



# WELCOME TO OUR **COMPANY**

# WE'RE GLAD YOU'RE HERE

Hello and welcome! We're glad you're here. Starting a new job is exciting, but can also be overwhelming. This employee handbook has been developed to help you get acquainted and answer many of your initial questions.

As an employee of Stief Concrete Work, Inc., the importance of your contribution cannot be overstated. Our goal is to provide the finest quality workmanship and service to our customers and to do this more efficiently and economically than our competitors.

You are an important part of this process, as your work directly influences our company's reputation.

This employee handbook explains our personnel policies and benefits, as well as the specific opportunities and responsibilities that exist for you within our company. To be responsive to the needs of a growing organization, changes or additions to the handbook will be made when necessary. We will keep you informed when these changes are made.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

*Zac Martin*  
**President**

*Wesley Lewis*  
**Vice President**

# OUR HISTORY

"His employees were his number one priority. He always said that the business would be nothing without them," a former employee recalls of company founder, Edward B. Stief. It's a business philosophy that has been passed down through generations. In 1958, Edward Stief founded Stief Concrete Work, Inc. as a small residential construction company with only five employees. Today, it is a third-generation family-owned business and has grown into a company of up to 70 employees (10 in the office and 40-60 field workers, as needed). As the company has grown, so too has its project scope. We now work mostly on large commercial and industrial projects in the tri-state area. Though many things have changed over the years, we have worked very hard to make sure that Edward's founding principles have not.

# OUR MISSION

To be recognized by our customers and employees as the best overall concrete subcontractor, through adherence to the following principles:

- Provide the best value for every dollar spent, on every project.
- Show the same concern and respect for our customers as we do for our employees.
- Create an atmosphere where innovation, creativity, and hard work are encouraged and rewarded.
- Provide a stable and competitive environment for all of our employees.

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Our Mission

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# SECTION 1:

## GENERAL EMPLOYMENT

### **100: Employee Relations**

We believe that the work conditions and benefits we offer to our employees are highly competitive with those offered by other employers in this area and this industry. Our experience has shown that when employees deal directly with supervisors, the work environment is excellent, communications are clear, and attitudes are positive. We believe that Stief Concrete Work, Inc. has amply demonstrated its commitment to responding effectively to all employee concerns and ideas.

### **101: EEO Statement**

Stief Concrete Work, Inc. is an equal opportunity employer and follows a practice of affirmative action in promoting equal employment opportunity. The company does not discriminate based on a person's race, religion, color, age, sex, national origin, handicap, or disability regarding recruitment, hiring, training, on-the-job treatment, and/or promotion of employees.

### **102: Job Descriptions**

We maintain a general job description for each hourly position at Stief Concrete Work, Inc. All employees are provided with a copy of their job description at the time of hire and review. If you misplace your job description and wish to receive another copy, please ask your supervisor.

### **103: Hiring of Relatives**

Although we do not prohibit the hiring of current employees' relatives, we are committed to monitoring situations in which relatives work in the same area. In the event of potential or actual problems, we will take prompt action.

# SECTION 1:

## GENERAL EMPLOYMENT

### **104: Immigration Law Compliance**

Stief Concrete Work, Inc. is committed to employing only United States citizens and aliens who are authorized to work in the United States and complying with the Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly re-hired employees must also complete the form if they have not previously filed an I-9 with us, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid. We utilize the E-Verify System. E-Verify is an internet-based system that allows us to determine an individual's eligibility to work in the United States.

### **105: Conflicts of Interest**

Employees must conduct transactions with outside firms within a framework established by the supervisors of Stief Concrete Work, Inc. Business dealings with outside firms should not result in unusual financial gains for those firms, such as bribes, product bonuses, or unusual price breaks that benefit either the outside firm, the employee or both.

A conflict of interest occurs when an employee influences decisions that result in personal gain for the employee, or for his/her relative as a result of our business with another firm.

A personal gain may result in cases where an employee or relative has significant ownership in a firm with which we do business, and when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing that we have with that firm.

