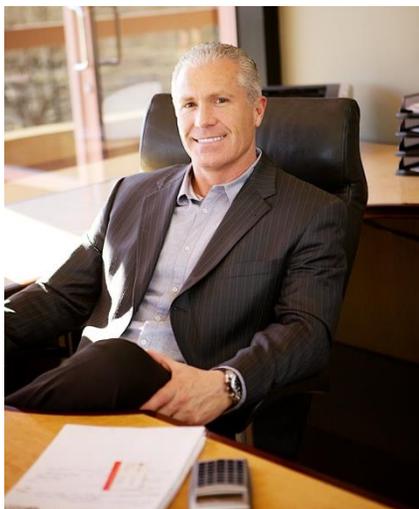


*(This is an excerpt from our Company Culture and Policies Manual. The complete, most recent document is available to all team members on our intranet site, Wright@Home.)*



## COMPANY CULTURE AND POLICIES

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Welcome to Wright Engineers!

On behalf of our entire staff, I welcome you to the team. You are an important member of what I feel is the finest team of professionals assembled anywhere. We're proud to be one of the premiere engineering firms in the nation, and we know that it's because of the pride, enthusiasm, and commitment of our people.

I want your experience with us to be fulfilling both professionally and personally.

Sincerely,

Brent Wright, PE, SE  
Founder and CEO

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***"I just finished reading all the policies...***

*General rule of thumb: I dislike bureaucracy, red tape, needless rules, and micromanagement. I can also say my past includes skimming through policy manuals as quickly and briefly as possible as they are poor reads and full of nonsense to say the least...*

*...until now.*

*I have literally "preached" so many of these policies for years. **By far the best policy manual (and management theories) I have ever seen.** This boils down to the principals of business my dad taught me and he used in his office for 30 years. It was like finally seeing someone else who (in my humble opinion) gets it.*

***If I had read this years ago, I would have been looking for a job at Wright 10 minutes later."***

- Justin Stratton, PE, who joined Wright Engineers after more than two decades at other firms



## About Us

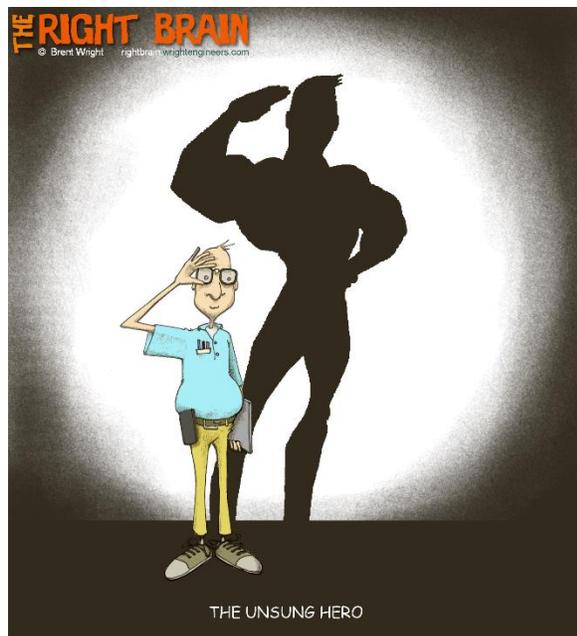
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*We are what we repeatedly do. Excellence, then, is not an act but a habit.*  
- Aristotle

### WE MAKE THE WORLD BETTER

What we do here matters - a lot! Yes, we're a premiere structural engineering firm and yes, we've been named the nation's best firm to work for, but that's not what makes us important.

From the thrill seekers who flirt with death high above the glittering Las Vegas Strip on one of the Stratosphere Tower thrill rides, to the travelers who rest well in one of dozens of hotels throughout the country, to the average Joe enjoying a cup of Joe at one of hundreds of Starbucks, literally millions of people from across the globe and all walks of life benefit from our work.



We're a vital part of every community we touch. We protect humanity from the ravages of windstorms, earthquakes, and other natural hazards. We're the unsung heroes who save lives every day by designing the structures that remain standing when disaster strikes. In fact, we may be the most important person

in the world regarding public safety. Our clients appreciate our good work, but (because our best work is usually covered by the building's finishes) most others have no idea who we are or what we do for them. But whether they appreciate us or not, they can all go home to their families and sleep soundly at night because of us.

...And you can go home at the end of the day knowing that you just made the world a little bit better.

