SHARMA ELECTRIC & HVAC

EMPLOYEES · CREWS

Code of **Conduct.**

How we work safely, follow code, treat every customer right, and protect the trust behind our name.

Sharma Electric & HVAC LLC · EC13013924 · CAC1823596 · Effective November 2026

Do the work right the first time.

Safe. To code. Honest. Respectful.

1 Purpose and Scope

This Code sets the standard for every employee, apprentice, helper, and temporary worker of Sharma Electric & HVAC LLC, on any job, in any company vehicle, or anywhere they represent the company.

Our name and our licenses (Florida EC13013924 and CAC1823596) go on every permit we pull. If something here is unclear, or a situation isn't covered, stop and call the owner before acting.

> **From the owner:** I started this company in 2023 to do the work right the first time. Builders, homeowners, and inspectors trust us because our crews show up, work clean, and don't cut corners. Protect that trust. **— Sanjay, Owner**

2 Core Values

SAFETY
Nobody gets hurt. No deadline is worth an injury, a shock, or a fire.

INTEGRITY
Tell the truth to customers, inspectors, builders, and each other.

QUALITY
Install to code and to the drawings. Pass inspection the first time.

RESPECT
Courtesy to every customer, home, coworker, and trade on site.

ACCOUNTABILITY
Own your mistakes, report them early, and help fix them.

3 Safety First

Safety rules are not optional. Breaking them is grounds for immediate removal from the job.

ELECTRICAL AND POWER

- **Treat every circuit as live.** De-energize, lock out, tag out, and test before you touch. Never work energized unless the owner has approved it and you have the right arc-rated PPE and training (NFPA 70E).
- **Construction power:** GFCI protection or an assured equipment grounding conductor program on all cords and tools. Remove damaged cords and tools from service.
- **Call Sunshine 811** at least 2 full business days before any digging, trenching, or driving ground rods. Wait for locates.

PPE, HEIGHTS, AND HEAT

- **Wear required PPE:** safety glasses, work boots, gloves rated for the task, hard hat where required, and hearing protection around loud equipment.
- **Fall protection** is required at 6 feet on construction sites. Inspect ladders before use. Only trained workers use aerial lifts and scaffolds.
- **Heat illness:** water, rest, and shade. Take breaks, watch your crew, and stop work and call for help at any sign of heat stroke. The company follows the OSHA General Duty Clause for heat hazards.

HAZARDOUS MATERIALS AND SPACES

- **Hazard Communication:** Safety Data Sheets (SDS) for chemicals, refrigerants, and adhesives are kept in every van. All containers are labeled.
- **Refrigerants:** only EPA Section 608–certified technicians handle refrigerant. Never vent it. Recover it with approved equipment and record it.
- **Older homes:** stop and report suspected asbestos before disturbing it. Follow EPA Lead RRP rules on pre-1978 homes. Control silica dust (water or vacuum dust collection) when cutting or drilling concrete or masonry.
- **Confined spaces:** attics and crawlspaces are assessed before entry. Never enter a permit-required confined space without training and an attendant.
- **Hot work:** check for combustibles before brazing or using a torch, and keep an extinguisher at hand.

EQUIPMENT, TRAINING, AND REPORTING

- **Every van carries** a fire extinguisher and a first aid kit.
- **Training records:** documented training and sign-offs for lockout/tagout, ladders, PPE, hazard communication, and EPA 608. OSHA 10 is recommended for all field crew.
- **Stop-work authority:** anyone can stop a job they believe is unsafe, with no penalty.
- **Report every injury to the owner immediately**, plus shocks, near misses, vehicle accidents, and property damage. The company reports any fatality to OSHA within 8 hours, and any in-patient hospitalization, amputation, or loss of an eye within 24 hours. Workers' comp claims are reported to the carrier within 7 days. Florida law gives employees 30 days to report an injury, but our rule is the same day.

4 Code Compliance, Licensing, and Hiring

All work is done under the company's licenses, so all work must be permitted, to code, and inspected.

- Install to the currently adopted Florida Building Code, National Electrical Code, and Florida mechanical/energy codes, plus the approved plans and submittals.
- No work starts without a permit when one is required. Never cover, close up, or energize work before the required inspection passes.
- Unlicensed workers always work under the supervision of a license holder.
- No side electrical or HVAC work under any license, the company's or your own.
- Use only approved, listed materials. No substitutions from the submittal without the owner's approval.
- Be respectful and honest with inspectors. Report failed inspections to the owner right away.
- Only the license holders may sign permits, change orders, or contracts for the company.

- If the company reaches 25 or more employees, it will use E-Verify for all new hires, as Florida law requires.

5 Customer and Jobsite Conduct

You are the company to the customer, so act like it.