# SECTION 1:

## GENERAL EMPLOYMENT

### **105: Conflicts of Interest, continued...**

An employee is not considered to have a conflict of interest simply because they have a special relationship with an outside firm or individual. However, he or she must disclose to one of the supervisors the existence of any potential or actual conflict of interest as soon as possible. This will allow us to establish safeguards to avoid a conflict of interest.

The materials, plans, and ideas of Stief Concrete Work, Inc. are the property of the employer and employees should never give them to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even when it is not apparent that an employee has personally gained by such an action, constitutes unacceptable conduct. We will subject any employee who participates in such a practice to disciplinary action, up to and including possible discharge and legal action.

### **106: Proof of U.S. Citizenship and/or Right to Work**

Federal regulations require that:

1. Before becoming employed, all applicants must complete and sign the federal form I-9, Employment Eligibility Verification Form.
2. All applicants who are hired need to present documents of identity and eligibility to work in the U.S.; these documents are described in Form I-9.

### **107: Outside Employment**

An employee may hold a position with another organization as long as he or she satisfactorily performs his or her job responsibilities with us. The employee should consider the impact that outside employment may have on his/her health and physical endurance. We will judge all employees by the same performance standards and will subject them to our scheduling demands, regardless of any existing outside work requirements.

# SECTION 1:

## GENERAL EMPLOYMENT

### **107: Outside Employment, continued...**

If we determine that an employee's outside work interferes with performance or the ability to meet the requirements of our company as we modify them from time to time, we may ask the employee to terminate the outside employment if he or she wishes to remain with us.

Outside employment will present a conflict of interest if it has a potential or actual adverse impact on Stief Concrete Work, Inc.

### **108: Non-Disclosure**

The protection of confidential business information and trade secrets is vital to the interests and success of Stief Concrete Work, Inc. Such confidential information includes but is not limited to the following examples:

- Customer lists
- Financial information
- Marketing strategies
- New materials research
- Pending projects and proposals
- Proprietary production processes
- Research and development strategies

We require all employees to sign a non-disclosure agreement, included in the "EMPLOYMENT ACKNOWLEDGMENT AND NON-DISCLOSURE AGREEMENT FORM", as a condition of employment. We will subject any employee who discloses trade secrets or confidential business information to disciplinary action (including possible discharge), even if he or she does not benefit from the disclosed information.

# SECTION 2:

## EMPLOYMENT STATUS AND RECORDS

### 200: Employment Categories

Stief Concrete Work, Inc. intends to clarify the definitions of employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, both the employee and the employer retain the right to terminate the employment relationship at will, at any time.

Each employee will belong to one of the following employment categories:

- **REGULAR FULL-TIME:** Those employees whose status is not considered to be temporary or introductory, and who we regularly schedule to work our full-time schedule. Generally, they are eligible for our benefits package, subject to the terms, conditions, and limitations of each benefit program.
- **TEMPORARY AND SEASONAL:** Those employees whom we hire as interim replacements, primarily consisting of college and trade school students during the summer months, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of limited duration. Temporary employees retain their status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security benefits), they are ineligible for all of our other benefit programs.
- **PART-TIME:** Those employees who are not assigned to temporary or introductory status, and are scheduled to work less than our full-time schedule. While they do receive all legally-mandated benefits (such as workers' compensation and Social Security benefits), they are ineligible for all of our other benefit programs.

# SECTION 2:

## EMPLOYMENT STATUS AND RECORDS

### 200: Employment Categories, continued...

- **CASUAL:** Casual (or on-call) employees are those who have established an employment relationship with Stief Concrete Work, Inc. but to whom we assign work on an intermittent and/or unpredictable basis. While they receive all legally-mandated benefits (such as workers' compensation and Social Security benefits), they are ineligible for all the other benefit programs.

### 201: Access to Personnel Files

Personnel files are the property of Stief Concrete Work, Inc., and we restrict access to the information they contain. Generally, only officials and representatives of Stief Concrete Work, Inc. who have a legitimate reason to review information in a file, are allowed to do so. With reasonable advance notice, an employee may review material in his or her file but only in the company's offices and in the presence of the individual we appoint to maintain the file.

