



**ONE ENERGY'S
ATTEMPT AT AN ONBOARDING BOOK**

WELCOME TO ONE ENERGY

Welcome - we're excited you decided to join our crazy, brilliant team!

Wondering what to do next, or perhaps "what did I sign up for?" Not to worry – we've got you covered! We know that first day on the job can be a bit awkward, so with that in mind, your schedule begins today with time to settle in and materials to get to know us better.

This book is designed to help you get the lay of the land and to feel less, well, awkward.

First, let's talk about the Intranet. The Intranet (www.myoneenergy.com) is home to most of our training resources and is referenced frequently throughout this book. It will be your go-to resource for information on almost anything at OE - from the status of our projects to how to troubleshoot a printer, and everything in between. There's also a library of training videos – great for self-training and learning new skills. We also just launched a new website, and we are really excited about it! While some things are still in progress, the new website (oneenergy.com) will also be a huge learning tool.

For the first half of today, please focus on just two things: logging into our "Intranet" and reading the referred sections and reading this Onboarding Book.

As you read through this Onboarding Book, you will notice highlighted sections that are still in progress. We will update as soon as we can but if you have any questions in the meantime please don't hesitate to ask!

So go ahead, dive in, and get acquainted with the basics of One Energy! (We'll grab you for lunch when it's ready.)

Welcome to the Family,

Your One Energy Team



Oh, and things change rapidly around here so by the time you read this, there is a good possibility that some changes are not reflected in this book. Sorry, we tried!

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GETTING STARTED

ABOUT THIS BOOK

This Onboarding Book was created to help you get familiar with One Energy - our office building, how the company works, where to find important information, and more. We know that first days (and new jobs) can be awkward, but this book - and all of us at One Energy - are here to help.

THE INTRANET

The Intranet (www.myoneenergy.com) is home to most of our training resources and is referenced throughout this book in [blue](#). It will be your go-to source for information on almost anything at OE - from the status of our projects to how to troubleshoot a printer, and everything in between. There's a library of training videos and how-to documents - great for self-training and learning new skills. If you haven't received your Intranet login yet, please see your manager - you'll want to access the Intranet as you read this book.

A screenshot of the Intranet home page is below - once logged in, use the side navigation menu and dropdowns.

My One Energy

Tuesday
5/12/2020

Welcome to the My One Energy home page!
Check here for daily OE updates.

FOODLAV WEATHER 57°F Partly Cloudy

CALENDAR NOTABLES

Out of Office:

- Miranda out
- Hank out 10:15 - 11:15 am
- Brandy out 12:45 - 1:45 pm
- Carly out 2 - 3 pm

Events:

- N/A

Celebrations:

- It's International Nurses' Day 🎉

Visitors:

(Please always give visitors a warm OE welcome if your paths cross during their visit)

- Craig on site in the main conference room 9 am - noon

REMINDERS

- The Labor Laws are posted under Employee Resources-Required Postings for everyone to reference.
- The Small Conference Room is booked for the foreseeable future. If you need to use this room, or are having a room scheduling issue, please see Brandy.

VALUE OF THE WEEK

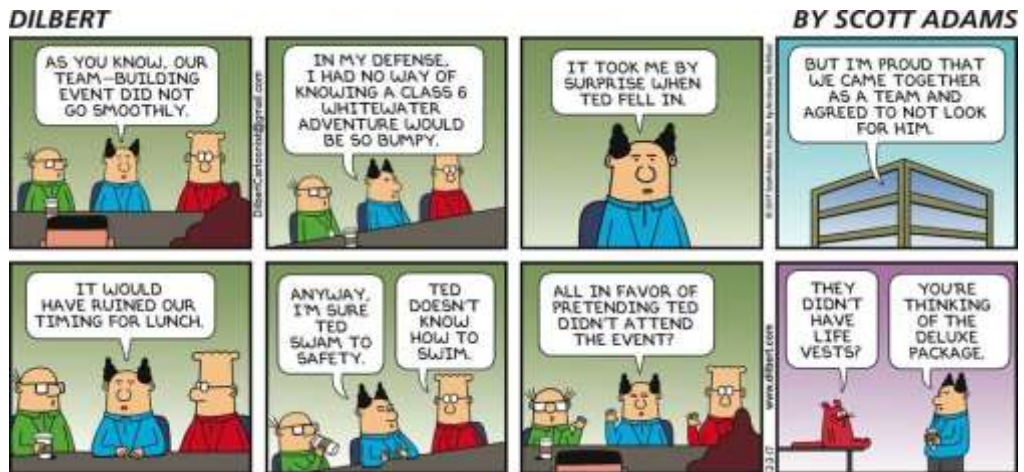
RESPONSIBILITY

"My hope still is to leave the world a bit better than when I got here." — Jim Henson

ABOUT YOUR NEW TEAM

THE TEAM

We have an amazing group of unique individuals working here at One Energy. You can learn more about your new teammates on the Intranet by visiting the [About One Energy → Team and Company Profile → One Energy Team](#) You can view photos, DiSC profiles, and fun tidbits via our [#gettoknOE](#) features - all next to employee profiles on the team page of the Intranet.



DISC PROFILES

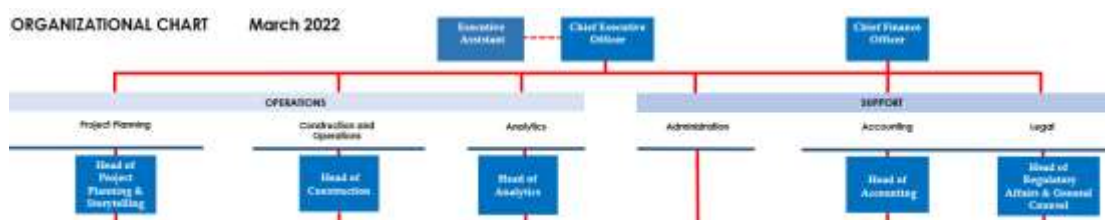
As a team that spends a lot of time together, we feel it's important to learn about the different personalities that make up One Energy. To accomplish this, all full-time employees complete a DiSC personality assessment. (We'll provide you with information on how to complete your DiSC Assessment directly.)

You'll receive your personality profile, insights on work habits, and more. DiSC profiles are uploaded to the Intranet (no one can see how you answered your questions, don't worry!) - they're a great resource for understanding your teammates and their work habits.

Log on to the Intranet and click [on About One Energy → Team and Company Profile → One Energy Team](#) to view teammates' DiSC profiles (links are under individual photos).

EMPLOYEE ORGANIZATION CHART

The Org Chart is a helpful way to view how our departments and teams are organized - typically within the following framework:



This chart was last updated in March 2022 and will change frequently. To view the current organizational chart on the Intranet, located [in About One Energy → Team and Company Profile → Company Profile](#). You can also locate it in the Dropbox folder Admin General Office/ 00 – General Office Information.

YOUR DAY-TO-DAY

NORTH FINDLAY WIND CAMPUS

Welcome to the North Findlay Wind Campus! (We sometimes write it as NFWC for short). Our campus includes the office building, Quonset hut, laydown yard with turbine components and shipping containers, and Ball and Whirlpool's *Wind for Industry*® projects. The Quonset hut is used as a controlled environment for servicing tools and equipment. There are supplies and tools dedicated to this station including but not limited to compressed air, lubrication systems, and welding materials.

You can also check the maps located here: [About One Energy → North Findlay Wind Campus → Laydown Yard](#) on the Intranet. A Main Conference Room filled with windows, a balcony running the length of the building, we've definitely got some of the best views in town - enjoy!



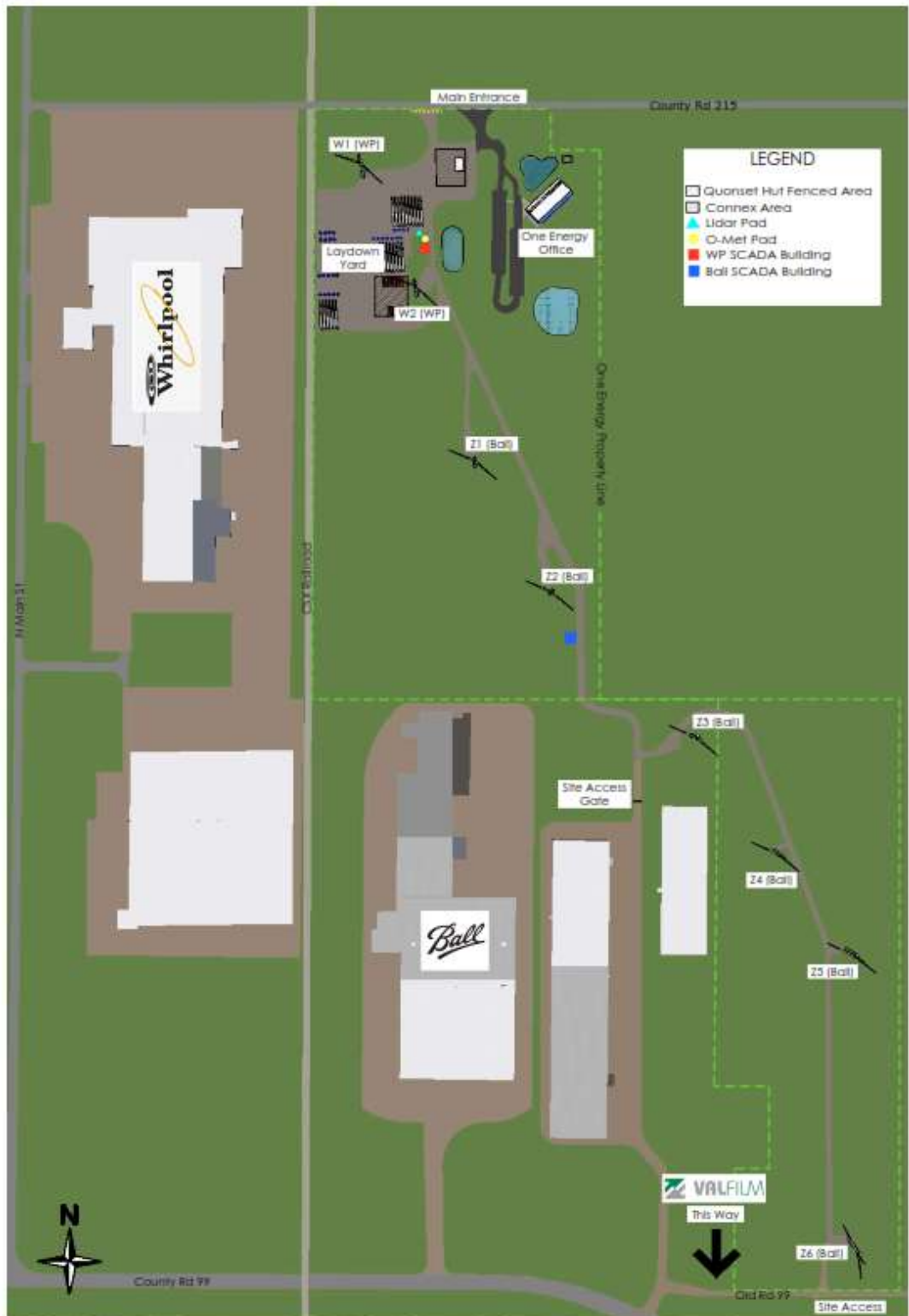
Photo of North Findlay Wind Campus



Panoramic view of turbines and laydown yard



Quonset Hunt



Map of the North Findlay Wind Campus and yard

FIRST THING

Your daily start and end times will vary, based on your department and your role. OE team members arrive for work between 6:00 AM and 8:00 AM, and typically work until at least 5:00 PM, with a lunch break mid-day (you'll learn more about our lunch service later in this book). Your manager will outline more specific expectations for your working hours.

