

Southern Company

Intern Manual



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SOUTHERN COMPANY INTERN PROGRAM

Welcome to the Southern Company's Intern Program!!

Congratulations! You are one of the few students chosen from a select group of applicants recruited across the Southeast.

Our Intern program is designed to give hands-on experience to talented undergraduates in their selected areas of study. With the diverse areas of work and the depth of in-house experience from which to learn, we feel that we offer some of the most exciting intern work experiences available.

THE PURPOSE OF THIS HANDBOOK IS TO:

- 1) Outline your responsibilities as an intern
- 2) Inform you of your benefits
- 3) Explain the various operating procedures pertinent to the program.

The Company reserves the right to change, correct, modify or revoke this handbook or any of its terms, at any time with or without notice. Nothing contained in this handbook should be construed to create a contract or give rise to any contractual rights. It does not guarantee that your employment will continue for any specified work period of time or end only under certain conditions. In all employment matters, the Company reserves the right to take such action as deemed appropriate given the specific circumstances.

SOUTHERN COMPANY INTERN PROGRAM REQUIREMENTS

In order to participate in the Intern Program at Southern Company, you must be:

A student currently enrolled full-time and in good standing at a college or university (including a two-year technical college) who is hired by an employing company for a set timeframe corresponding to the academic semester and/or summer break and performing duties related to future career interests. The internship must have a defined beginning and end date. These employees are not currently offered benefits.

- Minimum 3.0 GPA required
- U.S. Citizen or Permanent Resident

SOUTHERN COMPANY WORK ENVIRONMENT

Employment-at-Will

Employees without a written employment contract with the Company for a specific, fixed term of employment, or who are not covered by a collective bargaining agreement, are employed at-will for an indefinite period. At-will employment status means that you are subject to termination at any time, for any reason, with or without cause. Similarly, you may choose to end your employment at any time and for any reason.

Our employment-at-will policy may not be modified by any statements contained in this handbook, any other employee handbooks, employment applications, company recruiting materials, company memoranda, or other materials provided to applicants and employees in connection with their employment.

Work Hours

Your work hours will be determined by your immediate supervisor. Starting times vary but usually range between 6:00 a.m. and 9:00 a.m. and end between 3:00 p.m. and 6:00 p.m. You will be paid every other Friday.

Dress Code

The standard dress code at Southern Company is business casual. Certain circumstances or work environments may require modification of your attire. Please consult your supervisor for the appropriate dress for your particular position. (Jeans may be acceptable in one situation, while business attire is more appropriate in another).

COMPANY POLICY HIGHLIGHTS

The following information is a brief summary of the Company policies. It is not intended to provide details. **As an employee it is your responsibility to know and abide by all company policies and procedures.** <http://compliance.southernco.com/default.html>
For more detail regarding these policies, visit the Southern Company intranet page on Company policies or discuss the policies with your manager or the Student Programs Coordinator.

Code of Ethics

We expect all employees to act ethically and with integrity.

Safety and Health

Our goal is to make your work environment safe and free from danger - you play a key role in attaining this goal by recognizing unsafe working conditions.

Equal Employment Opportunity

We are an affirmative action employer and do not discriminate in our hiring practices and do not tolerate harassment on the job.

Employee Concerns

Contact this dept. if you have a concern about a work matter involving violation of the law, safety or company policy.

Phone: Confidential Reporting Line, 24/7, **1-800-492-3902**

Internet: www.YourConcernMatters.southerncompany.com

Mail: Southern Company Concerns Program. PO Box 54384
Atlanta, GA 30308-9998

Smoke-Free Workplace

Smoking tobacco products are prohibited in all company facilities and vehicles.

Fitness for Duty

All employees must be fit for duty. The company prohibits: illegal manufacture, distribution or use of drugs and alcohol on company property and/or company time, the abuse of drugs at any time, the use of alcohol prior to or during your work period. The company reserves the right to drug/alcohol test at any time.

Electronic Communication

Make sure you use electronic communications (e-mail, internet, voice mail, etc.) responsibly.

Confidential Information

You are responsible for protecting confidential company information from disclosure during or after your employment.

