of the harassment. DFEH is part of the State of California and serves as a neutral fact-finder, attempting to help parties resolve such disputes.

If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, DFEH may file a formal accusation. This will lead to either a public hearing or a lawsuit filed by DFEH on behalf of the complainant. If DFEH finds that harassment has occurred, it may order certain remedies to the complainant. For more information see DFEH-159 "Guide for Complainants and Respondents".

Contact DFEH toll free at (800) 884-1684, TTY (800) 700-2320 or visit their website at www.dfeh.ca.gov.

Retaliation Prohibited:

EOS Solar Inc expressly prohibits retaliation against any individual who reports discrimination or harassment, or participates in an investigation of such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

Any questions or concerns regarding this policy can be directed to the Human Resources department.

6.15 No Petty Cash Policy

EOS Solar Inc has implemented a comprehensive "No Petty Cash" policy, wherein the use of petty cash funds is strictly prohibited, and all financial transactions must be conducted electronically. This policy aims to enhance transparency, efficiency, and accountability in financial practices while reducing the risks associated with petty cash management.

6.16 Social Media Use

EOS Solar Inc understands that employees access social media accounts. While social media creates opportunities for communication and collaboration, it also creates responsibilities for EOS Solar Inc employees. This policy sets forth appropriate social media use. For purposes of this policy, social media includes technology that enables individuals to communicate over the Internet and share information. While

new forms of social media emerge frequently, some examples include, but are not limited to, websites such as LinkedIn, Facebook, Twitter, YouTube, and blogs you write or blogs on which you comment. Use of social media is subject to the following rules:

- For performance, privacy and security reasons, personal use of social media on Company-owned devices and while employees are on working time is prohibited.
- Whenever you use social media, EOS Solar Inc expects that you will do so in a professional and responsible manner, in accordance with all EOS Solar Inc policies and procedures.
- In accordance with EOS Solar Inc's Confidentiality Policy, employees are prohibited from disseminating the Company's confidential or non-public, proprietary information. Wages and other conditions of employment are not considered confidential information.
- Employees are prohibited from the use of social media to post comments about co-workers that violate the Company's policy against discrimination and harassment.
- When using social media for business-related purposes, employees are prohibited from using slurs, personal insults or obscenities or engaging in any conduct that that violates the Company's policy against discrimination or harassment.
- Respect all copyright and other intellectual property laws. Show respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Company's own copyrights, trademarks and brands.
- Do not disclose confidential or proprietary information of customers or individuals with whom the Company does business without their prior consent.
- If, through a social media outlet, you are contacted by a member of the media seeking the company's official position on a matter, contact the Human Resources department before responding.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act. Violation of this policy may result in disciplinary action, up to and including termination of employment. Questions regarding this policy should be directed to the Human Resources department.

6.17 Company-Sponsored Events

Company-sponsored events are common throughout the year. While some events are intended to encourage awareness of EOS Solar Inc, such as job fairs or Chamber of Commerce functions, other events are simply held for employee enjoyment.

All such events are optional and do not mandate attendance, unless otherwise stated by Company management. Because attendance is voluntary, no accidents, injuries, or illnesses as a result of employee participation in a Company-sponsored event may be considered to have occurred while "at work". Exceptions exist when non-exempt employees are being paid or when exempt employees are working during their regular work hours and their activities result in injury or illness.

Among some of our Company's events are summer picnics and/or sport outings. Employees who would like to participate in outdoor recreational activities may wish to consult a physician before participating to ensure good health and safety.

Finally, in the case of alcohol availability at Company-sponsored events, employees are to use caution and control their consumption. Although these events may not be work-related, employees are still required to follow the Company's policies on appropriate workplace conduct, including anti-harassment harassment, personal appearance, and health and safety-related policies.

Questions regarding this policy should be directed to the Human Resources department.