OE understands that from time-to-time, you will need to alter your schedule for appointments, and to attend to personal matters. Make good decisions for the company and put your time out of office on the Company Calendar as soon as you're able. Let your manager know in advance so that they can plan for your absence.

We suggest starting your day by logging on to the Intranet, reading your email, checking your calendar, and reviewing any updates in Taskworld - this will give you a good idea of what's happening in the office, with your team, and with your workload. (You'll learn more about these later in this book.)

PARKING

You have probably noticed here at One Energy we have reverse angle parking. When arriving for your day, please back your car into the spot. With a better view of who and what is in front of you when exiting, this helps eliminate any potential accidents that might happen. As always, safety is a top priority around here.

BADGE AND BUILDING ACCESS

An OE badge is created for every employee here. Depending on your permissions, your badge provides access to the building via swipe to the exterior doors, as well as access to certain offices or rooms if necessary. If you need to come in after hours, please talk to your manager as these are specific permissions on your badge that might not be on initially.

Your badge contains your emergency contacts and medical information in a QR code, in case of an emergency on site. You will be required to show your badge to security patrol officers (usually off-duty sheriff deputies) after hours as well (both in the morning and at night). If you lose your badge or any of the information has changed, please notify IT and an Associate immediately.

WHAT TO WEAR

The Executive Team at One Energy typically dress business casual - think slacks and polos (at best) although lately it has been a nice polo with jeans. The office and construction teams usually wear T-shirts and jeans. Our dress environment is admittedly extremely casual. With construction workers coming and going between the field and office every day, dressing up is not a priority. After all, this is a construction company at heart. When working out in the field, the appropriate

personal protective equipment (PPE) is required: hard hat, high vis (high visibility clothing), steel-toed boots, and sometimes eye protection (or more).

Ask your manager if you have questions about what PPE is required for specific activities, but there is no formal dress code - make good decisions and dress for the activity of the day. (Note, we ask that you keep a set of field clothes along with a little dressier clothes (again, slacks and a polo) in your locker so you are ready for whatever may come that day).

INTRANET

As mentioned earlier, the Intranet is an employee portal/internal website. The homepage has daily information on visitors, employees who are out of office, and the general ongoings of the office. It also has general information about One Energy and who works here. Start each day by logging onto the Intranet. In addition to the homepage info, you can access recent data on our projects, our values and standards, and employee profiles, as well as resources available to our employees - such as training materials and benefits.

You can access the Intranet by going to www.myoneenergy.com. (We reference the Intranet A LOT in this document - so again, before you move on, make sure you can log in. Seriously, if you haven't yet, do this RIGHT NOW!)

EMAIL

One Energy employees may choose to use either Gmail or Outlook to view their email. You will need to set up your email with a standard One Energy signature for both initial outgoing and reply messages. If you need help on setting this up for both Gmail or Outlook please visit the Intranet click on [Departmental Resources → IT \(scroll down to the IT Training Page\) → Find Email Signature Video](#). In the [About One Energy → NFWC → Office](#) there is a list of all the helpful email addresses.

CALENDARS

Whether you choose to use Outlook or Google, your calendar will be an important part of your day-to-day.

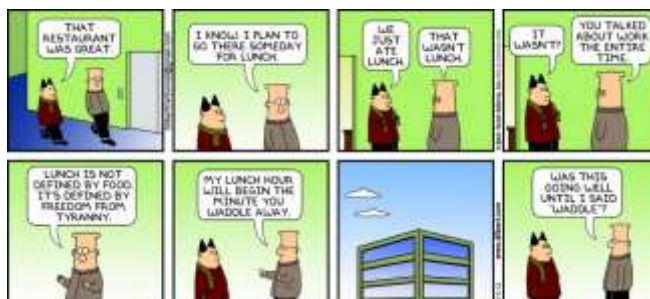
Individual Calendar - Tied to your individual One Energy email account, this calendar is how you'll be invited to (or initiate) meetings with other team members.

OE Contact Calendar - This calendar is where we note any visitors or tours, and where you'll note when you'll be out of the office or on vacation. Payday is also noted on the Contact Calendar.

OE Social Calendar - Employee birthdays and their One Energy anniversaries are noted on this calendar, as well as any social events open to the office (trivia nights, etc.).

LUNCH

We have a full working kitchen and a chef who prepares lunch Monday through Friday. If you have any dietary restrictions, please let the chef know. Employees are notified each day when lunch is ready, typically via a Google Chat message. Lunch is served buffet style; typically, employees eat at the white tables near the kitchen, at the high-top tables in the middle of the office, or, if the weather is nice, at the picnic tables just outside the kitchen back door. When not in a pandemic we always encourage employees to eat together and socialize during their lunch hour. Of course, if you have a prior lunch engagement or an errand to run please feel free to do so. Since things are not really “normal” with Covid, we ask that you please practice social distancing when necessary.



After lunch, employees are expected to scrape and rinse their plates, and place them in the sink along the South wall, depending on the current setup. (If you're not sure what to do, just ask!)

FOOD & BEVERAGES

One Energy provides an assortment of drinks including coffee, tea, water, and sodas. The largest assortments of beverages are available in the drinks refrigerator and at the main coffee station - both are located adjacent to the kitchen. There are additional stocked kitchenettes upstairs and near the back theater.

At times there are snacks and candy at the front main coffee area, upstairs, and at the back kitchenette. These items are free for the taking for all OE employees.

There are some great cooks and bakers on staff at OE - and from time to time, people bring in treats for the office. These are typically left on the front whiteboard tables.

Beverages and snacks are a free-for-all - if you've brought in your own items, please label them with your name, to avoid any confusion.

For those who wish to bring their own food in to work, we have a microwave, toaster, and a refrigerator available for your use. Please store personal food in the refrigerator located in the downstairs back kitchenette and label items with your name or initials.

CHORES

One Energy has a full-time custodian on staff. Regardless of whether a custodian is on staff, you are always expected to keep your own personal space clean, to clean up after yourself after using common areas, and if you notice something is not quite right in

the building, please alert an Associate or the custodian. We all do our part to maintain this building.

GETTING HELP

- **IT** - For questions related to your computer, phone, software, badge access functionality, etc., Please follow the “How To Receive IT Help” guidelines listed on the Intranet at



www.myoneenergy.com/it.html when requesting assistance. Additional IT information is posted at www.myoneenergy.com/it-training.html and you can also email IT at IT@oneenergyllc.com. Please note, that there is not an actual full time IT team at OE. Everyone on the IT email volunteers their time to help as needed. If you email and there is a delay in response, please know that they are also doing their jobs and will get to you as soon as they can. Please allow 24 hours for a response. If something is extremely urgent, please alert your manager.

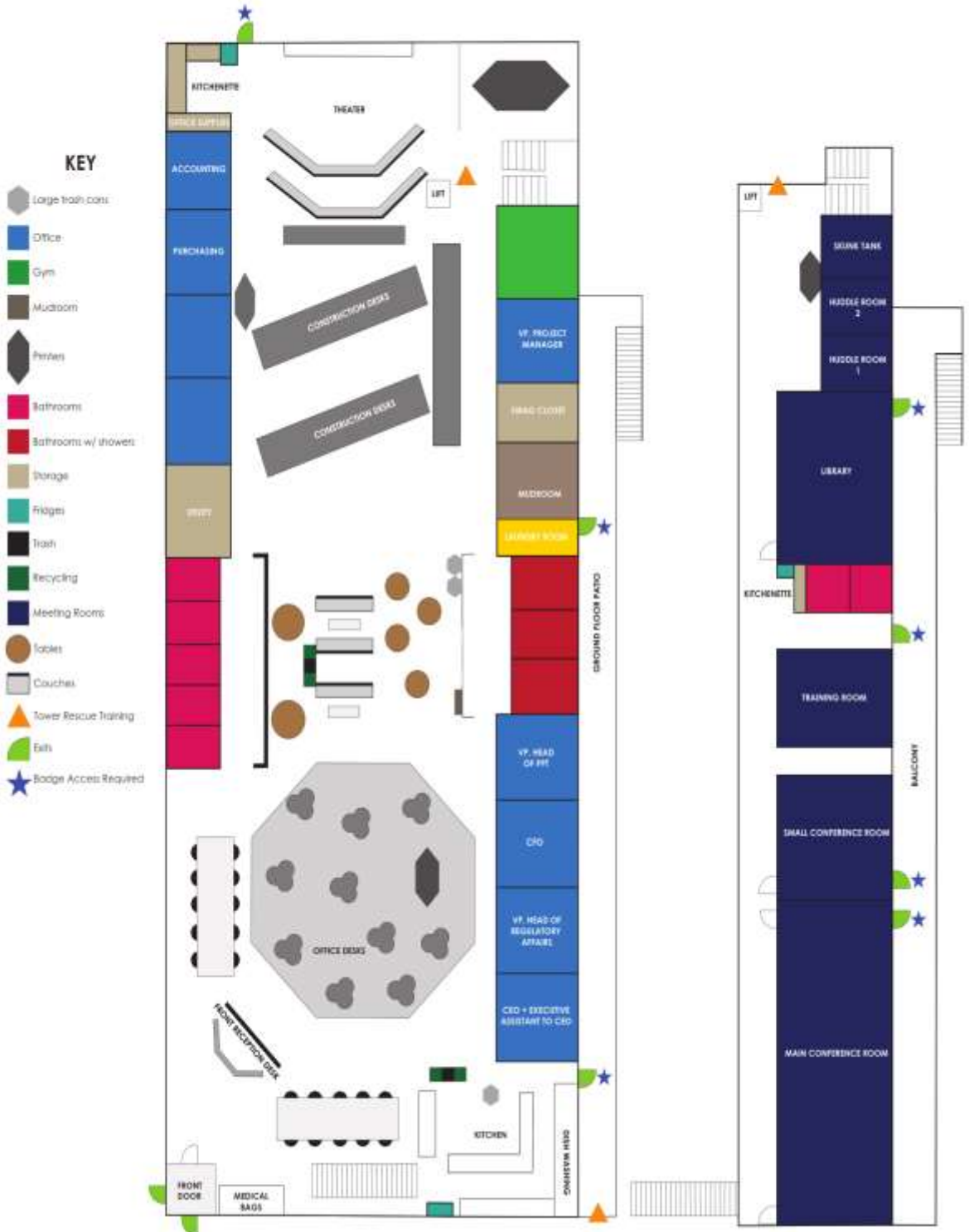
- **Associates** - Need to know where something is located in the building? Having printer issues? Not sure who to ask about a technical question? Associates have the answers to many of these questions - and if they don't know how to help, they can put you in touch with someone who will. You can ask an Associate directly, or better yet, shoot an email to associates@oneenergyllc.com. We reference Associates frequently in this book because they are your go-to group when you need help with something around the office - don't hesitate to ask!.
- **Benefits** - For questions regarding your insurance, 401k, FSA, etc., first review your Benefits Package (on the Intranet under [Employee Resources](#) → [Benefits and Forms](#) → [Employee Benefits](#)). If you still have questions, contact UIS (OE's external benefits Administrator) - contact information for UIS is listed on the same Intranet page listed above or please see your manager or Associate.
- **Other Employment Issues** - For issues not related to benefits (safety concerns, conflicts between team members, questions or concerns about growth trajectory, your role, or anything else) your manager is a great place to start. For issues related to your manager, please see the CEO.
- **Day-to-Day** - Your manager is a great resource for day-to-day help and assistance, as are your team members and the Associates. If you have a question, just ask! We're all in this together and are happy to help answer questions you may have.