ARREST REPORTING

All employees are required to report any custodial arrest to their immediate supervisor or other management no later than the first day or shift after they return to work or were scheduled to return to work following the arrest. The immediate supervisor or other management must then ensure that the employee completes the *Reporting Custodial*

Arrest Form and Disclosure and Consent Form. The original signed forms should be mailed or faxed to the Compliance Officer of the appropriate Southern Company entity (or their designee).

An employee who fails to report a custodial arrest will be subject to disciplinary action up to and including termination of employment. Employees who are uncertain about whether they are required to report an incident should report the incident to their immediate supervisor or other management and provide adequate information for an evaluation as to whether a custodial arrest has occurred and thus must be reported.

Reporting of Legal Action (Southern Nuclear)

You must report legal action related to serious civil charges such as arrests or incarcerations for serious traffic offenses such as reckless driving, alcohol or drug offenses, a civil judgment, tax lien, civil restraining order, fraud, malicious conduct or gross negligence. A report of legal action must be made immediately when the employee arrives for work on the first shift or day following the legal action and before entering the site Protected Area. (See SNC Policy 752 - <http://compliance.southernco.com/policies/snc/Corporate/POLICTOC.html>)

***Reporting of Legal Action also required for non-work semesters.**

DRUG AND ALCOHOL POLICY

It is the goal of Southern Company and its subsidiaries (The “Company”) to achieve and maintain a drug-free and alcohol-free workplace. Employees are prohibited from the manufacture, sale, distribution, dispensation, possession, or use of illegal drugs (or any paraphernalia associated with such illegal drugs) on Company property, during working hours, while traveling in Company vehicles, or while on the job in any capacity. Employees are also prohibited from reporting to work under the influence of any illegal drugs.

Employees are prohibited from the unauthorized use of alcohol on Company property during work hours, while traveling in company vehicles, or while on the job in any capacity. Employees are also prohibited from reporting to work under the influence of alcohol (including any Legal Drug that contains alcohol). Moreover, employee consumption of alcohol within five hours of reporting for work is prohibited.

Policy Scope

This policy applies to all job applicants and all Company employees (including regular full-time, regular part-time, temporary full-time, temporary part-time, and **student employees**). Employees and contractor/vendors, who work at Southern Nuclear Operating Company (SNC) locations, will be subject to the Drug and Alcohol policies and protocols of SNC, including the SNC Fitness for Duty Policy. The application of this policy to contractors and their employees is specifically addressed in the Company’s vendor and contractor agreements. Any contractor or employee of a contractor who violates this policy or has a Positive Test for drugs or alcohol or a Verified Presence of Alcohol will be barred from further access to Company property.

Random Testing

Employees who are subject to the requirements of the Department of Transportation Workplace Drug and Alcohol Testing Program (49 CFR Part 40), the SNC Fitness for Duty Policy (10 CFR Part 26), or other federal regulations will be tested according to those requirements. All other Company employees will be subject to random drug and alcohol testing under this policy. A computer will randomly select employees to be subject to random drug and alcohol tests at unannounced times throughout the year. Employees should report for a random test immediately after being notified they have been selected.

A complete and detailed drug and alcohol policy can be found for each Operating Company/Business Unit on the Compliance website under each respective OpCo/BU HR section.

SUMMARY OF BENEFITS

The following information is a brief summary of the company benefits available to interns. It is not intended to provide details. You should refer to the Benefits tab on the mySource website for important details. The information in this Intern Book is not a contract or a guarantee of benefits and the Company has the right to change or end benefits without notice.

Holidays

Interns and co-ops are eligible to observe company holidays occurring during work terms without loss of pay. All paid holidays are for the hours normally scheduled to work on that day. A work term cannot begin or end on a holiday. Holiday pay should not be given if the holiday falls immediately preceding or following a work term.

- Example: Memorial Day falls on a Monday, the intern/coop would start their work term on Tuesday and not get paid for the Memorial Day Holiday on Monday.
- Example: July 4 falls on a Friday and is the last day of the last week of a work term. The intern/coop would not get paid for the July 4th holiday.

Co-ops and interns do not receive floating holidays, personal holidays or birthday holidays.

Please see your manager about specific holidays observed in your company.

Overtime

Your department head, manager, or other responsible superiors must approve any overtime hours worked. If overtime is required, you will be compensated at one and one-half times the regular rate of pay per hour worked or by other methods allowed under applicable law.

