

DELEGATION OF AUTHORITY

Who can bind this company — and who cannot. One page. No exceptions.

DOCUMENT NO.	REVISION	EFFECTIVE DATE	OWNER	APPLIES TO
NU-OPS-005	1.0	July 4, 2026	Adam Pelewski, Owner	Everyone at Nova, W-2 and 1099

WHY THIS PAGE EXISTS

One email, sent by one person who accepted responsibility the company never agreed to, created a five-figure dispute that is still being fought. Words in writing bind this company whether the writer had the right to or not — that's how the other side will argue it. So the rule is written down: **if it isn't on this page, you don't have the authority. Ask.**

THE AUTHORITY MATRIX

ACTION	WHO MAY DO IT	NOTES
Sign client contracts, SOWs, master agreements, rate changes	Owner only	No verbal deals. No "we'll paper it later."
Accept scope changes / commit to extra work	Owner only	Field flags it, office papers it, Owner approves it. (NU-OPS-002/004.)
Admit fault, accept liability, agree to pay for damages	Nobody — Owner only, in writing, after counsel	This is the sentence that costs six figures. See the email rule below.
Hire, fire, change anyone's pay	Owner only	Supervisors recommend; Owner decides.
Unplanned spend up to \$500	Field Supervisor	Keeps crews moving. Log it same day.
Unplanned spend over \$500	Owner only	Call with the number and a recommendation, not just the problem.
Routine payments to approved vendors	Office seat	Per the approved vendor list; anything new goes to Owner.
Operational documents: JSA, DVIR, bore log, crossing sheet, DFR	Field, per role	These are your job — sign them (NU-OPS-002).
Speak to attorneys, insurers, or investigators about an incident	Owner only	Supervisor gathers facts and photos; Owner does the talking.
Statements to media or on social about company business	Owner only	Includes "just a quick comment."

THE EMAIL RULE — MEMORIZE THIS ONE

If a client, vendor, homeowner, or anyone else asks you **in writing** to accept responsibility, confirm fault, approve scope, or commit money — do not answer the substance. Reply exactly this and nothing more: **"Adam handles that — looping him in now."** Then forward it to Adam. A friendly "sure, we'll take care of it" is a signed check.

Plain-English summary for the crew: You are trusted to run your work — JSAs, logs, reports, your daily duties. You are not authorized to make deals, admit fault, or spend the company's money beyond your limit. That isn't an insult; it's armor. When someone pushes you for an answer on site, "that's above me, I'll get Adam" is always the right answer and nobody will ever be punished for saying it.

I have read this and understand what I can and cannot commit on Nova's behalf. Name: _____ Signature: _____
Date: _____

NU-OPS-005 · Nova Underground Delegation of Authority · Rev 1.0 · July 2026 · Add to the onboarding packet (NU-OPS-003, Phase A). · Uncontrolled when printed.