THE BUILDING



ONE ENERGY

North Findlay Wind Campus Office



NAVIGATING THE BUILDING

BATHROOMS

There is a total of 10 bathrooms; 8 downstairs and 2 upstairs. If you find a bathroom is short of supplies, these can be found on the metal organizer racks at the back of the office, near the back stairwell. If you notice we are out of an item on the metal organizer, please inform an Associate or a custodian.

SHOWERS

If you choose to ride your bike to work, hit the gym, or are dirty from the field, we have showers available for your convenience. They are located in the three downstairs bathrooms on the south side of the building.

One Energy provides towels and washcloths (located on a metal rack to the right of the blue lockers), soap (located inside the showers), and hair dryers for employee use. All showers also have degreasing pumice soap dispensers just outside the showers, for when a heavy duty clean is needed.

After use, please place towels or washcloths in the laundry basket located below the stacks of towels. (Please note that this laundry basket is for OE-related items only - napkins from special events, kitchen rags, towels from gym and showers, etc.)

THE GYM

The OE gym is located in the back of the office with frosted glass. It is open daily and is available to all employees. Use common sense when planning workouts, make good decisions for the company, and manage your time responsibly. When in doubt, check in with your manager.



When using treadmills, you are required to always use the safety key. (See signs near treadmills for details.)

When using the gym, you are expected to clean the equipment when you are finished. Please make sure to use the sanitation spray and disposable towels provided to wipe off all surfaces and equipment you have used. (If we're out of disposable towels, use regular towels and place them in the laundry basket.)

KITCHENETTES

As mentioned earlier we have a full working kitchen plus two additional kitchenettes (one at the back of the office, the other upstairs near the restrooms). The kitchenettes are stocked with coffee, and other beverages for your convenience.

THEATER

The NFWC theater is located at the back of the office, with a massive screen, as well as couch and table seating. All-Hands Meetings (meetings of the entire One Energy staff) are typically held in the theater, and the area is also often utilized for tours, presentations, and large-scale events. All couches have electrical outlets, allowing staff to plug in laptops.

CONFERENCE/MEETING ROOMS

Upstairs we have two conference rooms, a Training Room, and two smaller “huddle” rooms for meetings of five or less. Last, but not least is our skunk tank (The Skunk Tank is where we have desktop computers set up for all employee use and have additional software such as AutoCad, Sketchup, Photoshop, etc.). If you have any questions or concerns about the building, please notify the Facility Manager or an Associate.

CONSTRUCTION BAG DROP ROOM / MUDROOM

The construction bag drop is the room with a sliding glass door located east of the southside bathrooms, just past the laundry room (see “mudroom” on building map). Inside are metal racks where members of the construction team (and additional field engineers) may store their gear and bags. There is also a keybox, which contains keys to the majority of our field equipment and other miscellaneous keys. (More info on that later.)

LOCKERS

We have two main areas of lockers: the smaller gray ones on the north side of the building are typically for office employees, the larger dark blue ones on the south side of the office are typically for construction employees and Field Engineers. All permanent employees are issued either a gray or blue locker upon joining OE.

Please use your locker to house your PPE, as well as any personal items. All office staff are asked to bring in a set of clothes (pants, T-shirt, sweatshirt, or fleece) you’d be comfortable wearing while working in the field, and to store this in your locker as well. In general, most people don’t put locks on their lockers and we have never had a problem with this; you are free to do as you like. Lockers are company property and, like all company property are subject to search if circumstances warrant.

STORAGE CLOSETS

Swag Room

The “Swag Room” (or Swag Closet) is next to the Bag Drop Room (see “Swag Closet” on map). Inside, we store OE-branded swag, which includes high vis clothing, hats, marketing items, and kids’ activities - want OE frisbees, silly putty, foam turbines, mousepads, or drawstring backpacks? We got ‘em. If you would like something replaced or need something from the Swag Room please talk to an Associate.

The Swag Room is also used to store surplus items, including hard hats and climbing helmets, the items for construction team field kits, FR (fire retardant) gear, OE branded and EMT polos, and much more. There are also key boxes, which contain keys to OE properties, vehicles, and more. (More info on that later.) Again, if you need anything mentioned above, please talk to your manager and an Associate.

Office Supply

Located near the back kitchenette (and next to the Theater) are four storage closets. The first and second are the excess Office Supply Closets. These closets contain every office supply imaginable - pens, binders, rubber bands, staplers, business card holders, batteries, scissors, desk organizers, clipboards, white-out - you get the picture. If you’re looking for paper stock, Avery labels, or binder dividers, however, those are stored in Print Production. Everything else in the wide world of office supplies should be in the closets, please help yourself to what you need, and if you do not find it back there, please let an Associate know.

Please note that when accessing the closet, be courteous - don’t make a mess, if you knock something over pick it up, and if you take the last of something (or notice stock is getting low) notify an Associate.

IT

The IT closet is next to the Office Supply Closet. This closet contains very basic IT items - mice, keyboards, etc. When taking anything from the IT closet, please notify an Associate or IT Team member - and the same rules about keeping the Office Supply Closet in order apply here as well.

If you need an item that is not in the IT Closet, speak with an Associate or IT Team member. Things like additional monitors and adapters are kept elsewhere.

Marketing Supply

This closet holds most of our surplus marketing materials - brochures, folders, etc., as well as recruiting materials.

Utility Room

The NFWC Utility Room is located next to the north side restrooms, with restricted key code access. It contains our fire and building alarm mainframes, various security systems, the PPT Department's power and hand tools, and (not to be confused with the IT Closet) a variety of higher-level IT items.

PRINT PRODUCTION

We print most of our own materials in-house (and we do a great job!). Located in the back of the building is the Print Production area, where we print and bind everything from brochures for recruiting, to Initial Evaluations for potential customers, to pocket-sized reference books, to notepads and construction forms.

For everyday use, you'll be using the main 1A, 1B, and 1C printers for your printing needs. There is a Print Production Team designated to take on the thermal binder, cutter, and the OE Monster printer for special printing projects - these tools are to be used only by those who have been trained.

If you have a project or a job that requires the use of Print Production, ask your manager or an Associate to help you. You can also email associates@oneenergyllc.com with detailed information about the job that is needed and one of the associates will get back with you to ask any follow up questions or let you know when they are able to get to the project.

Additional items are stored in Print Production, such as regular and color paper, surplus construction form notepads, laminators, laminator sheets, divider tabs, Avery labels, and more.



VEHICLES & DRIVING

Whenever possible, use an OE vehicle when leaving the office on company business - ideally one of our Explorers. If an Explorer is not available you are able to also use a flatbed truck, you will need to talk with construction and make sure it's available and in service. If using your own vehicle is the only option, then it must be approved by your manager. Please track your mileage and include it on an Expense Report.

The image shows a clear plastic security container with a yellow label that reads "SECURITY". Inside the container is a blue padlock and a set of keys. To the right of the container is a yellow folder with a "ONE ENERGY" logo and the tagline "WIND FOR INDUSTRY". Attached to the folder is a handwritten "Explorer Sign Out Sheet". The sheet has columns for "Date", "Start", "End", "Explorer", and "Notes". Handwritten entries include dates from 10-17 to 10-25, times from 10:00 to 12:00, and names like "Liz", "Avery", "H.L.", "Aly", "KH", and "H.D.". A note at the top of the sheet says "Both Explorers Available" and "for field use". A red keychain with a black fob and a red tag that says "Explorer #1" is also visible.

KEYS

Other keys for general office, PPT, equipment, projects, and construction trucks are located on either a keyboard in the Construction Drop Room, or in the key boxes in

the Swag Room. (Please note that there is limited access to the Swag Room via key code. If you need access to the Swag Room, please see an Associate.) There are helpful numbering systems in the Drop Room and Swag Room to help you find the keys you're looking for).



Drop Room Keyboard



Swag Room Key Boxes

When using any OE key that is not specifically issued to you, PLEASE ensure that you return it to where you got it from, once you're done using it.

There are additional keys - such as project, turbine, and System Operator Keys - that are assigned to certain individuals, based on their role.

SUPPLIES

Office Supplies - are stored in closets across from the back kitchenette, near the theater. If you take the last of any given supply (or supplies of an item are getting low), please alert an Associate so we can get it replaced.



- **Printer Supplies** - paper and toner are stored in the cabinets next to printers 1A, 1B, and 1C, with surplus supplies in the print production area. (Let an Associate know if you install a replacement toner, so more can be ordered.)
- **Cleaning Supplies** - are located underneath the back stairwell on the metal racks. Again, if we are out of something please alert an Associate, the purchasing manager, or the custodian.

Tools and Miscellaneous Supplies - if you're looking for hand or small power tools, first ask someone in the PPT department - they have a set available in the utility room. For additional tools / supplies (from caulk and spray paint, to bolt cutters and chainsaws we have a supply conex that houses just about everything you could need. If you need something and you think it might be in the supply conex please ask your manager or an Associate before you head out to look.

PERSONAL USE OF COMPANY STUFF

You're welcome to use One Energy resources for personal use - printers, scanners, etc. For example, it's okay to email yourself personal items to print at OE - the label for a box of clothes you need to return via UPS, scanning personal items to your email on off hours, etc. From time to time, employees also borrow various equipment - but in these cases, it's important to get manager sign-off first.

We ask that you are reasonable and make good decisions for the company. And when in doubt, ask an Associate or your manager.

Cheat Sheet and Supply Conex Cheat Sheet - these list the items you can find in each Conex (shipping container), located next to the Quonset hut. Currently on DB here: [Admin – General Office \ Associates \ 01 – Temp – Historical Onboarding Files.](#)

BUYING THINGS

All purchasing of items at OE - anything from office supplies to electrical transformers - goes through Department Heads and/or the Purchasing Manager. If you need to buy something at OE, please see your manager or the Purchasing Manager.



Credit Cards

Ideally, any purchase needed for your job at OE will be made via a One Energy credit card. If your job requires you to have an OE credit card, one will be issued to you. If you do not have a credit card issued to you, ask your manager or the Procurement Manager for help. Please know, that all purchases over \$250.00 need to be run through your manager for approval.