Direct Deposit

To enroll in direct deposit please visit the MySource website

Reimbursement for Travel

Interns are reimbursed for business travel during work periods only. Reimbursement is under management discretion.

Service Time Implications for Temporary Employees Converting to Full Time

Temporary employees, including interns, do not receive any service time for their time with Southern Company. However, in the case of an intern, a student may receive vacation service credit. A Recruiting consultant must complete an "experienced hire vacation form" for this individual and send to HR Direct for processing. In the case of an

intern, the student must have worked 2 work terms (6 months or more) to receive 1 year of vacation service credit. If student worked less than 6 months, then no vacation service time is granted. The hours worked as a temporary employee (which includes interns) are used for pension eligibility and vesting purposes in the event the temporary employee ever becomes a regular employee. Hours worked must meet the requirements as outlined in the summary plan description.

OFF DUTY TIME for MISCELLANEOUS ABSENCES

The Company realizes there are times when absences are unavoidable. When the following absences occur during a work period, you will be paid:

- **Jury Duty and Subpoenaed Court Appearances**

You will receive your regular rate of pay when you are on jury duty or subpoenaed to appear in court during regular work hours.

- **Voting**

When your work schedule on Election Day does not allow you enough time to vote before work or after work, you can take up to 2 hours off with pay for voting.

- **Other Time Off**

Emergency and/or family situations time off requests will be granted at the discretion of management.

INCLEMENT WEATHER

In the event of inclement weather, preparations should be made in advance to telecommute if possible and the following policies should be observed.

Building Open

If the building is open and the intern worked from home, they will be paid for normal hours worked. If the building is open and the intern did not come into the office or work from home then they will receive no time, no pay.

Building Closed

If the building is closed and the intern works from home, they will be paid for normal hours worked. If the building is closed and the intern does not work from home they will receive no time, no pay.

HOUSING ALLOWANCE

Managers may offer students a housing allowance of up to \$600 per month (grossed up) to offset duplicate housing expenses. (*This does not include utilities, phone, furniture, security deposits, etc.*) The housing allowance is not intended to be a source of additional income. Anyone abusing the housing allowance policy is subject to disciplinary action up to and including termination.

- Housing allowance is offered at the discretion of the manager at the time of offer.
- Students may move closer to work and collect a housing allowance IF their current residence and/or permanent residence are 50+ miles from their worksite.
- Student must present rental documentation in the form of lease papers (includes extended stay hotel receipt or a sublease) to their manager or SHIPS generalist.
- Housing allowance is funded through the manager's budget and if offered to one qualifying student it must be offered to all qualifying students from the same budget.
- Manager is responsible for approving the allowance and having their departmental SHIPS person process the payment of the housing allowance (If you do not have a departmental SHIPS person then contact HR Direct at 888-678-6787 for assistance)
- Mileage is not subsidized in lieu of the housing allowance.

*GPC Power Delivery **only** will provide a housing stipend of up to \$800 per month

*SNC provides housing for co-ops and interns, therefore a housing stipend will not be provided

Federal Immigration Reform & Control Act (IRCA)
Employment Identity and Work Authorization Federal Requirement (Form I-9)

PLEASE READ THE INFORMATION BELOW IN ITS ENTIRETY

Federal Law requires new employees to provide, on or before their first day of employment, evidence of their identity and eligibility, for employment in the U.S. and complete the *employee* portion, Section 1, of Immigration Form I-9.

New hires must provide to the employer certain documents showing identity and eligibility to work in the U.S. Form I-9 and its instructions provide a list of acceptable documents.

On your first day of employment, your hiring manager or their designee will review your identity and eligibility documents and complete the *employer* section of Form I-9. If your hiring manager is not available to assist in completing this process, on your first day of employment, then it is important that you get with his/her delegate. Please ask your manager who should assist you in this process.

If you fail to provide acceptable identity and employment eligibility documents on your first date of employment, then you may be asked to go home and return with the documents.

The Form I-9 process at Southern Company is handled electronically. To complete Section 1, you will receive two separate emails from our electronic Form I-9 and E-Verify vendor, LawLogix. The first email will include your LawLogix login and access information, and the second email will include your LawLogix password. The emails are sent separately for security reasons. Please note the LawLogix email address is not a Southern Company address. The LawLogix email is donotreply@perfectcompliance.com this is not junk email, so please be careful to not delete it before opening.