### OUR VISION

Our vision is to be a world-class structural engineering firm in terms of client loyalty, team member happiness, professionalism, and excellence as we strive to be:

1. **Preferred Consultant.** Great clients seek us out because of our reputation for excellent service, responsiveness, quality work, helpful attitude, clear communication, and "general awesomeness". Our clients trust us to provide the highest quality engineering and consider us to be an important key to their success. Repeat, loyal clients and word-of-mouth are the primary drivers of our profits and growth.
2. **Destination Employer.** We attract and retain top performers who are given the resources, coaching, and freedom to succeed in their personal and professional lives. We create leaders who lead by example and are trusted by their team. We focus on profitable growth in diverse markets to provide opportunity, stability, and security for our team members. Our culture creates an environment where team members feel energized and valued. Of course, we care about making a profit, but we also care about you.
3. **Industry Leader.** In the specific areas of specialty in which we work, we set the bar for professionalism and excellence. We are regarded as the best among our peers in terms of expertise, quality of construction documents, integrity, and client service. Our team members are recognized leaders in their field. We continuously look for ways to innovate, improve, and expand. Our business practices are sound, and as a result, our profits are strong. In return, we give back generously to our team members and to the communities in which we live.

**OUR CORE VALUES**

Our core values are more than just words - they're our most basic standards and serve as a guide for our behavior as a company and your behavior as a team member.

1. **Excellence.** As our motto says, perfection is our goal (but excellence will be tolerated).
2. **Service.** We're "there" for our clients and for each other. We're problem solvers. We focus on results. We find a way. We'll make it right.
3. **Honesty and integrity.** We do what we said we'd do when we said we'd do it. Clients and other team members can count on us.
4. **Constant improvement.** No matter how good we are, there's always room for improvement. We're never satisfied with merely being good.
5. A **fun and happy** work environment.
6. **Balance between** work and personal life.

**OUR MOTTO**

**Perfection is our goal (excellence will be tolerated)**

We'll never be perfect, but the higher we set our goal, the better we'll become. The greatest danger for most of us, as Michelangelo once said, "is *not* that we aim too high and we miss it, but that we aim too low and we reach it."

**A 60-SECOND COMPANY HISTORY**

You're carrying on a legacy that began in December 1997 when Wright Engineers was founded in Las Vegas with the dream of being a firm that the best architects and builders would want to work with, that the best professionals would want to work for, and that our colleagues and competitors would commend and respect. At the time, Brent Wright was a 33-year-old principal and partner at a Las Vegas structural engineering firm and had just completed several high-profile projects in Las Vegas including the Stratosphere Tower, the Circus Circus Adventure-dome, and the UNLV Lied Library.

Brent took out a home equity loan for \$75,000 to cover start-up and operating expenses, gathered a combination of cheap new and used office equipment, brought his computer from home, and set up shop in a small three-room office with faded blue carpet and a roof that leaked whenever it rained.

Thanks to a strong Las Vegas economy, a staff of talented, hard-working people, and lots of happy

clients who kept coming back for more and bringing their friends, the start-up loan was paid off and the company even turned a profit by the end of our first year.

We grew quickly, and in a short while we'd become one of the largest structural engineering offices in the West. We added civil engineering in 2001 and MEP in 2002. In 2004, Scott Jones founded our Orange County office. Tye Havey founded our Phoenix office in 2005. In 2006, David Winn founded our Salt Lake City office. In 2021, Braden Forbush founded our Dallas office. All four joined Wright Engineers early in their careers and became (and still are) exemplary in doing things the "Wright" way. In 2014 we began offering geotechnical engineering, material testing, and inspection services in Phoenix and Las Vegas.



Beginning in late 2015, we made a strategic decision to become better and stronger by focusing on our core strengths and eliminating disciplines where we could not consistently be the best. By early 2019 all our civil, MEP and geotechnical departments had been sold. Today, our singular focus is providing world-class structural engineering services.

We've been recognized as one of the country's fastest growing engineering firms, and more

importantly, as the nation's best structural engineering firm to work for – a distinction that we're particularly proud of.

We currently have five regional offices, and principals are licensed in all 50 states.

### **WRIGHT@HOME**

You'll find just about everything you need on [Wright@Home](#) or W@H, our company intranet site. Besides tools for filling out your time sheet, requesting time off, and managing your projects, W@H also gives you news on current company events and other important information. You should set W@H as your internet browser home page. Then, refer to it often.