Receipts

Anytime you make a purchase for One Energy (either on a company credit card, or with your own funds) be sure to get a receipt. Use the Cost Code sheet to determine where your purchase needs to be coded then write the corresponding code on top of your receipt. If you are unsure where the receipt needs to be coded add a brief description to the receipt of what the item was use for. If nothing else ask your manager, the Procurement Manager, or someone in the Accounting Department - we need to avoid things being coded incorrectly.

If the item(s) were purchased with an OE card, and you've written the cost code on it, place it in the receipt folder for the person whose name is on the card you used. (Folders are located in racks on the wall outside of the Accounting / Procurement office. (If you purchased the item with personal funds, see "Expense Reports.") If you have questions, see your manager.

Expense Reports

You should only use your personal card with the permission of your manager. If you purchased an item with your own funds, keep the receipt and fill out an Expense Report, located on the Intranet under [Employee Resources](#) → [Benefits and Forms](#) → [Forms \(www.myoneenergy.com/forms.html\)](#). Attach your receipts to your completed form and place in the folder outside of Accounting / Procurement officed labeled "Expense Reports." Your expenses will be refunded via direct deposit.

Financial Approval form

The Financial Approval Forms are used for buying an item that is over \$1,000. If your financial delegation is \$250 and you are purchasing something between \$250-\$1,000 please let your manager know prior for approval. Anything over \$1,000 you will need to complete the Financial Approval Form. You can locate this form on the Intranet at [Departmental Resources](#) → [Accounting](#) → [Forms](#).

RESERVING CONFERENCE/MEETING ROOMS

OE uses our calendar system to manage our many meeting rooms. To reserve a room, start by creating an event on your individual calendar (this is easiest in Google Calendar). Click



"add rooms or location", then "add rooms" - the rooms available for that time slot will show. Select the room and continue creating your calendar event. (Some

initial setup is required in the beginning to add the rooms to your calendar - if you're having difficulty viewing available rooms, please ask an Associate.

Conference / Video Calls - OE uses Google Meet for audio and video conferencing. When creating your event in Google Calendar, click "add phone and video conferencing", and then continue creating your calendar event.

Please be sure that when creating a calendar event, you are creating it from your individual calendar, and not the OE Contact or OE Social calendars. (Using your individual OE calendar prevents a variety of issues, namely that via the Contact or Social calendars, our CEO would receive an abundance of emails when anyone RSVPs...don't be that guy or gal.)

Zoom – OE also uses Zoom as another option for video calls (mainly for finance calls). We are limited on licenses so if you find yourself needing to set up Zoom calls more and more, please let IT or an Associate know, and we can get you added to our account.

ONE ENERGY CONFERENCE LINES

One Energy has multiple conference lines in addition to Google Meet. To host a call, you will need to use **800-259-2750 or 419-576-1020** followed by a conference ID number - these are different based on what department you are in so please see your manager for the ID number. Be sure to attach the dial in number along with the ID to the calendar invite. As stated above, if you need to use video for a meeting, please use Google Meet.



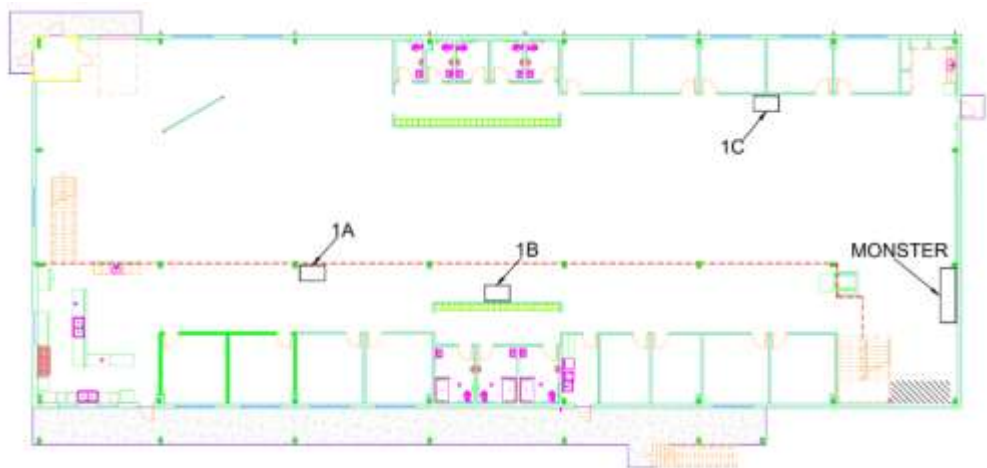
RUBY

Ruby is our phone tree and live virtual receptionist. If someone calls our main phone number (877-298-5853) a Ruby receptionist will answer and direct the call to the appropriate employee here at One Energy. They can connect callers directly to you, take a message, or send to voicemail. You will receive an email with any information regarding the call. When you start, your phone number will be added to the list.

PRINTING & SCANNING

We have four printers / scanners here at One Energy. These printers (1A, 1B, 1C, and The Monster) are located downstairs throughout the building. The Monster is only

used by employees who have been trained in Print Production. You will also find a printer on the second floor located near the huddle rooms, it is not currently (nor do we think it ever will again) working.



For instructions on how to add a printer to your computer please see the Intranet <https://www.myoneenergy.com/it-training.html> or contact IT (IT@oneenergyllc.com) if you need help.

If a printer is out of paper, check the cabinet next to it (for printers 1A ,1B, and 1C). If the cabinet is also empty, there are reams of paper on the metal racks to the left of the Monster printer in print production.

If a printer is out of toner, check the cabinet next to it (for 1A, 1B, 1C). Toner cartridges for the Monster are on the metal racks in print production. If you replace a toner cartridge, alert an Associate so they can order a replacement.

SENDING MAIL

Outgoing mail to be sent via USPS can be placed in the small plastic bin on the front reception desk. Stamps are available in the bin for One Energy mail.

Pickups by UPS or FedEx may be scheduled online, print the label, affix it to your package, and leave the package on the front reception desk. Place the green UPS sign on the package, so the UPS employee notices the outgoing package. It is located on the front reception desk. If dropping off a package at UPS, there is a location on Tiffin Avenue. When asked for a phone number please give them our main office number 877-298-5853.

If you are sending One Energy items via certified mail, there is paperwork in a binder that must be filled out for tracking purposes - this binder is in a drawer at the front reception desk. See an Associate for help.

BRANDING & STYLE GUIDE

We have worked very hard to build the One Energy brand. As such, we use specific fonts and logos to mirror the company's official branding. Check out the OE Style Guide on the Intranet, [under Employee Resources → Guidelines and Policies](#), for helpful guidance.

Letterhead and other templates (like meeting minutes, and certain contracts or reports) should already be synced to your Microsoft Word account. To access these templates, open Word, click on "New" document, and click the "Personal" link. If you are having trouble accessing the OE templates, please ask an Associate.

Logos and related branding items can be found [on Dropbox in Marketing - Approved Documents / Logos](#) (note that there are logos for multiple One Energy entities stored here - One Energy Enterprises, One Energy Capital Corporation, etc.).

Additional specialty paper (such as OE watermarked letterhead and security paper) exists at One Energy as well. For more information or to locate any specialty or security paper, talk to your manager or ask an Associate.

BUSINESS CARDS

Every full-time employee is given business cards. If any information changes or your supply is getting low, please let an Associate know.

PINK SHEETS

At OE, we have a system we refer to as "pink sheets" - named after the bright pink sheet of paper that will be placed on your desk each and every week. Typically handed out midweek, the Pink Sheet asks four questions:

What did we do right this week?

What did we screw up this week?

What do we need to do better next week?

What is the single biggest threat to our business right now?

The goal is to have open and honest dialogue about our strengths and weaknesses as a company, so that we can build on them and fix them. All employees answer these questions.

If you are a department head, you'll collect your team's forms by Thursday at 6 PM, review them, and bring them to the Friday morning meeting held in the Main Conference Room at 8:30 AM. If you are not a head, be sure to submit your form to your head by 6 PM on Thursday.

BOOK LIST

The One Energy Book List is made up of 20 books that each employee should read to get a better understanding of One Energy.

Read Blue Ocean Strategy and Whalehunting, and you'll get how our sales strategy works, why it's designed the way it is, and the massive opportunity OE has by being a pioneer in Wind for Industry® and Managed HV. Read The Toyota Way and you'll better understand our approach to "manufacturing" wind projects. Read The No Asshole Rule and you'll get the picture pretty quick - there's no assholes allowed at OE. Read The Rickover Effect, and better understand the quirks of our CEO Jereme - and OE's approach to personal responsibility - will make a lot more sense.

We take these books seriously - so much so that we have multiple hard copies of each book available

for your
reading
enjoyment,
housed
upstairs in the
library. Take a



book home and get started on the reading list today. To view the One Energy Book List in its entirety, please check out the intranet

<https://www.myloneenergy.com/onboarding.html#Library> (Please note: many of these books are available as audiobooks, via Audible or the public library - listening to these books on tape is okay by us.)

Once you complete the Book List, we'll give you \$2,000 - not a bad deal, right? Just remember, Jereme will test you on what you learned.

Please note that while you're welcome to read during your lunch hour, the Book List is meant to be read on your own time.

WHITEBOARDS

You'll notice that there are whiteboards in many of the common areas / meeting rooms (such as the huddle rooms, Main Conference Room, Small Conference Room, Training Room, etc.). If you are using a whiteboard and you need to keep the information on the board, please initial your work and write "SAVE" - otherwise it will likely get erased. (And please remember to be courteous - aka erase your board when you're done.)



SOFTWARE & IT

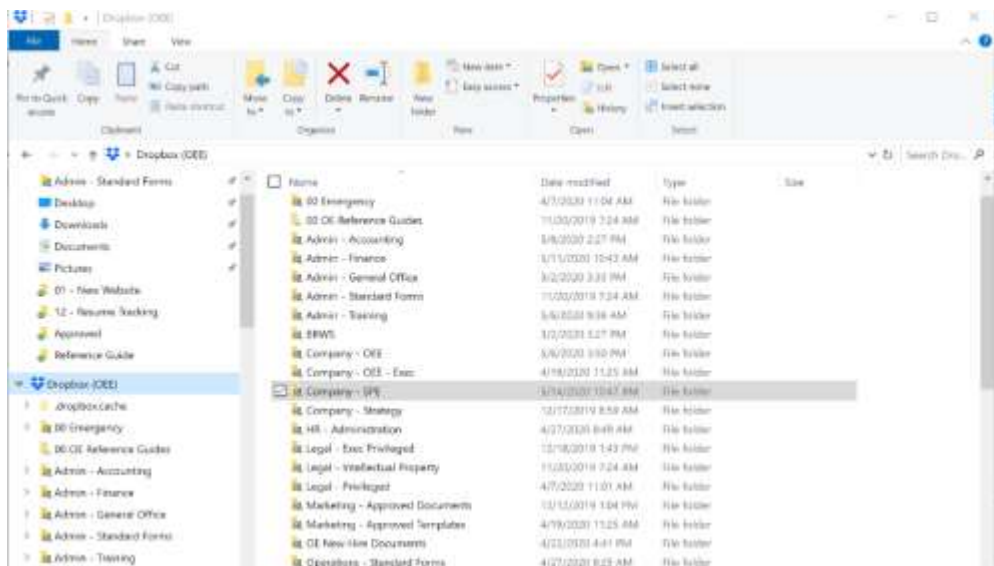
Dropbox

We use Dropbox (DB for short) as our file server, to store and save files - Word documents, PDFs, Excel spreadsheets, video files, images, Powerpoints, and more. If you're working on a document, it needs to be saved to Dropbox.