For questions or assistance in completing the Form I-9, please contact Marcella Wallace in the SCS Employee Relations-General Counsel organization. Marcella can be reached at (internal phone) 8-257-2266, (external phone) 205-257-2266, or email mbwallac@southernco.com

NEW INTERN INFORMATION

The Southern Company Intern Program provides each Intern with supervised, progressive and meaningful work experience in the student's area of study. When you report to your assigned work location, you will be given a general orientation to the department and your work duties by the immediate supervisor. The Student Programs department will also host a new student orientation during your first month of employment to educate you on our programs and policies.

Here are a few additional suggestions that will aid you in your transition into the work force.

- The safety of its employees is Southern Company's number one concern! The Company spends a great deal of time and money to assure that its activities are as "accident-free" as possible. We practice Target Zero, a company program aimed at instilling individual responsibility for safety. Our policy is "every day, every job, safely."
- To avoid unnecessary delays in receiving your first paycheck, be sure to complete all the required paperwork on the first day of work. The Payroll department cannot add your name to the payroll until they receive all of your paperwork.
- You should understand that there is always some nonproductive time when learning a new job. Therefore do not get discouraged or impatient. You should not be concerned about having to perform the less-challenging tasks that you will, on occasion, be assigned, because every job requires performance of routine tasks.
- Utilize down time to learn about The Company (Southern Today, Student of the Business, Power U, etc.)
- Most problems can be overcome by communication. You might recognize a problem, or potential problem, that your supervisor might not see. It is as much your responsibility to initiate discussion as it is the supervisor's. If problems or questions arise, your immediate supervisor should be your first point of contact.
- Make the most of your evaluation periods. They are one of the most important elements in the Intern process.
 - voice (in a professional manner) your comments on your job assignments.
 - Communicate desired changes in the work assignment both to your supervisor and the Student Program Coordinator.
 - These periods provide you with immediate feedback as to your performance-highlighting strengths and developmental opportunities and providing recommendations for appropriate courses of action.

STUDENTS OF SOUTHEN COMPANY

The Students of Southern Company has assembled for the purpose of creating a friendly environment where cooperative education students and interns can expand their professional knowledge through exposure to several different areas of the company in order to form a well-rounded employee.

This is a voluntary association organized around a common dimension of diversity and are created by students who want to raise awareness in the company to ensure all students are respected, valued and productive.

This organization supports the company's diversity and business objectives, by coordinating activities that promote networking, mentoring, peer coaching, and community outreach. They may not form or evolve for the purpose of opposing other groups, conducting political or lobbying activities, or promoting social, political, or religious positions.

The Students of Southern Company have a chapter located in Birmingham and a chapter located in Georgia.

Intern Checklist

Beginning of Work Term

- ☐ Complete all the required paperwork on the first day of work (I-9, W2, etc.)
- ☐ Meet with Manager to:
 - ☐ Develop goals for the work term
 - ☐ Set expectations and performance measurements

During Work Term

- ☐ Document key work assignments and projects to use for your end of session presentations

End of Term

- ☐ Complete the electronic Work Report Form sent to you via email two weeks prior to end of term
- ☐ Ask your manager to complete the Evaluation Form. Form should be completed 2 weeks prior to end of term

Hiring Manager Checklist

Before Reporting to Work

- ☐ Confirm start date and location with your intern.
- ☐ If this is your intern's first work assignment with Southern please provide Campus Recruiter with correct position number, job code, and start date

Beginning of Work Term

- ☐ Have student complete all the required paperwork on the first day of work to ensure (I-9, W2, etc.)
- ☐ Meet with Intern to:
 - ☐ Develop goals for the work term
 - ☐ Set expectations and performance measurements

End of Term

- ☐ Remind Intern to Complete Work Report Form and send to R2SCSCOOPD@southernco.com two weeks prior to end of term
- ☐ Complete Evaluation Form on Intern and send to R2SCSCOOPD@southernco.com two weeks prior to end of term
- ☐ Contact Student Programs Coordinator to update SHIPS with students return to school date/last day of work.