Included in the file will be any medical or exposure records to toxic substances or harmful physical agents.

### 202: Employment Reference Checks

To ensure that individuals who join Stief Concrete Work, Inc. are well-qualified and have a strong potential to be productive and successful, we reserve the right to check the employment references of all applicants. Unless you notify us in writing to the contrary, we will give reference information to any potential employers.

# SECTION 2:

## EMPLOYMENT STATUS AND RECORDS

### 203: Personnel Data Changes

Each employee is responsible for promptly notifying us of any changes in personal data. Please keep personal mailing addresses, telephone numbers, numbers and names of dependents, individuals to contact in the event of emergency, educational accomplishments, and other such status reports accurate and current at all times.

### 204: Introductory Period

Your initial term of employment is an introductory period of ninety (90) days, which at management's discretion, may be extended to one hundred and twenty (120) days. This is the time for you to learn your job and become familiar with Stief Concrete Work, Inc.

Naturally, you are not expected to know everything about your job or the company's operations in such a short period of time, but it is enough time to evaluate your habits and attitudes towards Stief Concrete Work, Inc. During the introductory period the company will review your performance. If in the company's opinion, your work and/or habits do not warrant continued employment, you may be discharged, laid off, or terminated.

After your introductory period, you will be reviewed and evaluated by the company's performance review and appraisal procedures.

### 205: Employment Applications

We rely upon the accuracy of the information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or omissions in any of this information may result in our exclusion of the individual from further consideration for employment or, if we have hired the person, termination of employment.

# SECTION 2:

## EMPLOYMENT STATUS AND RECORDS

### 206: Employment Termination

Since employment with Stief Concrete Work, Inc. is based on mutual consent, both the employee and the employer have the right to terminate employment at will, with or without cause, at any time. Terminations are an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

**RESIGNATION:** Employment termination initiated by an employee who chooses to leave the company voluntarily.

**DISCHARGE:** Employment termination initiated by the company.

**LAYOFF:** Involuntary employment termination initiated by the company for non-disciplinary reasons. When layoffs become necessary, we will carry them out in the following order:

1. Volunteers, when possible
2. Employees, according to seniority
3. Foreman, according to seniority

Special situations may necessitate an alteration to this policy, such as special qualifications and capabilities in needed areas like tractor operation, curb, and floor work, etc. Generally, employees who have been laid off will be recalled before new employees are hired to fill that position.

**MEDICAL TERMINATION:** Employment termination initiated by the employee or by the company when an employee is unable, for health reasons, to continue work.

**RETIREMENT:** Voluntary retirement from active employment status, initiated by the employee.

# SECTION 2:

## EMPLOYMENT STATUS AND RECORDS

### **206: Employment Termination, continued...**

Employment termination will affect employee benefits. We will pay all accrued, vested profit-sharing benefits that are due and payable at termination, if the employee requests them, after a one-year break of service with Stief Concrete Work, Inc. The employee may choose to continue some benefits at their own expense. We will notify the employee of the benefits that they may continue and of the terms, conditions, and limitations of such a continuance.

### **207: Resignation**

Resignation is a voluntary act initiated by the employee, to terminate employment with the employer. Although we do not require advance notice, we do request a written resignation notice, at least two weeks in advance of an employee's last day of work.

### **208: Employment Status of Individuals with Life-Threatening Illnesses**

Stief Concrete Work, Inc. recognizes that employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, may wish to continue their normal pursuits, including work, to the extent that their condition allows. We will base the decision to continue work on the employee's ability to meet normal performance standards (with reasonable accommodation if necessary) and on the receipt of satisfactory medical evidence that the employee does not present an immediate threat to themselves or others. We will evaluate the potential dangers presented by individuals with life-threatening diseases on a case-by-case basis and we will consider existing medical and scientific evidence.