All employees are issued a "Personal" folder on Dropbox - this is where you can store personal stuff - within reason, and documents that aren't a part of your projects at OE, but are technically still work related - for example if your manager has asked you to research a new software and you are tracking the information in an Excel sheet, you would store that in your personal folder as you are the only one working on it, it pertains to work but no need for everyone at OE to have access. Think of your personal folder as your desktop. Your folder will have the word "Personal - "and then your name in the folder title.

When saving a file, you'll have the option to save to various locations - your Desktop, your Documents, or Dropbox - under Dropbox, you should see a number of folders where you can save your work. *Never* store files on your desktop; if something happens to your computer, all that work will be lost. Please also avoid saving items to your Documents folder. Dropbox is the place to save your work. Dropbox is secure and backed up continually.

Dropbox can be accessed via your computer by using the File Explorer application (see photo below):



You can also access DB via your internet browser by logging in to www.dropbox.com or via an app on your work phone. We have a lot in Dropbox,

you do not need every Dropbox folder or file that you have access to stored locally on your computer. You'll want to look into syncing options, especially if storage on your machine becomes low. There are two ways to sync your Dropbox, you can view these on the Intranet by going to [Departmental Resources → IT → Scroll to bottom of page to access the IT Training Page](#) and there you will find the information on Dropbox syncing.

Employees have access to different Dropbox folders based on role. (When you save a file to a folder, all employees with access to that folder can view the file). Your initial Dropbox folders will be synced to your computer as part of IT setup, but over time, you may be invited to new folders.

Dropbox Paper

DB Paper is an online document workspace that lets you collaborate with others. Teams can create, review, revise, and organize - all in a shared document. Dropbox Paper is used for more informal collaboration, whereas Dropbox is our official file server.

If you're ever looking for a how-to document or a troubleshooting guide that you can't find on the Intranet, searching by keyword in Dropbox Paper is a great idea. You can access Dropbox Paper by visiting www.paper.dropbox.com.

Athena

Athena is our custom-built database where we store important documentation - from concrete delivery tickets to customer contracts and many things in between. It is our permanent record system - while the documents are typically initially saved to Dropbox, the final versions of key documents are uploaded to Athena, so we always know where to find current, accurate, and final versions.

Athena also serves as a Digital Job Book for our construction projects - with two clicks, all the pertinent documentation related to a project can be exported for review. Similarly, Athena stores (and can cleanly export) all legal documentation for OE's many entities, and much more. Athena access is granted based on role (<https://athena.myoneenergy.com/>).

Fiix

You might hear about Fiix. We use Fiix to track and maintain all serviceable assets. For example, a good way to look at what we track would be to think about, does it have an engine? Does it drive on the road? Is it a Wind for Industry or Managed High Voltage project? If so, then it's a "serviceable" asset.

Sortly

We just started to implement Sortly, which keeps track of all our inventory with barcodes. And unlike the serviceable assets, just about everything here has a barcode and entered in to Sortly. Desks, office furniture, computers, dry erase board etc. Each group typically manages their own items.

Whaleboard

At One Energy, you're gonna hear a lot about whales. That's because we employ a sales strategy called "Whalehunting" to land new projects and customers. (You can learn more by reading "Whalehunting: How to Land Big Sales and Transform Your Company" - part of the OE Book List - and reviewing our "Whalebook" guide.)

The Whaleboard (www.whaleboard.myoneenergy.com) tracks the "whales" that One Energy is currently hunting, through the various stages of the Whalehunting process. Access to the Whaleboard is typically assigned based on role - but ask for a login if you're curious.

Finance Board

You might hear the finance board mentioned, while the finance board is not used companywide its worth mentioning as we use it to track investors. Much like the Whaleboard the finance board is a modified version. This is a great way to track current events or past

Google Chat

Google Chat and Hangouts are messaging apps through Google and are One Energy's internal communication source. Different groups or individuals can communicate via text, voice, or video chat. Upon starting at OE, you'll be added to an all-staff group, as well as others depending on your role.

Taskworld

Taskworld is a cloud-based collaboration platform that helps One Energy team members work together to get things done. Our Taskworld site (www.oneenergy.taskworld.com) has workspaces for different departments, with projects and task lists - these tasks are the things that have to get done by team members to move a project forward. Tasks can be assigned deadlines and to different team members - making it easy to track progress, remember who's doing what, and ultimately be more organized and productive.

Chromebook

By now you have probably received a One Energy issued Chromebook. Because of security purposes, your One Energy laptop is for work purposes only. We provide you with a Chromebook to use for all your personal needs: music, online shopping, online banking, personal email, Pinterest, social media. I think you get the picture.

Nitro

Most everyone here at OE has uses Nitro which is a PDF software. Nitro should be able to do everything you need. With Nitro you have the ability to edit PDFs, create and fill out forms, and create e-signatures. Some documents also work better on Adobe, if you need to install the free version of Adobe please talk to IT.

Trend Micro

You might hear people talking about Trend Micro. It is One Energy's antivirus and online security program. While you don't deal with Trend Micro on a day to day, it's good to know what it is.

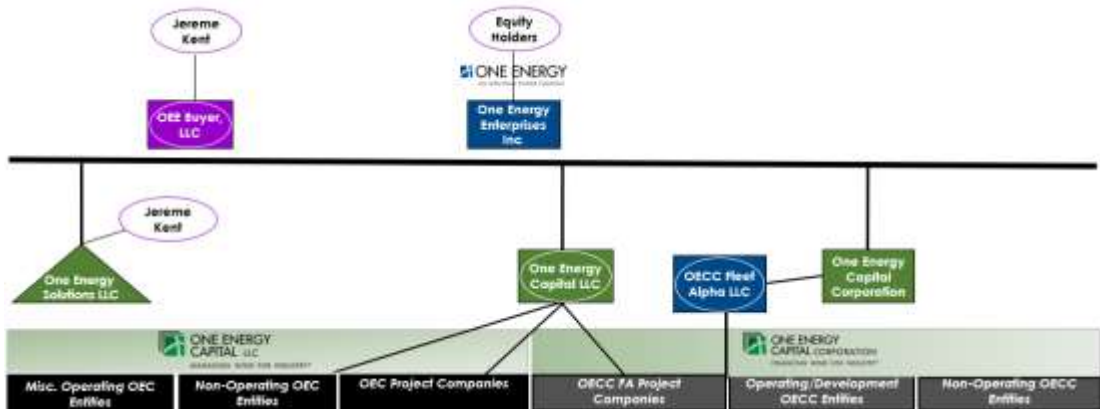
Listed above are the basic software One Energy uses. There are many other job specific software packages that you will hear about or use depending on your role.



WHAT WE DO AND HOW WE DO IT

COMPANY ORGANIZATION CHART

Did you know that One Energy has not one, not two, but more than 30 different entities under our parent company One Energy Enterprises LLC? We have a few main entities, pictured below - you'll want to learn these first.



- **One Energy Enterprises LLC (OEE)** - OEE is the parent holding company, the “main” entity of the One Energy family of Companies, which manages the other main entities - OES, OEC, and OECC. You work for OEE.
- **One Energy Solutions LLC (OES)** - OES is responsible for the construction of our projects. In essence, OEE (the parent company) hires OES (the construction entity) to construct our *Wind for Industry*® and/or Managed High Voltage projects, via a contract called the EPC (Engineer, Procure, Construct) Agreement.
- **One Energy Capital LLC (OEC)** – OEC manages our SPEs - but what’s that? A SPE is a “Special Purpose Entity” - a legally separate, self-contained business. At One Energy, we have various SPEs - entities for research & development, training, etc. Each *Wind for Industry*® project also has its own SPE, formed before the project is constructed. (More about project SPEs below.) OEC is 100% owned by OEE.
- **One Energy Capital Corporation (OECC)** - OECC is the renewable capital arm and is owned 100% by OEE.
- **Project SPEs** - Each One Energy project has its own SPE, which follows our standard naming convention with roman numerals. For example, the Marion project SPE is named OEE XXIII LLC, and the Ottawa project SPE is named

OEE XXIV LLC. That's why you'll often hear these projects referred to as "23" and "24", respectively.

For a better understanding on how all the companies work or for any questions please ask your manager or any of the department heads. You can also view the most current

OUR CORE VALUES

One Energy believes we can fundamentally improve the power grid by delivering high quality, low cost *Wind for Industry*® projects to industrial energy users. We believe we can accomplish this by adhering to our Values (listed below) and that in accomplishing this we will set a New Standard for how companies like us operate.

Responsibility

- You understand the concept of responsibility
- You embrace and accept blame and learn from mistakes
- You understand the immense responsibility you have to our customers, investors, communities, and team members
- You can be trusted
- You honor your commitments
- You are courageous

Judgement

- You can identify and articulate risk in all its forms
- You make great decisions for One Energy
- You can explain why you made your decisions
- You make tough decisions without excessive agonizing
- You take smart risks
- You think strategically

Selflessness

- You seek what is best for One Energy (rather than yourself or your group)
- You are humble when searching for the best ideas
- You make time to help colleagues
- You share information openly and proactively

Candor

- You are known for honesty and directness
- You only say things about fellow employees you would say to their face
- You are honest about your mistakes and shortcomings
- You are honest about One Energy's mistakes and shortcomings
- You question actions inconsistent with our values
- You ask for help when you need it

Passion

- You inspire others with your thirst for excellence
- You care intensely about One Energy's success
- You celebrate wins (yours, your team's, One Energy's)
- You are persistent
- You believe One Energy is doing *something grand*
- You tell our story and can explain our vision in your own words

Impact

- You accomplish an incredible amount of important work
- You consistently demonstrate strong performance
- Your colleagues rely upon you
- You focus on great results rather than on process
- You exhibit bias-to-action, and avoid analysis-paralysis
- You are consistently able to deliver solutions

Innovation

- You re-conceptualize problems to discover practical solutions
- You challenge everything
- You eliminate complexity
- You are an inventor

Communication

- You are a professor, not a salesman
- You are concise and articulate in speech and writing
- You encourage and respond well to different points of view
- You calmly accept constructive confrontation
- You enthusiastically educate others
- You are approachable

Quality

- You learn from new processes and continually improve on past work
- You identify and eliminate waste in all its forms
- You can distinguish between short-term acceptable solutions and long-term needs
- You identify root causes when solving problems
- You never settle for industry standard

Inquisitiveness

- You learn quickly and eagerly
- You seek to understand our strategy, market, customers, and suppliers
- You are driven to be an expert in your core field
- You vigorously pursue knowledge both inside and outside your job
- You are an asset on a team for the "unknown problem"

Visit the [Intranet → About One Energy → Standards and Values](#) for more information on our Values.

