



NOTICE FOR ALL EMPLOYEES & APPLICANTS

OPERATING STATEMENT

It is the policy of the Company to assure that applicants are employed, and that employees are treated equal during employment, without regard to their age, race, color, religion, national origin, sex, sexual orientation, gender identity, disability status as a protected veteran, genetic information, because of inquiry or discussion about or disclosure of compensation, and all other federal, state, and local protected classes. Such action shall include employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training. We encourage our employees to refer qualified and/or qualifiable minority and female applicants for employment.

DESIGNATION OF EEO/AA OFFICER

The Company has designated an EEO Officer. The EEO Officer has the responsibility to effectively administer and promote this policy and is assigned adequate authority and responsibility to do so.

TRAINING LETTER

The Company has an informal training and promotion program available. We encourage your participation in these programs. For further information contact your supervisor.

EEO OFFICER

Megan Decker

608.222.2247 ext. 222

An Equal Opportunity Employer

P.O. Box 8026 Madison, WI 53708-8026 Phone: 608.222.2247 Fax: 608.222.1768



EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

Policy:

The policy of **Mega Rentals, Inc.** prohibits discrimination against any employee or applicant for employment because of age, race, color, gender, religion, handicap, disability status, sexual orientation, marital status, ancestry, use of lawful products, arrest or conviction record, military service membership, national origin, familial status, domestic partnership, gender identity, genetic identity, citizenship status, or credit history. Mega Rentals Inc. does not engage in the practice of unfair honesty testing, or genetic testing. This provision shall include, but not limited to the following: employment, upgrading, demotion, transfer, recruitment, or selection for training. Mega Rentals, Inc. agrees to take affirmative action to ensure equal employment opportunities and a balanced work force.

Primary Responsibility:

Megan Decker, EEO Officer, has overall responsibility for the Mega Rentals, Inc. Equal Employment Opportunity and Affirmative Action Policy and its implementation. The EEO Officer will employ proactive recruitment and advertising techniques, review searches and hiring decisions to ensure consideration of all applicants, assess annually Mega Rentals' workforce to determine areas where additional effort should be made to increase diversity, communicate with employees the companies' EEO expectations and goals. The EEO Officer is available to consult with all employees about matters they believe might involve issues of discrimination or harassment, maintain policies and procedures to prevent discrimination or harassment issues, and resolve issues in accordance with local, state and federal law. The EEO Officer can be contacted at 608-222-2247.

Affirmative Action Goals:

Mega Rentals, Inc. is committed to recruiting and appointing women, minorities, and individuals with disabilities in the same percentages as they are available in the labor market based on the appropriate county

All employees will be advised at the time of employment that we are an Equal Employment Opportunity Employer and that hiring, promotion, demotion, transfer, recruitment, compensation, layoff, training and termination is based on the individual's qualifications.

Plan Dissemination:

Mega Rentals, Inc. will broadly disseminate its affirmative action plan.

Equal opportunity and affirmative action issues will appear on the agenda of staff meetings. These meetings will occur at least semi-annually.

All advertisements for employment will include the phrase EOE/AA.

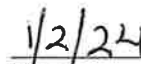
All employees at Mega Rentals, Inc. have access to this Affirmative Action Plan for review. Any employee wishing to view the plan merely has to ask the EEO Officer for a copy.

Any employee with a complaint regarding the Affirmative Action Plan may file such complaint with the State Equal Rights Office at 201 East Washington Ave, Room A300, Madison, WI 53708, 608.266.6860, or with the Wisconsin Office of Contract Compliance at 310 West Washington Ave, Suite 1115, Milwaukee, WI 53203-2241 414.297.4038.

Internal Monitoring:

The EEO Officer will review the ethnic, gender, and handicapped status of the workforce on a semi-annual basis and report the results at the previously mentioned staff meetings. Affirmative action implementation will be a factor to be considered in the appraisal of the performance of management personnel.


Megan Decker, EEO Officer


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Discrimination, Unlawful Harassment Policy & Company Complaint Procedure

Mega Rentals, Inc. is committed to maintaining a work environment that is free from unlawful discrimination and harassment, including unlawfully intimidating, hostile or offensive conduct. Harassment that is based on race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status and/or domestic partnership, pregnancy or childbirth, use of lawful products, arrest or conviction record, honesty testing, genetic testing or information, military service membership, status with regard to public assistance, local human rights commission activity, gender identity, height, weight or any other unlawful basis is illegal, against Company policy, and will not be tolerated.