- Arrive on time. If you'll be late, call the customer or office before the scheduled time.
- Wear the company shirt, keep a clean appearance, and introduce yourself.
- In occupied homes: use shoe covers and drop cloths, protect floors and furniture, and ask before entering any room.
- No smoking, vaping, profanity, loud music, or personal phone calls in a customer's home.
- Never use a customer's bathroom, kitchen, or belongings without permission.
- Respect privacy. Don't open drawers or closets you don't need, and never discuss what you saw in a home.
- Clean up every day. Leave the site broom-clean and haul off scrap, boxes, and old equipment.
- On construction sites, follow the GC's site rules and work cooperatively with other trades.
- Don't quote prices, promise dates, or approve extra work on your own. Refer those to the owner.

6 Honesty and Business Ethics

We win work on trust, so every record and every conversation must be truthful.

- Record your hours, materials, and mileage accurately. Padding time or materials is theft.
- Never recommend work a customer doesn't need. Explain problems honestly and let the owner price the fix.
- Don't accept cash payments, tips over a small amount, gifts, or favors from customers, suppliers, or builders without telling the owner.
- No kickbacks or referral payments, given or received.
- No side jobs for company customers or builders, and no use of company tools, vehicles, or materials for personal work.
- Disclose any conflict of interest, such as a family member who works for a supplier or competitor.
- Never falsify inspection, test, startup, or warranty paperwork.

7 Workplace Conduct

Everyone deserves a workplace free from harassment, discrimination, and threats.

- **No harassment or discrimination** based on race, color, religion, sex, pregnancy, national origin, age, disability, marital status, or any other protected status. This includes jokes, slurs, unwanted touching, and offensive images.
- **No violence or threats.** No weapons on customer property or job sites, except as protected by Florida Statute 790.251, which allows lawfully owned firearms kept locked inside your own private vehicle in a parking lot.

- **Fit for duty:** if a medication, injury, or lack of sleep affects your ability to work safely, tell the owner before you start.
- **Drugs and alcohol** are covered by the Drug-Free Workplace Program in Section 8.

8 Drug-Free Workplace Program

Sharma Electric & HVAC LLC is a drug-free workplace under Florida Statute 440.102. This section is the company's written policy.

- **Prohibited:** using, possessing, selling, or being under the influence of alcohol or illegal drugs, or misusing prescription drugs, on the job, in company vehicles, on customer property, or on breaks.
- **Notice:** every employee receives this policy and at least 60 days' written notice before testing begins. New hires receive it before any applicant test. A general notice is posted where employees can see it.
- **Types of testing:** pre-employment (job applicant), reasonable suspicion, post-accident, routine fitness-for-duty, and follow-up after a rehabilitation program.
- **Substances tested** may include alcohol, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or their metabolites.
- **Laboratory:** all specimens are tested at a laboratory licensed and certified by the State of Florida. Positive screens are confirmed before any action is taken.
- **Your rights:** before testing you may list any prescription or over-the-counter medications. After a confirmed positive result you have 5 working days to explain or contest it.
- **Confidentiality:** test results and related records are confidential and are released only as Florida law allows.
- **Employee assistance:** the company provides a list of local employee assistance, drug and alcohol rehabilitation, and counseling resources. Asking for help before a violation or a test is encouraged.
- **Consequences:** refusing a test or a confirmed positive result can lead to termination. Under Florida law it can also mean denial of workers' compensation medical and wage benefits.

9 Company Vehicles, Tools, and Property

Company vehicles and tools are for company work only.

- Only authorized drivers with a valid license may drive company vehicles. Obey traffic laws and wear a seatbelt.
- No texting or handheld phone use while driving. Pull over or use hands-free.
- No personal passengers or personal errands without the owner's approval.
- Keep vans clean, organized, and locked. Keep the van's SDS binder, fire extinguisher, and first aid kit stocked.
- Report damage, breakdowns, tickets, and accidents the same day.
- Take care of tools and meters. Report broken or missing equipment instead of working around it.
- Leftover materials and removed equipment belong to the company or the customer, never to you.

10 Confidentiality, Social Media, and Photos

Customer information stays private.

- Don't share customer names, addresses, alarm or gate codes, plans, or pricing with anyone outside the company.
- Job photos are for documentation only. Never photograph people, personal belongings, or the inside of a home beyond the work area.
- Don't post job photos or customer information on social media. The company handles all marketing posts.
- Don't speak to the media or post on the company's behalf.
- Return all company documents, keys, codes, and equipment when you leave the company.

> Nothing in this Code limits your right under federal law to discuss wages, hours, or working conditions with coworkers or others.

11 Reporting Concerns and Discipline

Report any violation of this Code directly to the owner at 407-881-9076 or office@sharmaelectric.com.

- Nobody will be punished for reporting a concern in good faith or for using stop-work authority. Retaliation is itself a violation of this Code.
- Reports are handled as confidentially as possible.
- Violations may lead to coaching, a written warning, removal from a job, suspension, or termination, depending on how serious they are. Serious safety, honesty, harassment, or impairment violations can mean termination on the first offense.
- This Code does not create an employment contract or change at-will employment.