A NEW STANDARD IN DISTRIBUTED GENERATION WIND - OUR PROMISE TO OUR CUSTOMERS

One Energy is unique to the current wind industry. We are engineers, experimenters, financiers, developers, communicators, contractors, resellers, and researchers – but far more fundamentally, we are integrators. We combine the necessary skills, expertise, and services to make some of the most advanced technology in the world available to businesses, and we do it in a manner unlike anything the industry has seen before. We believe in making wind simple, so we make this promise to our customers.

Safety and quality are always first

We set the highest standards possible for safety and quality. We enable our employees, customers, and suppliers to live up to them – and then we hold them accountable. We have a written safety plan and make sure everyone who works for us understands and follows it. We make sure we have the best training possible. We never compromise on quality. The customer is making a 20-year investment; our quality must be beyond reproach. There will be mistakes, but they need to be corrected and openly acknowledged, then used as a learning tool so we are constantly improving.

Be professors, not salesmen

Salesmen are there to sell a product. We conduct ourselves as professors who are here to teach the customer about wind energy and offer them objective, verifiable information. If wind energy is right in a particular location, it will sell itself. We give customers the whole truth and separate opinions from verifiable facts and standards.

Make the customers smarter than the competition's experts

When we talk to our customers, the goal is to provide all information in a manner that helps customers understand it well enough to make an educated decision about wind energy. Our customers should be so confident in the reasoning and facts behind their decision, they cannot be tricked or manipulated by the “expert salesmen” of our competitors. Our customers should expect and demand a high standard and we encourage our customers to talk to our competition. As long as we continue to set a new standard in the industry, our customers will return to us after talking to the competition, confident they are making the right decision.

Work with manufacturers to give our customers the best products possible

Our loyalty is to our customers and the industry, not to the manufacturers. We challenge our suppliers to deliver the best product possible. If they can't, we find a new supplier. The suppliers who are setting high safety, quality, and performance standards will welcome this challenge. We constantly work with manufacturers to improve their product, so we can always provide better options for our customers. We

also understand there is not a one-size-fits-all turbine and the manufacturer of the best 1.5 MW turbine may not have the best 2.5 MW turbine.

Make wind hassle-free

The largest obstacle for some companies who want to pursue on-site generation wind energy for their facility is all the regulations, permitting, interconnection agreements, contracts, and other issues make the project more of a hassle than it is worth. We offer true one-stop solutions for our customers. We handle all the paperwork and remove all the hassle. All our customers have to do is decide if the project works for them and then tell us to make it happen. Our customers have enough to do already; we will take care of all of the steps to complete their wind project.

Be available and be honest

Our customers are busy business people involved in many different industries. They may not have time to talk about the project from 9-5, Monday through Friday. We need to be available early mornings, late evenings, and weekends. When our customers have the time to talk with us, we will make the time to talk with them. Our customers should not hesitate to call us at 7 p.m. on a Saturday. We also give our customers the respect of being honest. Sometimes the truth may not be the answer they want to hear, but it is always what they deserve to hear.

Charge a fair price and get paid for our work

This industry is riddled with companies making ridiculous profits at the expense of their customers. Maybe it is because they are only doing one or two projects a year, or maybe it is because they are greedy. It doesn't matter, because we will not do that. Yes, we are in this business to make money. In most cases we make money on both the sale of the turbine and the installation. We wouldn't be able to provide our services if we weren't making money. That being said, we will do enough installations in a year that this is not a short-term game for us. If we price-gouge on one project, we are hurting our long-term profitability because we are hurting the industry. Depending on the risk and specifics of the project, our margins will vary, but they will always be fair. Because we charge a fair price, we expect to be paid in a timely manner for our work. When the customer owes us a payment, we expect to get it. If we provide leniency in this arena, then we are not being fair to our other customers.

Make decisions for the long term

It is easy to make money today. We could lie, cheat, manipulate, sell a substandard product, or hide a defect. That is not what we are about. We are here to help companies better manage their business by controlling the cost of energy. We are here to help businesses use utility-scale wind turbines to become more competitive and enable flexibility to focus on long-term goals. We measure every decision based on what will be best for the long-term future of the customer and the industry.

Never settle for the industry standard

The first reality is that there is no industry standard. Everyone in the utility-scale wind industry is trying to do things their own way and everyone has their own “truths” about the way things should be done. There are very few published standards for retail wind turbines and most of them were written by people with a financial interest in them being written a certain way. Yes, one should read the standards, but treat them as minimums. We need to deliver a product that will stand up to commercial standards where millions of dollars are at stake. We need to deliver a product that becomes a standard in itself.

Challenge everything

We don’t just think outside the box, we think outside the room the box is in. When someone tells us something, we challenge it. When someone quotes a standard, we ask to see it. When someone tells us something can’t be done, we don’t accept it. We expect our customers to do the same with us. The only way our customers can truly understand the difference between us and the competition is to challenge both us and them.

HISTORY AND PROJECTS

A Brief History of One Energy

To get the “Brief History of One Energy” log into the intranet and go [to About One Energy – Mission and History – A Brief History of One Energy](#).

Our Projects

This section is still in progress but again, logging into [oneenergy.com](#) or [the Intranet](#) to view a complete listing of One Energy’s *Wind for Industry* and Managed High Voltage projects is a great start.

OUR BUSINESSES

This section is currently in progress and we will dive a little deeper into our businesses (like Managed High Voltage) soon. In the meantime, please check out our website ([oneenergy.com](#)) to find out all kinds of information about us!

FAQ ABOUT WIND

Find answers to our most frequently asked questions on our website: <https://oneenergy.com/video-faq/>

HOW WE TAKE CARE OF YOU

BENEFITS

Here at OE we offer full-time employees 100% paid medical, dental, and vision insurance for you and your immediate family, 401k (with employer match), as well as options for short and long-term disability, life insurance, and a Flexible Spending Account (FSA). Your benefits will start on your hired date. The current benefits package is on the [Intranet under Employee Resources / Benefits and Forms](#), and a hard copy Employee Benefits Package should have been provided to you as well.

SWAG

OE branded swag is given at no cost to all employees based on their job responsibilities. This may include hats, button-downs, polos, sweatshirts, and jackets, depending on your role. In your onboarding paperwork, you should have been given an order form to fill out, which lists all the swag that is provided for your role. If you have any questions about what an item looks like, please ask an Associate. If you have lost or damaged swag and need a replacement, please talk to your manager.

We often have visitors in and out of the building and many times before they leave, we will offer them any of the swag that is located under the front stairs in the silver cubes. You will find a little bit of everything from putty, frisbees, bottle openers, to baby clothes.

PAYROLL, ETC.

We get paid biweekly every other Thursday for the 2 prior work weeks. We will let you know when you can expect your first paycheck. Shortly after you start with One Energy, you will receive an email from Foundation (the accounting and payroll software used at OE) giving you instructions to set up a password and login information to access and print out your paystubs each pay period. We strongly encourage you to check your paystub each time you are paid and to report errors as soon as possible.

TRAVEL

At some point you might be asked to travel on behalf of One Energy. If and when you do have to travel, OE will make sure your accommodations are taken care of. Anything from hotel, gas, to meals will be One Energy's expense. There might be times you have to use your personal card for purchases. Please make sure to keep your receipt and complete an expense report upon your return.

EMPLOYEE REVIEWS & GROWTH

Employee reviews are done informally and are primarily conducted through Values Checks - a process that reviews how an employee's values align with those that are



expected at One Energy. Values Checks are meant to be a tool to enable positive growth at OE. A Values Check Form (with more information) can be found in the back of this book.

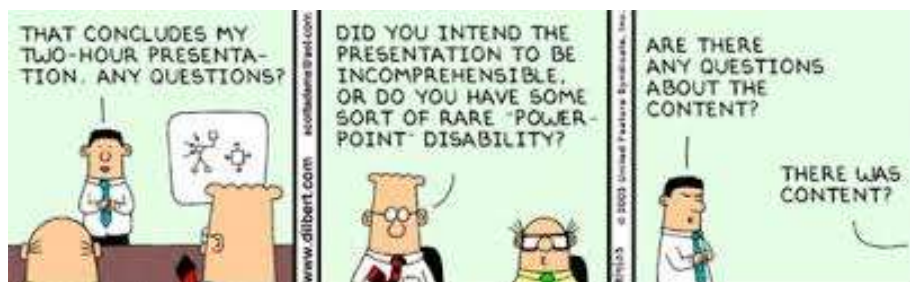
If there are areas of the company that interest you, or that you wish

to learn more about, be sure to let your manager know, so they can help identify or provide opportunities for additional growth, learning, or involvement in various areas of OE.

SELF TRAINING & LEARNING

Additional employee-led opportunities exist for professional growth at One Energy. Books on a variety of topics (from textbooks to standards to business learning, and everything in between) are available for employee use within the OE library - start reading up on topics you're interested in today!

There is also a wealth of information and access via Dropbox - talk to your manager about areas that interest you, and they can point you towards great reading materials and learning opportunities or assign additional projects within your areas of interest.



SAFETY STUFF

SAFETY PROGRAM –

This section is in progress but if you would like to read the One Energy Safety Plan, please ask your manager to get you the most updated version.

OSHA

All full-time employees at OE complete OSHA 30-Hour Construction while all part-time and interns complete OSHA 10. This is an online training that provides key information on how to stay safe on construction sites. You'll receive your online log-in information during your first week.

PPE

Personal Protective Equipment is required for any construction related activity as well as for doing any janitorial work. Appropriate PPE will be given/ordered for you your first day of work. Gloves for janitorial work can be found with all of the cleaning supplies under the back stairwell.

SAFETY EXPECTATIONS

No team member should hesitate to question the safety of anything we do. Every team member must take personal responsibility for not only their safety but the safety of everyone around them. If you have questions or concerns about anything that you do please speak to your manager

REPORTING ACCIDENTS

All accidents must be reported immediately.

MEDICAL EMERGENCIES

If an accident occurs or you are feeling unwell at work, notify your manager or one of One Energy's certified EMTs or Paramedics immediately. All One Energy staff is certified in BLS CPR & First Aid as well.

First Aid Kit

A general first aid kit is located on the first floor of the office near the blue construction lockers and the south side bathrooms.



AEDs

There are three AEDs (Automated External Defibrillators - pictured below) at the office - one by the ground level first aid kit, one in the back theater, and one on the second level near the hallway to the bathrooms.



SEVERE WEATHER

One Energy's on-call meteorologists monitor weather patterns for the safety of our projects and our staff. While we do have onsite meteorologists, please always be aware and monitor the weather yourself.

System Operators (OE's on call team) are trained to monitor the weather and deal as issues as they arise, but you may not always be notified of severe weather approaching so always be on alert.

To better help, OE has a system in place called Earth Networks. This system will be modified to your role. If you are an office employee, you will receive alerts regarding the NFWC. If you are a technician, you will receive alerts on the area you are planning to be at for that day.

At the office, if there is severe weather, and you need to take shelter, please head to any of the main floor bathrooms as they are all reinforced for severe weather.