### **The CAN-DO TEAM**

Some companies have an "Admin" team. We have a "Can-Do" team – made up of hard-working, talented, cheery professionals with a can-do attitude whose very important role is to help you be more efficient. You'll get more done as you learn to delegate most administrative tasks to these experts. [Can-Do team members areas of specialization](#) can be found on W@H.

### **ABOUT THIS CULTURE and POLICY MANUAL**

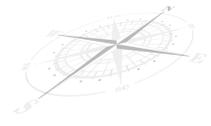
The right people don't need a strict set of rules or to be tightly managed – you'll do your best to do the right thing anyway – but having clearly written policies and standards to which you can refer is still helpful. That's the main reason for this Company Culture and Policies Manual (also referred to as the "Manual"). Please be sure to study it carefully. It'll answer many of the questions you may have.

You're responsible for knowing our standards and policies and complying with them. If you have questions regarding anything in this Manual, please ask your supervisor or HR for clarification.

*(The following "legalese" is required by our insurer and legal counsel. We have to put this stuff in here in a few places. Sorry.)*

The current version of this Manual is always available to you on W@H, and it supersedes all previous versions of the Manual. The company may amend, supplement, or rescind any portion of this Manual without notice at any time and at its sole discretion. Wright Engineers is the DBA name for several affiliated "Wright" companies that provide engineering or management services under the Wright Engineers brand. You're officially an employee of PE Services,

Inc. (PES), one of those affiliated companies, and your paychecks and benefits come from PES. Any reference to Wright Engineers or "the company" or "we" or "us" or "our" in this Manual also refers to any of the affiliated companies. We often refer to "your supervisor" or to "HR" or "IT". "Your supervisor" is the principal who oversees your work. It can also be the principal or senior partner in charge of the office where you work. "HR" is the company's HR director. "IT" is the company's IT director. In some cases, you may be required to obtain approval from a "senior partner." Unless indicated otherwise, "senior partner" refers to the senior principal who runs the office in which you work. "Team member" means an employee of the company.



## Standards of Personal Conduct

*Always do right. This will gratify some people and astonish the rest.*

- Mark Twain

We're not so different from our competition. We're smart; our competitors are smart. We're nice people; our competitors are nice people. We do good work; our competitors do good work. We want our clients to bring us their projects; so do our competitors. A big way you can help set us apart from our competition is how you deliver your service –your personal conduct.

When you represent Wright Engineers, your personal conduct must be in harmony with our Vision, Core Values and Standards of Professionalism.

### STANDARDS of PROFESSIONALISM

**Do it Right.** Our reputation depends on the quality of documents we send out the door. Your work must be complete, accurate, coordinated with all other disciplines, and representative of excellence the first time. Always do your best work. Never "design by plan check." Follow established design/CAD/graphic standards and verbiage. Use the appropriate quality and coordination checklists. Allow enough time for QC backcheck before submittal. Remember: perfection is our goal; excellence will only be tolerated.

**Keep Your Promises.** Act with honesty and integrity. Be on time. Do what you said you'd do when you said you'd do it. Never miss a deadline. Get help if you need it. Under-promise and over-deliver.

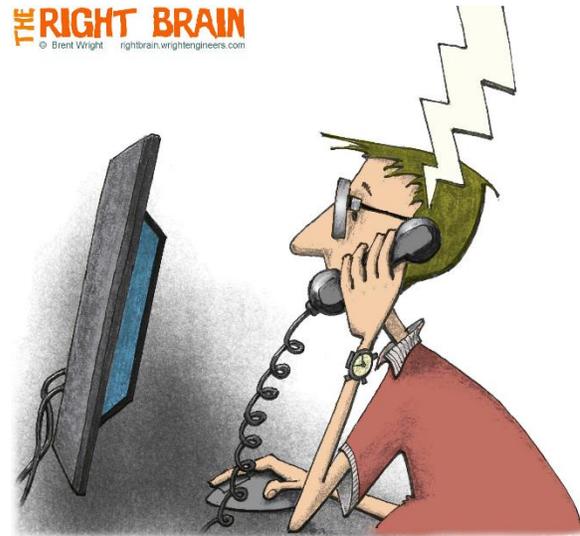
**Be Accessible.** Clients are not an interruption to our work, but the very reason we have a job! You need to "be there" for them. Try to avoid sending a client to voicemail. Respond to calls and emails promptly. Even if you're unable to solve their problem now, you can let them know you're "on it".

