

## Records Retention and Destruction Policy

### PURPOSE

This Policy establishes the procedures that all SOLV Energy, LLC (“Company”) employees must follow regarding the retention and destruction of Company Records (as herein defined). The primary goal of this Policy is to retain, for the established period, all Records that the Company is legally required to maintain as well as such other Records that are required for the operation of the Company’s business.

A secondary, but important, purpose of this Policy is to provide for an orderly process to appropriately discard unnecessary and obsolete materials at the proper time and in the proper manner, thus reducing the cost of storing and preserving materials.

This Policy applies to all Company Records, regardless of how created, where located, or how stored. Records are managed according to their content and not according to the media upon which they are created, transmitted and / or stored.

Each employee is expected to read and comply with this Policy and with the Record Retention Schedule applicable to each employee’s department and / or division. This Policy provides general guidance for Company employees in understanding their obligations in retaining and maintaining Company Records but cannot contemplate all questions and situations that may arise. If you have specific questions, please address with your immediate supervisor, department or division head or the Legal Department.

### ADMINISTRATION

Included in this document is a Record Retention Schedule that is approved as the initial retention and disposal schedule for Company Records.

The Legal Department (the “Administrator”) is responsible for the administration of this Policy and the implementation of processes and procedures to ensure the Record Retention Schedule is followed. The Administrator is the only authorized representative to make modifications to the Record Retention Schedule from time to time to ensure it follows local, state and federal laws and includes the appropriate document and record categories for the Company. The Administrator is also tasked with monitoring local, state and federal laws affecting record retention. The Administrator will review this Policy annually and monitor compliance with this Policy.

Only the Legal Department, may suspend the application of the Records Retention Schedule by issuing a Legal Hold (further defined below). If an employee receives a subpoena, document request or other inquiry relating to Company Records, he or she must promptly contact the Legal Department for further direction or action.

### APPLICABILITY

A “Record” is defined as: the original or any reproduction of notes, memoranda, letters, reports, computer tapes (discs), computer removable media, any handwritten, typewritten, printed, photostatic, photocopied, photographic transmission via electronic mail or facsimile and every other means of recording upon any actual thing, any form of communication or representation, including letters, words pictures, sound or symbols or any combination thereof, which, in each case, is related to a Company business transaction or direction for a Company action. Any Record, regardless of the way the Record is stored - located on Company premises, in individual offices, an off-site location or at an employee’s home - are subject to this Policy. Records belong to the Company and are not owned by the author.

System-wide electronic back-up tapes or backup files stored to disk, whether on premise or with a third-party provider, may or may not be considered systems of record. Data located on short term, weekly rotation tapes shall not be declared systems of record, as they are transitory data to be used only in the event of a down system that requires back-up tapes to be uploaded to recover information. However, back-up tapes for the OCC which are sent to SOLV's archiving provider for long-term storage are considered systems of record for the OCC, and such backup tapes are retained per the Record Retention Schedule.

As part of the Company's business model, project teams may utilize various temporary document sharing and / or collaboration sites to share and send information. Documents residing on such temporary sites are transitory and shall not be declared or considered Records. The Company does not backup or retain Records directly from such temporary sites. Similarly, electronic communications conducted through "chat", or "instant messaging" functions are considered temporary and transitory communications and shall not be declared or considered Records. The Company does not backup or retain chat conversations or instant messaging conversations as Records.

## OWNERSHIP OF RECORDS

All Records created, sent or received in the course of Company business are the exclusive property of the Company and do not belong to any employee. The Company has the right to review, retain or discard any Records as it deems appropriate in order to comply with applicable laws. Employees should not expect any right to privacy with respect to Company Records.

When an employee's employment ceases, he or she must turn over any original and all copies of any Records in his or her possession.

## STORAGE OF RECORDS

Printed Records must be maintained on-site on the Company's premises while still needed for current business purposes. Printed Records that are not needed for current business purposes, but which have not yet reached the end of the required Records retention period will be maintained in the Company's off-site archiving storage facility. For further instructions on how to transfer Records to the off-site storage facility, please reach out to Shawna Adams at [shadams@solvenergy.com](mailto:shadams@solvenergy.com).

Digital Records must be maintained on the Company's owned devices or other approved devices.

## RECORDS DISPOSAL

1. **Printed Records** will be maintained at the Company's off-site storage location until they have reached the end of the required Records Retention Schedule. A review of Records retained off-site will take place annually to determine if Records are due to be disposed.
2. **Electronic Files** (i.e., SharePoint, Teams), aside from chat conversations on Teams, which are considered transitory records, and which are not retained, these file types will be reviewed annually by the Company and destroyed according to the relevant schedule.
3. **Electronic Files** (i.e., information contained on cell phones, tablets, laptops) will be reviewed periodically by the Company, and destroyed according to the relevant schedule.