Harassment Defined

Prohibited harassment includes verbal or physical conduct that relates to another person's race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status and/or domestic partnership, pregnancy or childbirth, use of lawful products, arrest or conviction record, honesty testing, genetic testing or information, military service membership, status with regard to public assistance, local human rights commission activity, gender identity, height, weight or other status protected by state or local law, where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Prohibited harassment may include, among other things, telling racist or sexist jokes or making offensive or derogatory remarks about another person's race, ancestry, national origin, age, sexual preference or disability.

Sexual Harassment Defined

Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment and are prohibited, where:

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

Sexually harassing conduct may include, among other things, use of suggestive sexual comments or jokes; sexual remarks about a person's body, clothing, or sexual activities; patting, pinching, or other offensive touching; or displays of sexually suggestive pictures or objects. Sexually harassing conduct may also include unwelcome sexual advances or passes.

Persons Whose Conduct is Covered

Unlawful discrimination and harassment is prohibited whether it is committed by managers, supervisors, co-workers, or non-employees, including vendors, suppliers and customers.

Complaint Procedure

1. Employees who become aware of or are subject to any prohibited discrimination or harassment are strongly encouraged to immediately notify their supervisor and/ or the Company EEO Officer, Megan Decker, by phone at 608-222-2247. The Company requires that all complaints be put in writing and signed by the complainant. This helps ensure all complaints are thoroughly investigated. If the complainant feels that the Company did not address and resolve the complaint, he or she has the right to notify the appropriate State and Federal compliance agency. The addresses and telephone numbers for the different State and Federal compliance agencies can be located on the attached. We would prefer that you bring your complaint to us first, but you do have the right to take your complaint to the State and Federal agencies directly.

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2. Supervisors who become aware of any incidents or alleged incidents of discrimination or harassment must report the complaint within twenty-four (24) hours to Megan Decker. The company requires that all complaints be put in writing. This helps ensure that all complaints are thoroughly investigated. Supervisors may not try to resolve allegations of such behavior on their own. Any supervisor who fails to report allegations of discrimination or harassment may be subject to discipline, up to and including termination.
3. Investigation and response of a complaint will be addressed within 14 calendar days. This period may be extended, depending on the facts and circumstances of each case. You will be contacted in regards to the extension or collection of more information within the 14 day time period.

Investigating and Recommendation

Mega Rentals, Inc. will, upon receipt of a report or complaint alleging harassment or other inappropriate conduct, authorize an investigation, which may result in discipline.

In determining whether alleged conduct constitutes harassment or other inappropriate conduct, Mega Rentals, Inc. may consider the surrounding circumstances, the nature of the alleged statements or conduct, the relationships between the parties involved, the context in which the alleged incidents occurred and other factors Mega Rentals, Inc. determines are pertinent to fully investigating the conduct. Whether a particular action or incident constitutes harassment or other inappropriate conduct requires consideration of all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint or report is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint or report. The investigation may also include any other lawful methods deemed pertinent by the investigator.

Confidentiality and Non-retaliation

Reports of prohibited discrimination or harassment will be kept confidential to the extent possible, consistent with the need for a thorough investigation. No form of reprisal will be taken against any victim or witness to prohibited discrimination or harassment. Mega Rentals, Inc. encourages you to report any incident of prohibited discrimination or harassment.

Discipline and Other Appropriate Action


Mega Rentals, Inc. may take any appropriate action it deems necessary in response to investigated complaints. Such action may include discipline up to or including termination.

Implementation

The Company expects for cooperation in making these policies work. The Company's intent in preparing, implementing, and distributing these policies is to help insure compliance with federal, state and local laws. Please use the following contact information to express concerns or address questions on the above policy:

Megan Decker-EEO Officer 608.222.2247

**Mega Rentals, Inc.
Corporate Office
PO Box 8026
Madison, WI 53708**



EEO Officer
1/2/24

Date

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State and Federal Government Compliance Agencies

Employee or applicant complaints may be filed directly with the following agencies:

Equal Rights Division
Department of Workforce Development
201 E. Washington Ave. Room A300
P.O. Box 8928
Madison, WI 53708
608.266.6860

Milwaukee Office
819 North 6th St. Room 255
Milwaukee, WI 53203
414.227.4384

Note: Complaints must be filed within 300 days of date of alleged discrimination or after the complainant becomes aware of the alleged incident.