**Find a Way.** We're paid experts. Our client has hired us to "handle" their project and help them solve their problems - not tell them why it can't be done. They don't always know what questions to ask - they expect us to help them ask the right questions. Help them understand their options. Be proactive - we're

trying to get results, not excuses! If you're not getting the desired result using your current tactics, change tactics! Be a problem solver, not just a problem finder.

**Keep Them Updated.** Status updates give our client reassurance that their project is a priority and on the right track. If there's a problem with the project, let them know right away.

**THE RIGHT BRAIN**  
© Brent Wright rightbrain.wrightengineers.com



"YOU GOTTA BE MORE RESPONSIVE!  
I EMAILED YOU FIVE MINUTES AGO  
AND STILL HAVEN'T HEARD BACK"

**Follow Up.** Did they receive the submittal? Does it meet their expectations? Do they have any questions or concerns or frustrations? Are they pleased? Do they have any other projects we can propose on?

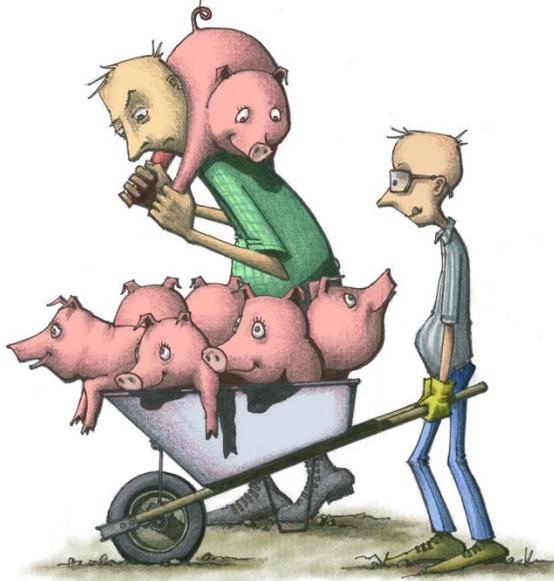
**Be a Team Player.** Regardless of your position or title, we're all members of "Team Wright" and cheerful cooperation with all team members is vital. Don't simply cc someone or forward an email string and assume you've effectively communicated. Coordinate your work with the rest of the team.

**Be Disciplined.** Our company culture is built around the idea of freedom, trust, and personal responsibility within an organized framework. Those who lack the

discipline to perform without bureaucracy or tight controls don't belong here.

**Be Productive.** The best way to get more done is to work smarter, not necessarily harder or longer.

1. Get right to work when you arrive at the office. Avoid unproductive morning activities like socializing, reading the news, web surfing, etc.
2. Eliminate clutter. Don't let items pile up that land on your desk or email in-box. Take action on it, route it, file it, or trash it.
3. Start and end all meetings on time.
4. Effectively use PWT.
5. End your day with a 5 minute "download" where you put closure on the day and plan and prepare for the next day.



IT'S NOT HOW HARD YOU WORK,  
IT'S HOW MUCH YOU GET DONE.

**Limit Distractions.** Distractions rob you of productivity. Eliminate clutter at your workspace. Use and respect PWT. Put your smartphone on Do Not Disturb and silence notifications. Avoid the temptation to constantly check your email or texts or social media. Designate set times to respond to emails throughout the day. Don't stream video (except during your lunch break or for an occasional

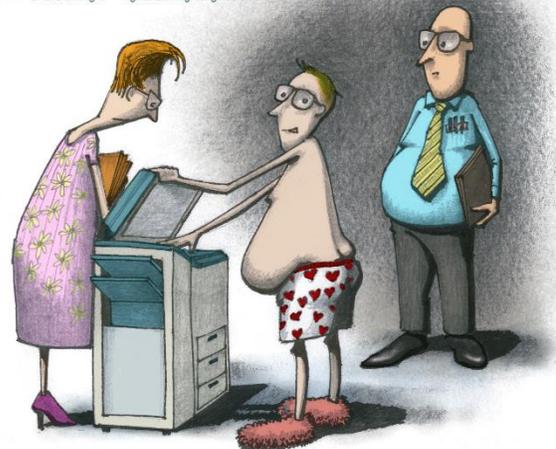
laugh with your co-workers) since besides being a distraction to your work, it can clog up and slow down our internet service.