6.18 Obligating the Company

Only authorized persons may purchase supplies or enter any contractual obligation on behalf of EOS Solar Inc. No employee whose regular duties do not include purchasing shall incur any expense on behalf of EOS Solar Inc or bind EOS Solar Inc by any promise or representation without express written approval.

6.19 Food and Beverages in the Workplace

EOS Solar Inc considers employee safety and health to be of utmost importance. As such, food and beverages are only permitted in authorized areas of the workplace. Employees are permitted to eat and drink in break rooms, conference rooms, and lunch areas. Employees are also authorized to eat and drink at their desk when doing so does not present a disturbance to other employees. All other areas of the workplace are considered off-limits for eating and drinking.

All beverages must be in a closed, non-breakable container or bottle in order to prevent unnecessary spills. After eating, employees are expected to clean up after themselves and dispose of all trash. Employees are reminded to exercise common sense when eating and drinking on office premises.

Questions regarding this policy should be directed to your immediate supervisor.

6.20 Hygiene in the Workplace

EOS Solar Inc encourages the practice of appropriate hygiene within the workplace. This includes but is not limited to:

- Washing hands after using the restroom
- Appropriate bodily cleanliness
- Containment of communicable diseases
- The proper disposal of garbage
- Proper sanitation in eating areas
- Cleanliness of workspace

Additionally, EOS Solar Inc strives to ensure a comfortable and safe work environment for our employees and visitors by encouraging an environment free from smoke, strong fragrances, or unpleasant smells. Employees are discouraged from wearing or applying excessive amounts of perfume, cologne, scented lotions, or body washes; and from using air freshener, candles, potpourri or other scented products in the workplace. Employees who have fragrance sensitivities, allergies and/or experiences a fragrance irritation may be provided a reasonable accommodation as is necessary.

Supervisors are responsible for monitoring employee and workplace hygiene. This includes advising employees of inappropriate hygiene standards. Any employee may be asked to leave the work place to address a hygiene issue if they are believed to be in violation of this policy.

This policy is intended as a guideline for all employees. EOS Solar Inc provides equal employment opportunities to all employees without regard to any protected characteristic. The Company will provide reasonable accommodations to employees as is required under the law.

Questions regarding this policy should be directed to the employee's immediate supervisor or the Company.

6.21 Media Inquiries

From time to time, events occur that may draw attention from the news media. It's important that one person speaks on behalf of the Company to deliver an official position and avoid giving misinformation.

If an employee is contacted by the media seeking the Company's official position on a matter, the employee should contact the Human Resources department before responding. Violations of this policy may lead to appropriate disciplinary action, up to and including termination. This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

6.22 Housekeeping

EOS Solar Inc expects all employees to keep work areas, break rooms, and EOS Solar Inc property clean and well-maintained at all times. The use of the break room and EOS Solar Inc facilities is a privilege and proper care is required.

The break room and coffee station are available for employee use. Employees are permitted to use the refrigerator, microwave, toaster, and coffee maker. Employees are expected to clean all areas after using them.

Employee work spaces are also expected to be kept neat and orderly. Prior to leaving for the day, all employees are required to tidy up their work area and return all items to their proper location.

Any employee found to be contributing to unsanitary conditions will be subject to discipline, up to and including immediate termination of employment. Questions regarding this policy should be directed to your immediate supervisor.

6.23 Workplace Recording

This policy is intended to provide guidelines concerning employees' use of video enabled devices in the workplace and the Company's use of video surveillance. This policy is not intended to restrict or discourage employees from discussing, or acting together to improve, wages, benefits and working conditions.

Use of Video Enabled Devices:

EOS Solar Inc has a responsibility to protect employees' privacy and confidential business information. While the Company does not intend to unreasonably restrict the use of video enabled devices, EOS Solar Inc does prohibit employees from videotaping in the workplace during work time when such recording has the potential to:

- Disclose confidential business information, such as trade secrets, internal policies and procedures, customer information, and other non-public proprietary information. Wages and other conditions of employment are not considered to be confidential information.
- Infringe on employees' expected right to privacy, including videotaping in restrooms, locker rooms or other private areas.