Equal Employment Opportunity Commission
310 West Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292
414.297.1111

Washington D.C. Office
(800) 669-4000

Note: Complaints must be files within 180 days of the alleged discrimination or within 180 days after the complainant becomes aware of the alleged incident.

U.S. Department of Labor, Office of Federal Contract Compliance Programs (OFCCP)
Employment Standards Administration
Henry S. Reuss Federal Plaza
310 West Washington Ave, Suite 1115
Milwaukee, WI 53203-2241
(414) 287-3822 (telephone)
(414) 297-4038 (fax)

Washington D.C. Office
(202) 693-0101

Note: Complaints must be filed within 180 days of the alleged discrimination or within 180 days after the complainant becomes aware of the alleged incident.

U.S. Department of Justice
Office of Justice Programs
Office for Civil Rights
810 7th Street NW
Washington, D.C. 20531

Note: Complaints must be filed within 180 days of the alleged discrimination or within 180 days after the complainant becomes aware of the alleged incident.

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Fatigue Management Policy

Purpose:

To ensure that fatigue is appropriately managed across Mega Rental Inc. (MRI) projects through recognizing the hazards and implementing actions needed to minimize the impact of working hours on health, safety and welfare of employees and make certain that employees, supervisors, and managers are informed of the 'elements contributing to fatigue' to prevent incidents and illness in the workplace.

Managing fatigue is just one of the components of the overall approach to fitness for work and employee well-being.

Hours of Work Requirements:

A person's working hours can have a significant effect on the risk of work-related injury and illness because they impact on:

- The amount of exposure to hazards in the workplace.
- The level of fatigue experienced by employees.
- The amount of time employees has out of work to recover and sleep and tend to other life commitments (family, study, sport, etc.).

It is recognized that extended working hours may be necessary to maintain flexibility to meet variable workloads and to address short-term needs such as project deadlines, changes, equipment breakdowns, etc. The guidelines provided below are designed to allow the ability to react and provide immediate resources where required but must not be the norm from week to week.

MRI employees may not work more than 14 consecutive hours and will require a minimum of 10 hours off before the start of the next shift. Employees who work up to 13 consecutive days will be required to take 1 day (24 Hours) off. Employees who work 14 consecutive days (the maximum) will be required to take 2 days (48 Hours) off. Any exceptions to the above will require approval from the General Manager and Field Safety Specialist.

Each workplace will have its own stressors and requirements, whether it is environmental, climate, type of work, location, associated travel, or other variable. The capacity to take rest breaks etc. will affect these considerations.

Additionally, the period over which such hours of work (e.g., one off, infrequent, or regularly over a period of months) will be a significant factor. The important issue is to ensure that all the circumstances are considered and that the working arrangements that are proposed mitigate against the risk of fatigue causing incidents or injuries to anyone.

A handwritten signature in black ink, appearing to read "Nikolaus Lewitzke", written over a horizontal line.

Nikolaus Lewitzke, General Manager

A handwritten date "1/30/24" written in black ink over a horizontal line.

Date

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Stop Work Policy

Stop work responsibility. Every employee has the responsibility and authority to stop work immediately, without fear of reprisal, when the employee believes:

- Conditions exist that pose a danger to the health and safety of workers or the public; or
- Conditions exist, that if allowed to continue, could adversely affect the safe operation of, or could cause serious damage to equipment or a facility; or
- Conditions exist, that if allowed to continue, could result in the release of hazardous substances that could exceed applicable regulatory requirements or approvals; or
- Conditions exist, that changes the scope of work; or
- Conditions exist, that cause a lack of understanding or a lack of knowledge.

Reporting unsafe conditions. Employees are expected to report any activity or condition which he/she believes is unsafe. Notification should be made to the supervisor at the location where the activity or condition exists. Following notification, the responsible supervisor will resolve this issue.

Right to a safe workplace. It is the policy of this organization not to discriminate against any employee who reports a work-related fatality, injury, or illness, files a safety and health complaint, requests access to injury and illness records, or otherwise exercises any rights afforded by occupational safety and health laws. Any employee who reasonably believes that an activity or condition is unsafe is expected to stop or refuse work without fear of reprisal by management or coworkers and is entitled to have the safety concern addressed prior to participating in the work.

Stop work resolution. If an employee or supervisor has a stop work issue that has not been resolved through established channels, immediately contact the safety coordinator or operations manager.

****See Safety Manual for full policy.**

A handwritten signature in black ink, appearing to read "Nikolaus Lewitzke", written over a horizontal line.

Nikolaus Lewitzke, General Manager

1/30/2024

Date

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