**Speak Up.** We can't make needed changes and improvements if we're unaware of the brutal facts of reality, no matter how unpleasant they may seem. We expect you to speak up and help us identify problems or concerns, assertively share your opinion, and actively participate in the discussion and implementation of solutions. Your suggestions regarding how to improve any aspect of the company are always welcome.

**Use Professional Language.** How you speak and write says a lot about how you think and act. Use of crude, loud, slang or abusive language or profanity is not consistent with our core values and is unprofessional. Use professional language in all communications regardless of the language others may be using around you. Be certain that what you say and write actually says what you intend it to say, and do it in terms our client will clearly understand.

**Be Courteous.** Since we work together in an open space, it's critical that we all exercise courtesy regarding noise, loud conversations, visiting, radios, etc.

**Be Neat and Tidy** (also sometimes referred to as our "zero crapola tolerance" policy). Keep your workspace organized and uncluttered. Regularly get rid of the piles and clutter. Do your part to keep the office clean, neat, and organized. Clean up after yourself in the common areas.



"...DANG INTERNET'S DOWN AT HOME,  
SO I'M IN THE OFFICE TODAY"

**Dress Professionally.** How you dress sends a powerful message. Your attire should be appropriate for your role and for the occasion. Our dress policy is “casual yet professional”.

**TITLES, POSITIONS and PROMOTIONS**

Your status within the company comes from your capabilities and performance, not from your position or title or years of experience. Your title is tied to your billing rate because that’s what our clients expect, but your pay and benefits are not necessarily tied to your title.

High performers, regardless of their title or years of experience, are paid at the higher end of the pay scale, have more job security, have greater advancement and promotion opportunities, are selected for more choice assignments, and receive a larger share of profit-sharing distributions. We strive to put our best performers on our best opportunities.



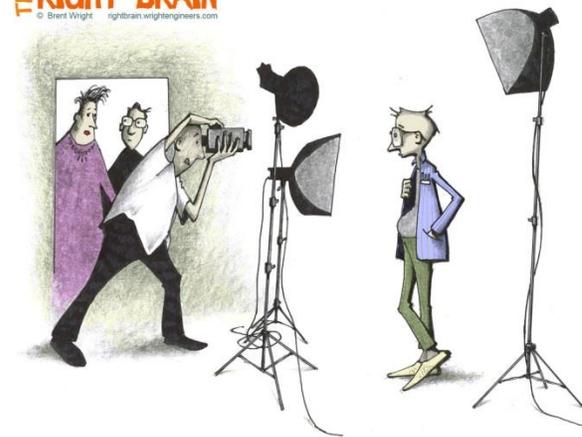
**The Right People in the Right “Seat”.** We are not an amateur engineering company. We are not a recreational league engineering company. We are professionals, and we only have seats for “A” players who put forth an “A” effort. Letting the wrong people hang around is unfair to all the right people. If an honest and able person is unable to be an “A” player in his or her current seat, where appropriate we’ll first try to move them to another seat where they might blossom. We prefer to promote from within and to fill management seats with qualified people already “on the bus”.

**PERFORMANCE EXPECTATIONS**

In addition to comparing your personal conduct with the *Standards of Professionalism* listed in this section, a good way to see if you’re functioning at a high level in your current position is to measure your performance against the performance expectations listed below. If you have ambitions for a more responsible title or position, you can compare your current performance and qualifications with the performance expectations below and with the Engineering Titles matrix posted on W@H to see where you may need growth.

**Expected of All Team Members**

1. Your work, and the work of those for whom you’re responsible is consistently complete, accurate, coordinated, and excellent. You constantly look for ways to improve.
2. You ensure that our client is delighted and that they bring us repeat business.
3. You’re an expert in your role and you keep your skills sharp and current.
4. You’re respectful of your co-workers and in turn earn their trust and respect.
5. You’re loyal to the company and work to uphold and protect Wright Engineers’ reputation.
6. You look for opportunities to strengthen existing client relationships and develop new client relationships.
7. You know and adhere to our company policies and standards. You believe in and help maintain our company culture.



"HE'S AN ENGINEER... SAYS HE'S DONE A LOT OF COMPUTER MODELING"

**Expected of Engineers, Designers, CAD/BIM Technicians**

In addition to the expectations for all team members;

1. You follow our standards and use appropriate checklists to ensure quality and coordination.
2. You effectively and proactively manage your time to ensure your work is on time and on budget.
3. As appropriate, you stamp your own work and act as engineer of record for services provided under your direction.