Video Surveillance:

In order to promote safety and security, EOS Solar Inc reserves the right to install video cameras in common areas, including the waiting room, parking lot, and inventory room. Video surveillance is designed to minimize theft and/or identify persons engaged in criminal activity while on Company property.

In accordance with federal law, video surveillance does not contain an audio component. Additionally, video will never be recorded in private areas, such as restrooms. Recorded video will be stored in a secure location and accessed only by authorized personnel.

Questions regarding this policy should be directed to your immediate supervisor or the Human Resources department.

6.24 Code of Business Conduct and Ethics

Employees are required to conduct their affairs with uncompromising integrity and in full compliance with all applicable laws, rules and regulations. Employees are also expected to be honest and ethical in dealing with each other, clients, vendors, and all other third parties.

If employees become aware of, or suspect, misconduct, they must report it to their supervisor (if appropriate) or to the Human Resources department.

Conflicts of Interest:

Employees must avoid any activity that could appear to interfere with their good judgment concerning EOS Solar Inc's best interests. Employees should avoid even the appearance of such a conflict of interest. Employees are also prohibited from exploiting their position or relationship with EOS Solar Inc for personal gain. For example, there would likely be conflict of interest if an employee were to:

- EOS Solar Inc to engage in business transactions with themselves, their relatives or friends.

- Use nonpublic EOS Solar Inc, client or vendor information for personal gain for themselves, their relatives or friends.
- Take more than a modest financial interest in vendors, clients or competitors.
- Compete with EOS Solar Inc while still employed here.

Gifts, Bribes and Kickbacks:

Other than for gifts with a value of no more than \$25 given or received in the normal course of business, employees and their relatives are prohibited from giving gifts to, or receiving gifts from, EOS Solar Inc's current or prospective clients, vendors, or any other commercial partners.

Employees must never directly or indirectly (e.g., through the use of a third party) promise or give any type of gratuity, kickback, bribe, payoff, or other form of advantage to government officials.

Covering Up Mistakes:

Mistakes should never be covered up. They should be immediately fully disclosed and corrected. Falsification of any record is prohibited. If an employee is uncertain about whether a mistake has been made, they should seek guidance from their supervisor.

If you have questions about this policy, contact the Human Resources department.

7. Timekeeping & Payroll

7.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Company. EOS Solar Inc expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Company's time-off policy. If an employee is unexpectedly unable to report for work for any reason, they must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail, text, or email message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail, text, or email message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. EOS Solar Inc reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, EOS Solar Inc will presume that the employee has voluntarily resigned. EOS Solar Inc will review any extenuating circumstances that may have prevented the employee from calling in before they are removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Certain absences may be protected by federal, state, and/or local law. If you have questions about this policy or your entitlement to time off, contact the Human Resources department.

7.2 Timekeeping

It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

EOS Solar Inc strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-

related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees. It is the responsibility of all employees to submit and approve their time records each week. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

7.3 Paydays

EOS Solar Inc employees are paid on a Monthly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Company makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

7.4 Payroll Deductions

EOS Solar Inc makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions. If you believe that an improper deduction has been made from your pay, raise the issue with the Human Resources department immediately. EOS Solar Inc will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

In closing, we believe that this employee handbook serves as a comprehensive guide and valuable resource for all members of our organization. As we embark on this journey together, our commitment to fostering a positive and inclusive work environment remains unwavering. By upholding the principles and guidelines outlined in this handbook, we are not only ensuring the success of Eos but also contributing to the growth and well-being of each individual within our team. Remember, this handbook reflects our collective values, expectations, and aspirations. Let's embrace these principles with dedication and enthusiasm, as we work collaboratively to achieve excellence and drive our organization towards new horizons. Thank you for being an essential part of our team, and here's to a future filled with shared achievements and continued success.