GUIDELINES, POLICIES, & AGREEMENTS

At OE, we try to implement as few policies as possible. We trust our team members to execute sound judgement and to make good decisions for the company. We believe OE has a culture that promotes innovation, curiosity, and yes, even fun. But there are a few policies and procedures put in place, and it's important you familiarize yourself with each of them.

EMPLOYEE INVENTION AND INDEMNIFICATION AGREEMENT

You will sign this upon your employment. This is an agreement between you and the company, meant to supplement your employment arrangements with the company. It is not a guarantee of employment, and signing the document is a requirement for all employees. The agreement outlines your confidentiality obligations, assignment of inventions made at work or using OE assets, grants permission to conduct background checks, notes there are no conflicts with prior employment, ensures the return of company property upon end of employment, and discusses indemnification - OE's responsibility to defend you if sued by an outsider.

A hard copy of your signed Invention and Indemnification Agreement is kept in your employee file.

VACATION POLICY

There is no set vacation policy here at One Energy. If you need to take a day off, take a day off. We expect you to work hard and to get your work done - but we also know how important it is to decompress, to take care of yourself, and to have a vacation every

now and then. All time off must be approved first by



your manager and they will let you know how to proceed. Once your vacation time is set, please be sure to add it on the company calendar.

SICK TIME

Similar to Vacation Time, there is no official policy regarding Sick Time. If you are feeling sick, PLEASE stay home. Truly, we prefer it that way. Take the time you need to get better before coming back to work, be sure to let your manager know if you'll be out sick and communicate when you're able to return to work.

DRUG & ALCOHOL POLICY, DRUG TESTING

OE's Drug and Alcohol policy includes interns, part-time employees, and full-time employees.

In essence, all current and potential Safety-Critical employees are subject to pre-employment, scheduled, and unscheduled drug screenings, and all employees are subject to mandatory screening if they are suspected of being under the influence on company-owned or project property, in a company vehicle or equipment, or involved in an accident.

OE maintains a zero-tolerance policy for Safety-Critical employees; however the use of prescribed drugs is permitted. Use or possession of illegal drugs on or in company property is not permitted. We realize that some work-related social activities may involve alcohol, but it should be consumed responsibly and in accordance with the law, and no Safety-Critical activities may follow the consumption of alcohol.

Be sure to review the full D&A Policy on [the Intranet under Employee Resources / Guidelines and Policies](#) for complete details.

PARENTAL LEAVE POLICY

We support our employees during significant life events, such as the birth or adoption of a child. This policy applies to employees who have been employed for at least 12 months (and worked at least 1,250 hours) prior to the intended leave. A summary follows below:

- **Birth Parents** (*the person who did or will give birth to the child*): may take six weeks leave at 100% pay (which can start up to two weeks prior to the anticipated delivery date), an additional six weeks at 75% pay, an additional six weeks at 50% pay, and finally, an additional six weeks at no pay. (The maximum full leave for a Birth Parent is 24 weeks.)
Upon returning to work, during the first six weeks, Birth Parent may work half the hours of their normal schedule and 100% pay. See policy for details.
- **Non-Birth Parent** (*the spouse of a Birth Parent or any person who adopts a child 17 and younger, not including the adoption of a stepchild by a stepparent*): may take six weeks at 100% pay (which may start up to two weeks prior to anticipated delivery date, and an additional six weeks without pay.

Please review the full Parental Leave Policy on the [Intranet under Employee Resources / Guidelines and Policies](#) for more details and additional requirements.

INFECTIOUS DISEASE POLICY

One Energy cares about keeping employees safe. Be sure to review the full Infectious Policy on the [Intranet under Employee Resources / Guidelines and Policies](#). A summary is below:

- **When an employee must stay home:**
 - The employee has a known or suspected exposure to COVID 19 (see policy for details).
 - The employee has a temperature above 100F.
 - The employee has an immediate (same residence) family member with a fever above 100F.
- **When an employee may stay home:**
 - Employees are expected to make good decisions for the company. If you feel sick, have a cough, sore throat, feel achy, or have other symptoms common to the cold or flu you are encouraged, but not required, to stay at home.

See policy for details regarding special situations such as international travel, EMT or AEMT activities outside of the Wind Campus, or imposed quarantine.

SOCIAL MEDIA GUIDELINES

One Energy encourages employees to post on social media and to do so in a way that is safe and enjoyable for everyone. Be sure to review the full Social Media Guidelines on the [Intranet under Employee Resources / Guidelines and Policies](#), but most importantly, make good decisions for the company. A summary is below:

Do not post media that includes:

- Live streams. No live streams ever.
- Pictures/videos that were taken with company-owned specialized equipment (OE cell phones*, cameras, drones, etc.).
- Customer property.
- Security equipment, processes, or layouts.
- Near-misses or accidents.
- Improper Personal Protective Equipment (PPE).
- Any information that is confidential or proprietary to the company or to any third party that has disclosed information to One Energy.
- Pictures/videos taken while you were operating or inside running equipment.
- Pictures/videos that compromised the safety of yourself or other employees.
- Pictures/videos that do not comply with OSHA.

*When unsure: Ask your department head if you're unsure about the content you're posting or would like permission to post a photo captured on your work phone. See Guidelines on Intranet for examples.

What is always okay and encouraged to post:

- Anything already posted on a One Energy social media account
- Photos of operating turbine projects safely taken on your personal phone on OE-owned property

Your Social Media Safety Net

For your best interest, as well as One Energy's, email social@oneenergyllc.com the image/video you are uploading. If there is no response, assume your post is acceptable and no further follow-up is necessary. There may be a follow-up email with clarifying questions or requesting to see the whole post. If the post is deemed unacceptable, it will be requested to be removed from all social media platforms. Choosing to disregard these requests can result in disciplinary action.



OUR LINGO

You'll soon notice (if you haven't already) that we tend to use a lot of acronyms and "lingo" here at OE. It's a habit of ours, and often just makes it quicker or easier to say things or get our point across. (We work with a "sense of urgency" - which you can learn more about as you dive into the Book List.)

We've compiled some helpful lingo for you to learn below - but if you're ever wondering what the heck someone is talking about - just ask.

10-4: Typically used over the radio (but adopted by OE staff for hangouts, email, and other communication as well), "10-4" is an affirmative call that means "understood", "okay", or "copy that". For example, if you send someone a hangout asking them to do something and they reply "10-4", it means they got your request and are on it.

17: Typically spoken, "seventeen" is shorthand for OEE XVII LLC, the Harpster Wind project constructed for Marathon Petroleum.

19: Typically spoken, "nineteen" is shorthand for OEE XIX LLC, the Zephyr Wind Project constructed for Ball Metal Beverage Container Corp.

20: Typically spoken, "twenty" is shorthand for OEE XX LLC, the Whirlpool Corporation Findlay Wind Farm project.

23: Typically spoken, "twenty-three" is shorthand for OEE XXIII LLC, the Whirlpool Corporation Marion Wind Farm project.

24: Typically spoken, "twenty-four" is shorthand for OEE XXIV LLC, the Whirlpool Corporation Ottawa Wind Farm project.

25: Typically spoken, "twenty-five" is shorthand for OEE XXV LLC, the Valfilm Wind Project.

26: Typically spoken, "twenty-six" is shorthand for OEE XXVI LLC, the Whirlpool Corporation Greenville Wind Farm project.

27: Typically spoken, "twenty-seven" is shorthand for OEE XXVII LLC. This is the Autoliv-Findlay Wind project, planned for Autoliv Nissin Brake Systems America LLC (now Veoneer Nissin Brake Systems). This Wind for Industry project has not been constructed.

28: Typically spoken, "twenty-eight" is shorthand for OEE XXVIII LLC, the Holcim-Paulding Wind Project, constructed for LafargeHolcim (Holcim US).

30: Typically spoken, "thirty" is shorthand for OEE XXX LLC, the Zephyr Wind Project 2.0, constructed for Ball Metal Beverage Container Corp.

AED: Automatic Emergency Defibrillator - there are three AEDs at the OE office, for use in emergencies. You'll learn about when to use an AED during your BLS CPR training.

AEMT: A certification of Advanced Emergency Medical Technician - there are AEMTs on staff at One Energy.

Alpha, Bravo, Charlie, Delta, Echo: If you hear someone ask you to hop into Alpha, don't be alarmed - these are the names for our different service vehicles at OE.

- Alpha is a Ford F-450 with a crane attachment
- Bravo is a Chevy Silverado 3500HD flat-bed truck
- Charlie is a Ford F-550 with a bucket attachment
- Delta is a Chevy 2500 flat-bed truck
- Echo is a Dodge Ram 5500

Ball: Short for Ball Corporation, but also be a shorthand reference to the original Ball *Wind for Industry* project (turbines Z1, Z2, and Z3). (Typically, the original Ball project is referred to as "Zephyr". More on that later.)

Ball 2.0: What we call the second Ball Corporation Wind for Industry project, also located at the NFWC in Findlay (turbines Z4 and Z5).

BLS: Basic Life Support

CAPEX: Capital Expenditure - OE's first projects (Cooper Farms and Haviland) were "CAPEX projects" - meaning that the companies that those Wind for Industry projects were built for paid for the projects upfront, as a "capital expenditure" - rather than simply paying for the power they produce (as in the PPA model).

Considering Wind: This is the name we've given to the video library on our website, that provides answers to the questions OE is frequently asked by employees of potential customer organizations - including executive-level decision makers, safety managers, engineers, sustainability managers, legal counsel, and more.

DD: Due Diligence - this term is used at One Energy in regards to either *project* due Diligence or financial due diligence. As defined by Merriam-Webster, DD is "research and analysis...done in preparation for a business transaction."

At OE, our PPT team conducts a variety of "due diligence" activities, analyzing factors to determine if a Wind for Industry project is feasible and financially attractive.

OE also engages in a variety of fundraising and finance activities, in order to fund both the operation of OEE and the construction of our projects. Potential

investors conduct “due diligence” on One Energy when preparing to commit to finance deals.

You’ll see this “DD” shorthand both written and spoken.

DE: A Detailed Evaluation is part of our Whalehunting or “sales” process; it is a written report provided to potential customers, comprised of shovel-ready due diligence and development of the project. (The DE comes after the IE.) You’ll see this shorthand written and spoken.

DG: Distributed Generation. The U.S. Department of Energy defines DG as “the term used when electricity is generated from sources, often renewable energy sources, near the point of use instead of centralized generation sources from power plants.” (Also referred to as On-Site Generation)

DOE: U.S Department of Energy, a federal governmental body.

EMT: A certification of Emergency Medical Technician - there are EMTs on staff at One Energy.

FAA: The Federal Aviation Administration, a federal governmental body.

FE: Field Engineer, a title frequently referred to as FE in speech and writing.

FR: Stands for Flame Resistant. At OE, it refers to “flame resistant” clothing - garments that are designed specifically using fabrics and components that will not melt and are non-conductive.

Greenville: This is the town where one of Whirlpool Corporation’s Wind for Industry projects is located. When people refer to “Greenville” they usually mean the project, not the town.

GW: Shorthand for Goldwind, a turbine supplier. GW is used as a shorthand in writing, not used in speaking.