**Expected of Project Managers**

In addition to the expectations for engineers, designers and CAD/BIM technicians;

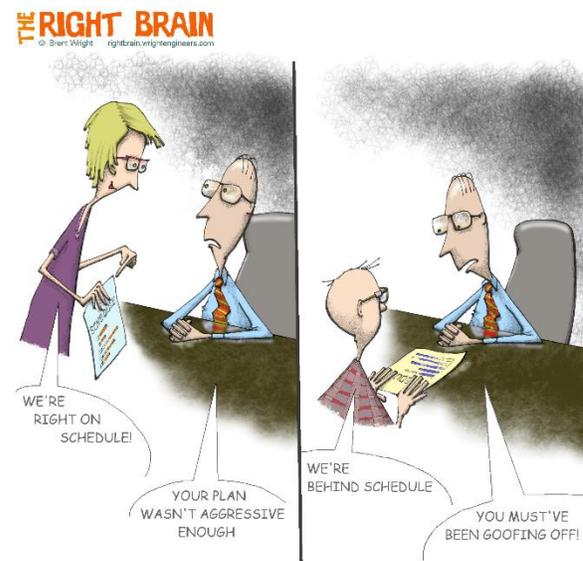
1. Clients are consistently pleased with your and your team's work, and they come back for more.
2. You assist those you supervise in managing their time to ensure your project is on time and on budget.
3. Projects you oversee are consistently brought to successful completion on budget and on time.
4. You proactively keep our client (and other team consultants as needed) appropriately informed and updated of the project status.
5. You're familiar with your project's contract and identify changes to the project scope as they occur.
6. You proactively and effectively resolve challenges and issues as they occur.

**Expected of Principals, Supervisors, Department Managers**

In addition to the expectations for project managers;

1. You monitor the financial performance of your department and take personal responsibility for its profitability, billings and collections.
2. You proactively work to grow your department in terms of billing, profitability, project size and quality, and capability.
3. You oversee the development and maintenance of standards, checklists, and other tools to ensure quality and coordination, and see that they're consistently used.
4. You see that effective, frequent appropriate training is provided to those you supervise.

5. You're a mentor and role model. You lead by example and motivate by kindness and respect – never by fear or intimidation. You never act as if you feel you're "above the law." You give credit to others when credit is due and take personal responsibility when things go poorly.
6. You oversee proposal preparation, set appropriate fees, clearly understand contract terms, and ensure that proper contracts are in place.
7. You effectively resolve difficult issues of any kind.
8. You are an ambassador of our culture. You are constantly being watched and your actions mimicked by the team. You are exemplary of our culture every day.
9. You take personal responsibility for the full implementation of our strategic initiatives identified by the leadership group.
10. You conduct regular, monthly 1-2-1's with your direct reports.
11. You identify any direct-report performance issues quickly and champion a plan to resolve them without delay.



**HARASSMENT or DISCRIMINATION**

Our company culture and capability reflect the collective sum of the individual differences, life experiences, knowledge, opinions, unique capabilities, and talents of our team members. We value a work environment where all team members feel valued, included, and respected. We don't

tolerate harassment or discrimination or any conduct, whether verbal, physical or visual, that creates a hostile work environment or that is based on sex, race, color, religion, national origin, ancestry, creed, marital status, sexual orientation, medical condition, physical or mental disability or other classification protected by state or federal law.

**UNETHICAL or ILLEGAL ACTIVITY**

We don't tolerate illegal or unethical activity. Report unethical or illegal business or workplace conduct to your supervisor or a senior partner, and to law enforcement authorities if appropriate.

**SMOKING**

We strongly discourage smoking - it's harmful to your health, reduces your productivity, increases our insurance costs, and is generally undesirable. If you smoke, we encourage you to quit and we'll assist you with the cost of quitting aids such as patches, gums, etc.



## Working Hours, Time Off, Pay and Benefits

*The master in the art of the living makes little distinction between his work and play, his labor and his leisure... He hardly knows which is which. He simply pursues his vision of excellence at whatever he does, leaving others to decide whether he is working or playing. To him he is always doing both.*

- James Michener

### BENEFITS

This Manual contains a summary of benefits sponsored by the company. Official complete benefits program and plan information is available from HR. The official program and plan documents control if there is any conflict between them and this Manual. The company may modify, curtail, reduce, or eliminate any benefit, with or without notice, except when prohibited by law.