Regardless of the Records Retention Schedule, employees must not destroy any documents that are subject to a Legal Hold.

## RECORDS RETENTION SCHEDULE

The Company, in coordination with each department, has determined how long to retain categories of Records based on legal and regulatory requirements, as well as business needs and historical value.

Unless noted otherwise, the retention period starts to run when the Record is in final form.

Records	Schedule
<b>ACCOUNTING AND FINANCE</b>	
Accounts Payable / Receivable Ledgers and Schedules	Tax settlement filing + 7 years
Annual Audit Reports and Related Documents	7 years
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	7 years
Employee Expenses Reports	7 years
General Ledgers	7 years
Interim Financial Statements	7 years
Notes Receivable Ledges and Schedules	7 years
Investment Records	7 years after sale of investment
Credit Card Records	7 years
Tax Exemption and Related Documents	7 years
IRS Rulings	7 years
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns (Income, Franchise, Property)	7 years
Sales and Use Tax Records	7 years
<b>BUSINESS RECORDS</b>	
Board Information (Meeting Minutes, UWCs, etc.)	Permanent
Property-Related Records (Leases, Deeds, Assessments, Insurance Agreements, Licenses, etc.)	Permanent
Original Purchase, Sale and Lease Agreements	Permanent
<b>PROJECT-RELATED RECORDS</b>	
Contracts, Change Orders, RFIs, Correspondence and other Project Records for Projects Constructed by Company	10 years from project closeout in CMiC
Proposals and Related Correspondence for Projects not Constructed by Company	1 year from decision not to pursue

Records	Schedule
Licenses and Permits for Projects	Current version
<b>LEGAL FILES AND PAPERS</b>	
Legal Memoranda and Opinions	7 years after close of matter
Litigation Files	1 year after expiration of appeals
Court Orders	Permanent
Policy and Procedures Manuals	Current version only
<b>INSURANCE RECORDS</b>	
Annual Loss Summaries	10 years
Audits and Adjustments	10 years after final adjustment
Certificates	Permanent
Claims Files	Permanent
Group Insurance Plans (Active Employees)	Until plan amended or terminated
Group Insurance Plans (Retirees)	Until 7 years after death of last eligible participant
Inspections	10 years
Insurance Policies	10 years
Journal Entry Support Data	7 years
Loss Runs	10 years
Releases and Settlements	25 years
<b>OPERATIONS AND CONTROL CENTER</b>	
OCC Backup Tapes	7 years (rolling schedule)
<b>PAYROLL</b>	
Employee Deduction Authorizations	4 years after separation
Payroll Deductions	Separation + 7 years
W2 and W4 Forms	Separation + 7 years
Garnishments, Assignments and Attachments	Separation + 7 years
Labor Distribution Cost Records	7 years
Payroll Registers	7 years
Timesheets	2 years
Unclaimed Wage Records	7 years
Employee Earning Records	Separation + 7 years

Records	Schedule
<b>PERSONNEL RECORDS</b>	
Employee Handbooks	Current copy only
Employee Medical Records (FMLA and RA)	Separation + 7 years
Employee Personnel Records (including Individual Attendance Records, Application Forms, Job or Status Change Records, Performance Evaluations, Termination Papers, Withholding Information, Garnishments, Test Results, Training and Qualification Records)	Separation + 7 years
I-9 Forms	1 year after separation

## Email

Upon deletion, email will remain in the employee’s ‘deleted items’ folder for a period of six months. After six months in the deleted items folder, the email will be permanently deleted.

Employees shall not store or transfer Company-related email on non-work-related computers or cloud hosted applications except as necessary or appropriate for Company purposes and after approval from the Company’s IT Department.

## SUSPENSION OF RECORD DISPOSAL IN EVENT OF LITIGATION OR CLAIMS

A Legal Hold may be issued under the following circumstances: When there is:

1. Reasonable anticipation of litigation; or
2. Receipt of pre-litigation correspondence; or
3. Service of a complaint and / or discovery request.

In such circumstances, the destruction of Records must be suspended for the relevant set of Records. Steps must be taken to immediately preserve all relevant Records. Employees who might have potentially relevant Records must not destroy the Records.

The Legal Department will notify the appropriate employees or groups in writing that they now have a duty to preserve relevant Records and suspend normal Records destruction policy. When the claim or litigation has been resolved, and upon issuance of a Release of Legal Hold, standard Record disposal processes may commence.