Harpster: This is the town where Marathon Petroleum Corporation’s Wind for Industry project is located. When people refer to “Harpster” they usually mean the project, not the town.

Haviland: The Wind for Industry project completed for Haviland Plastic Products is located in Haviland, Ohio and the owners are investors in One Energy projects and the company at large. If you hear someone reference Haviland, they may be talking about the project, or the customer.

High Vis: Means “high visibility” and at OE, it refers to “high visibility” clothing - the brightly colored T-shirts, sweatshirts, and more, which make employees easier to see on a construction site.

Huddle Rooms: there two shared meeting rooms located on the second floor, next to the computer lab, named Huddle Room 1 and Huddle Room 2. The

huddle rooms have display monitors, whiteboards, tables, phones, and seat up to 5 people.

IE: An Initial Evaluation is part of our Whalehunting or “sales” process; it is a written report provided to potential customers. The IE determines the technical and financial viability of the project. (The IE comes before the DE.) You’ll see this shorthand written and spoken.

JSA: Stands for Job Safety Analysis, also referred to as a JHA (Job Hazard Analysis), an analysis that is performed prior to any work on an OE construction site or any tower climb, and written on a JHA or JSA form. You’ll see this shorthand written and spoken.

Lafarge: The Wind for Industry project completed for LafargeHolcim is located in Paulding, Ohio, however it’s referred to simply as “Lafarge.”

Managed HV: Refers to our Managed High Voltage offering, the design, financing, installation, and operation of state-of-the-art high-voltage distribution systems for customer plants.

Marion: This is the town where one of Whirlpool Corporation’s Wind for Industry projects is located. When people refer to “Marion” they usually mean the project, not the town.

MCR: the Main Conference Room (as opposed to SCR - the Small Conference Room). You’ll usually only see this acronym used in writing.

Monster: Our pet name given to the giant professional-grade printer, located in the Print Production area of the office.

MWS: A written shorthand for the Megawatt Scholarship Program, in which OE and our customers partner to offer annual scholarships to students in the communities where our projects are constructed. A \$5,000 scholarship is awarded per turbine per year to local students pursuing degrees in STEM (science, technology, engineering, and mathematics).

Net Metering: Per DSIRE (the Database of State Incentives for Renewables and Efficiency) net metering is defined as:

“For electric customers who generate their own electricity, net metering allows for the flow of electricity both to and from the customer – typically through a single, bi-directional meter. When a customer’s generation exceeds the customer’s use, electricity from the customer flows back to the grid, offsetting electricity consumed by the customer at a different time during the same billing cycle. In effect, the customer uses excess generation to offset electricity that the customer otherwise would have to purchase at the utility’s full retail

rate. Net metering is required by law in most U.S. states, but state policies vary widely.”

NFWC: Shorthand for the North Findlay Wind Campus. NFWC is used for shorthand in writing, but not in speaking.

OEC: One Energy Capital LLC, one of One Energy’s main entities. See “Company Organization Chart” section of this book for more information. You’ll see people use this shorthand in writing and hear them speak the acronym as well.

OECC: One Energy Capital Corporation, one of One Energy’s main entities. See “Company Organization Chart” section of this book for more information. You’ll see people use this shorthand in writing and hear them speak the acronym as well.

OE: Shorthand for One Energy, which is what we often refer to the company as. Technically our parent company is called One Energy Enterprises LLC, but you’ll hear us refer to our name as One Energy more often than not. You’ll see people use this shorthand in writing and hear them speak the acronym as well.

OEE: Shorthand for One Energy Enterprises LLC. See “Company Organization Chart” section of this book for more information. You’ll see people use this shorthand in writing and hear them speak the acronym as well.

OES: Shorthand for One Energy Solutions LLC. See “Company Organization Chart” section of this book for more information. You’ll see people use this shorthand in writing and hear them speak the acronym as well.

Ottawa: This is the town where one of Whirlpool Corporation’s Wind for Industry projects is located. When people refer to “Ottawa” they usually mean the project, not the town.

PE: Professional Engineer. This is a professional certification, not a title at One Energy (however the acronym is still sometimes used when talking about those with a PE certification)

PPA: Stands for Power Purchase Agreement. This is the contract between the customer and a One Energy company, where they agree to purchase power that the project generates for the next 20 years. (For some projects, we sign REAs - Renewable Energy Agreements - which are essentially the same contract with a different name.)

PPE: Personal Protective Equipment - aka items you are required to wear to protect yourself on a job site, in tower, or a number of other situations.

PPT: You may think of this as “Powerpoint” but at OE, PPT is short for Project Planning & Technology, one of our departments.

Pru: Our shorthand name for Prudential Capital, a former investor in One Energy Enterprises LLC.

Quonset Hut: What we call the white structure enclosed by a metal fence in the construction yard at the NFWC.

R&D: Research and Development, another department / area at OE.

REA: Stands for Renewable Energy Agreement. This is the contract between the customer and a One Energy company, where they agree to purchase power that the project generates for the next 20 years. (Our version of a PPA.)

SCR: The Small Conference Room (as opposed to MCR - the Main Conference Room). You'll usually only see this acronym used in writing.

Skunk Tank: When you hear us reference anything "Skunk", think Research & Development. "Skunk Works" was the pseudonym for Lockheed Martin's Advanced Development Programs, which birthed a number of aircraft designs. The term "skunk works" is widely used in business, engineering, and technical fields to describe separate, unhampered groups working on advanced or secret projects. Along these lines, our R&D entity is called Skunk Research & Development LLC, and our computer lab is sometimes referred to as the Skunk Tank.

Storm Shelter: While our northside bathrooms are where you must shelter during severe weather conditions, if you hear someone reference the "Storm Shelter", they are in all likelihood talking about the white, metal structure to the north of the pond near OE's front entrance.

SPE: Stands for Special Purpose Entity - a legally separate, self-contained business. We have various SPEs, most notably, each *Wind for Industry*® project has its own SPE, formed before the project is constructed.

TIBE: This is the name for our tax equity offering, an investment available with each Wind for Industry project for companies and high net-worth individuals with large tax appetites. TIBE is EBIT spelled backwards.

Utility-Scale: At One Energy, we install utility-scale wind turbines, in essence, our turbines are the same size as those installed by utilities, or in large wind farms. Per the DOE, utility-scale turbines are usually defined as 100 kilowatts or more in size.

WFI: Shorthand for Wind for Industry - you won't hear WFI as spoken shorthand, but it is frequently written as an abbreviation. See definition below.

Wind for Industry: We created this term to define what it is we do. Officially, Wind for Industry is "a wind energy project designed to achieve a significant reduction of an industrial facility's electrical consumption from the grid. These

projects involve installing one or more utility-scale wind turbines and interconnecting them on the facility's side of their utility meter, directly offsetting power that would have been purchased at retail rates from the distribution grid."

Whirlpool: Often the name used when casually referring to Whirlpool's Wind for Industry project in Findlay, at the NFWC. (But can also mean Whirlpool Corporation, as in the company.)

WP: Abbreviation commonly used for Whirlpool, as in Whirlpool Corporation, one of our Wind for Industry customers.

Yard: If someone asks you to meet them in the "yard", you're gonna want to clarify. We have the fenced-in area surrounding the quonset hut (technically a yard), but we also have the area that houses our turbine components (such as the nacelles, blades, etc.) - also referred to as a "yard."

Zephyr: If you ever hear the term Zephyr at OE, in all likelihood it'll be in relation to the original Ball Wind for Industry project, located at the NFWC in Findlay. Ball Corporation chose to officially name their project the "Zephyr Wind Project" - hence the reference. (Zephyr is the Greek god of the west wind.)

*There's plenty more department-specific lingo that you'll learn as you go - and plenty we may have forgotten - but hopefully this list is a good place to start!

VALUES CHECK

VALUES CHECK

NAME: _____ DATE: _____
 MANAGER: _____ ☐ EMPLOYEE COPY ☐ MANAGER COPY

RESPONSIBILITY <ul style="list-style-type: none"> You understand the concept of responsibility You embrace and accept blame and learn from mistakes You understand the immense responsibility you have to our customers, investors, communities, and team members You can be trusted You honor your commitments You are courageous <input type="checkbox"/> Great <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Lacking <input type="checkbox"/> Deficient	JUDGEMENT <ul style="list-style-type: none"> You can identify and articulate risk in all its forms You make great decisions for One Energy You can explain why you made your decisions You make tough decisions without excessive agonizing You take smart risks You think strategically <input type="checkbox"/> Great <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Lacking <input type="checkbox"/> Deficient
SELFLESSNESS <ul style="list-style-type: none"> You seek what is best for One Energy (rather than yourself or your group) You are humble when searching for the best ideas You make time to help colleagues You share information openly and proactively <input type="checkbox"/> Great <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Lacking <input type="checkbox"/> Deficient	CANDOR <ul style="list-style-type: none"> You are known for honesty and directness You only say things about fellow employees you would say to their face You are honest about your mistakes and shortcomings You are honest about One Energy's mistakes and shortcomings You question actions inconsistent with our values You ask for help when you need it <input type="checkbox"/> Great <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Lacking <input type="checkbox"/> Deficient
PASSION <ul style="list-style-type: none"> You inspire others with your thirst for excellence You care intensely about One Energy's success You celebrate wins (yours, your team's, One Energy's) You are persistent You believe One Energy is doing <i>something grand</i> You tell our story and can explain our vision in your own words <input type="checkbox"/> Great <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Lacking <input type="checkbox"/> Deficient	IMPACT <ul style="list-style-type: none"> You accomplish an incredible amount of important work You consistently demonstrate strong performance Your colleagues rely upon you You focus on great results rather than on process You exhibit bias-to-action, and avoid analysis-paralysis You are consistently able to deliver solutions <input type="checkbox"/> Great <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Lacking <input type="checkbox"/> Deficient
INNOVATION <ul style="list-style-type: none"> You re-conceptualize problems to discover practical solutions You challenge everything You eliminate complexity You are an inventor <input type="checkbox"/> Great <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Lacking <input type="checkbox"/> Deficient	COMMUNICATION <ul style="list-style-type: none"> You are a professor, not a salesman You are concise and articulate in speech and writing You encourage and respond well to different points of view You calmly accept constructive confrontation You enthusiastically educate others You are approachable <input type="checkbox"/> Great <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Lacking <input type="checkbox"/> Deficient
QUALITY <ul style="list-style-type: none"> You learn from new processes and continually improve on past work You identify and eliminate waste in all its forms You can distinguish between short-term acceptable solutions and long-term needs You identify root causes when solving problems You never settle for industry standard <input type="checkbox"/> Great <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Lacking <input type="checkbox"/> Deficient	INQUISITIVENESS <ul style="list-style-type: none"> You learn quickly and eagerly You seek to understand our strategy, market, customers, and suppliers You are driven to be an expert in your core field You vigorously pursue knowledge both inside and outside your job You are an asset on a team for the "unknown problem" <input type="checkbox"/> Great <input type="checkbox"/> Good <input type="checkbox"/> Acceptable <input type="checkbox"/> Lacking <input type="checkbox"/> Deficient