### OFFICE HOURS

No one here punches a time clock, and we trust you to be honest with us with your time.

Our standard work week is 9 hours Monday through Thursday and 4 hours on Friday. This adds up to a 40-hour standard work week.

Our office hours are 8 am to 5 pm Monday through Thursday and Friday 8 am to noon. Please take your lunch break sometime between 11:30 am and 1:30 pm.

Feel free to start and end your workday when you want, but for the convenience of our clients and your co-workers, we need you to be present and available during office hours.

If you're unexpectedly absent due to a personal or family illness or emergency, please notify the office as soon as you can.

### OVERTIME

In order to meet deadlines and production needs, you may be required to work overtime. We'll attempt to

provide you with reasonable notice, but advance notice is not always possible. If you're non-salaried, overtime must be approved prior by your supervisor.

### REMOTE WORKING

Depending on your position, you may be eligible to work remotely on a case-by-case basis. To work remotely, your remote workspace and internet connection must be approved by IT and your supervisor. We will provide the necessary hardware and software. It's your responsibility to provide the necessary internet connection.

Your supervisor will determine if you're eligible to work remotely and will work with you to set your remote working schedule. Approval to work remotely may be rescinded at any time.



I'M NOT WORKING FROM HOME. I PREFER TO THINK OF IT AS LIVING AT WORK!

### PAID HOLIDAYS

Full-time team members are paid for the following holidays:

- New Year's Day

- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Family Day (the day after Thanksgiving)
- Christmas Eve<sup>1</sup> (half day = 4-1/2 hours)
- Christmas Day
- Veterans Day<sup>2</sup>
- Floating Holiday<sup>3</sup>



<sup>1</sup> Does not apply in years when Christmas Eve falls on Friday, Saturday, or Sunday.

<sup>2</sup> Applies ONLY to team members who are a United States veteran or who's spouse is a United States veteran as our small way of thanking you for your service.

<sup>3</sup> Floating Holiday or "Float Day" is an extra company paid holiday custom-made by you. Your Float Day could commemorate a school holiday or a religious holiday or even National Bacon Day. It can be whenever you want if it's approved by your supervisor. A Float Day request link is located on your timesheet. Please request your float day as far in advance as possible. If you don't use your Float Day during the calendar year it will automatically be applied to the first business day after Christmas Day.

**CHRISTMAS SEASON OFFICE CLOSURE**

We close the office each year for about a full week around the Christmas and New Year's Day holidays. You should plan to use your PTO or take unpaid leave during this period. Check with your supervisor if you're unsure of the specific office closure dates.

**PAID TIME OFF**

We believe that a balance between work and personal life is essential to your ability to perform at a high level at work and to maintain your well-being. Paid time off (PTO) is designed to allow for normal vacation time, personal leave, illness, family illness, family activities and extra holiday time off. We encourage you to use your PTO to recharge your batteries.



**HALF DAY OFF for YOUR BIRTHDAY**

If you're eligible for PTO, then you're also eligible for an additional 4 hours of PTO to be taken within the month of your birthday.

**BEREAVEMENT LEAVE**

We offer all team members up to 5 days<sup>4</sup> of paid bereavement leave to provide a time of mourning and an opportunity to attend the funeral after the loss of a loved one.

**PAID PARENTAL LEAVE**

Paid Parental Leave (PPL) is intended to give parents additional flexibility and time to bond with their new child and to adjust to their new family situation. Eligible team members may take up to 5 days of PPL during the 3-month period immediately following the birth of their child or the placement of an adopted child within their home.

**FAMILY and MEDICAL LEAVE**

The Family and Medical Leave Act (FMLA) allows unpaid leave for certain reasons including bonding with a new child, recuperating from a serious health condition, or caring for a family member with a serious health condition or who suffered an injury while on active military duty.

Check with HR if you have questions regarding the FMLA. A summary of your rights under the FMLA is available at [dol.gov/whd/fmla](http://dol.gov/whd/fmla).



LOOKS LIKE YOU GOT A FEVER!  
...I'M GONNA HAVE TO SEND YOU HOME

<sup>4</sup> Part-time team member's paid bereavement leave will be prorated in proportion to their average hours worked per day.

**PAY and PAY DAYS**

Paydays are bi-weekly on Friday and lag pay periods by one week.

**Pay Rates.** Our goal is to fairly compensate every team member with competitive pay and benefits based on their position, qualifications, and performance and on our ability to do so. We never attempt to get a “deal” by paying someone a low wage just because we can “get away with it.” High performers, regardless of their position, are paid at the higher end of the pay scale, have greater job security when times are bad, have more advancement and promotion opportunities, are selected for more choice assignments, and receive a larger share of profit-sharing distributions.

**TIME SHEETS**

Complete and accurate time sheets are critical for our company operations. Accurately recording your time worked on a project is far more important than “making the numbers look good.”

**HEALTH INSURANCE**

Under the Affordable Care Act, if you work an average of 30 hours or more per week, you're eligible for group health insurance benefits after the required waiting period (usually about 30 days or less). This applies to our group health, dental, vision, and life insurance plans. Check with HR for the specifics of each plan.

**DISABILITY INSURANCE**

Disability insurance is offered to all full-time team members after 90 days of employment. Check with HR for specifics.

**RETIREMENT PROGRAM**

Even if you don't work full-time, you may be eligible to participate in our 401(k)-retirement program after 90 days of employment. Check with HR for specifics.

**STUDENT LOAN ASSISTANCE**

Full-time team members are eligible to participate in our Student Loan Assistance program (also referred to as SLA) after 90 days of employment. The objective of SLA is to assist in the repayment of your student loans so you can reduce your personal debt and save for a rainy day or for retirement. Under SLA, the company will match your monthly student loan payment dollar for dollar up to the SLA Match Cap defined in the Student Loan Assistance Application

## Culture and Policies

found on W@H. SLA can also be applied to your spouse's student loans as long as the combined SLA match does not exceed the SLA Match Cap. Details of the program are on the application.

### PROFIT-SHARING BONUS PROGRAM

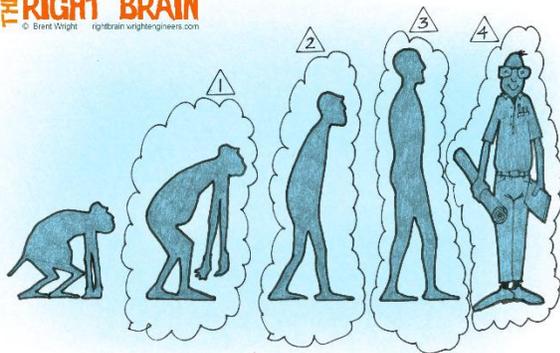
All team members are eligible to participate in our discretionary profit-sharing bonus program.

### ENGINEERING REGISTRATION

If you're an engineer, we expect you to become licensed in the state where you primarily work. The company will pay for the maintenance of your registration in that state and, if we need you to become licensed in additional states, we'll pay to maintain those licenses as well.

For engineers who are becoming licensed for the first time, we'll provide you with the necessary exam prep reference materials and/or study guides and give you an extra day of PTO for exam day the first time you take the exam (two days extra PTO for the 2-day SE exam). Once you show us that you've passed, we'll reimburse you for the NCEES professional licensing exam fees plus pay you a \$1,000 bonus. This applies to both your PE and SE licensing exams.

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### PROFESSIONAL DEVELOPMENT and CONTINUING EDUCATION

We encourage you to continue your professional development and learning, and we want the path for you to advance and meet your career goals at Wright Engineers to be clear. If you have ambitions for a more responsible title or position, the *Performance Expectations* section of this Manual and the Engineering Titles matrix posted on W@H can help you see where you may need growth.

## Working Hours, Time Off, Pay and Benefits

**One-to-Ones and Mentoring.** You should have been assigned to a mentor with whom you will meet at least monthly one-on-one to discuss your career goals and progress. If you do not know who your mentor is, or if you and your mentor do not have regular one-to-ones, you should notify HR.

**In-House Training.** We encourage you to attend the in-house lunch-and-learns, sharpen-the-saw training, and webinars that are regularly provided by the company.

**Workshops and Seminars.** The company will pay for workshops or seminars that are directly related to your current position or that will enhance your abilities or advance your career in a beneficial way to you and the company.

### REFERENCE and OTHER BOOKS

We provide all the code books and reference material you need to do your job. If you feel you need additional books or materials, see your supervisor for approval.

### EQUAL EMPLOYMENT OPPORTUNITY

Wright Engineers is an equal opportunity employer. Employment decisions based on qualifications and merit. We don't discriminate based on race, color, creed, gender, religion, marital status, age, national origin or ancestry, disability, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.