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### 300: Employee Benefits

Stief Concrete Work, Inc. provides employees with a wide range of benefits. Many of the benefit programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility depends upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. You can find details of many of these programs elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Employee Health, Dental, and Vision Insurance
- Health Saving Account (HSA)
- 401K
- Paid Holidays
- PTO Benefits
- Life Insurance
- Short and Long Term Disability
- Jury Duty Leave
- Bereavement Leave
- Military Leave
- Witness Duty Leave

### 301: Health Insurance

Stief Concrete Work, Inc. will provide Health Insurance Benefits to the employee only. Spouse and dependent coverage are through the available group plan at the cost of the employee.

Following the completion of 90 days of employment at Stief Concrete Work, Inc., the Company provides a comprehensive health insurance plan for its eligible employees through its group insurance carrier. Details of the plan are covered in a separate booklet, provided by the insurance carrier.

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### 301: Health Insurance, continued...

- COBRA

Upon termination of employment (for any reason other than gross misconduct on the part of the employee), you are entitled to elect continuation of health insurance coverage under Cobra, provided you pay the premium. Details of this program will be provided to you by the payroll department.

- SHORT-TERM DISABILITY

The company offers short-term disability (STD) for employees disabled in non-working-related incidents. An accredited doctor must verify the employee's disability and the company retains the right to send the employee to the company doctor if it is warranted.

\*Company policy dictates that all available employee PTO be taken before transferring to disability.

\*When the twenty-six weeks have expired, the employee must return to work with medical approval or be terminated from the company. STD is not available while employees are laid off from work.

### 302: Paid Time Off

- DEFINITION:

Paid time off (PTO) provides all full-time employees with paid time away from work that can be used for vacation, personal time, personal illness, or time off to care for dependants. PTO must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. The PTO policy overrides sick, absence, personal time, and vacation policies. All time away from work will be deducted from the employee's PTO bank in a minimum of four hour increments, with the exception of inclement weather, lack of work, fixed company holidays, and time off in accordance with company policy for jury and witness duty, military duty, or bereavement.

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### 302: Paid Time Off, continued...

- **ELIGIBILITY:**

All full-time employees are eligible to earn PTO. PTO is earned on an hourly basis and credited to an employee's PTO bank every week. PTO is earned on all hours worked. This includes while PTO benefits are being paid, holidays, funeral pay, and jury duty pay. PTO is not earned during layoff, when unpaid leave is taken, or when short-term disability or workman's compensation benefits are being paid. PTO is not earned by temporary or probationary employees or those whose job descriptions specifically exclude this benefit. PTO is earned on the following schedule:

| Years of Service | Crew/Support Staff                                                           | Cap |
|------------------|------------------------------------------------------------------------------|-----|
| 0 to five years  | 9 days per year/6 hours per month or one hour for every 28.83 hours worked   | 72  |
| 6 to 11 years    | 15 days per year/10 hours per month or one hour for every 17.30 hours worked | 120 |
| 12 years +       | 18 days per year/12 hours per month or one hour for every 14.41 hours worked | 144 |
| Years of Service | Foreman/Management Team                                                      |     |
| 0 to 19 years    | 18 days per year/12 hours per month or one hour for every 14.41 hours worked | 144 |

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### 302: Paid Time Off, continued...

- **ACCRUAL:**

Employees' PTO is capped at the hours shown above. Therefore, employees should use their PTO time before reaching their maximum accrual so that additional PTO accrual is not lost.

- **ADMINISTRATION:**

PTO should be scheduled as early as possible in advance, according to company policy, and have supervisory approval. Use of PTO should follow all company leave policies. We reserve the right to limit the use of PTO to 80 hours or less during peak periods of work.

- **EXTENDED LEAVE**

A Certification of Health Care Provider form should be completed for those absences applicable to family/medical leave (FMLA). If an illness causes an employee to be absent more than three consecutive days or the absence is covered under FMLA, a doctor's release is required before the employee may return to work. Absences for family leave should use whatever PTO is available and the remainder of time off will be unpaid. At the employee's option, 40 hours of PTO may be reserved for later use.

Employees who exhaust all FMLA benefits and are unable to return to work will have his/her employment terminated at that time.

- **STD:**

Short-term disability insurance (STD), paid 100% by the company, will be provided to all full-time employees after the successful completion of the 90-day probationary hiring period. STD benefits will be paid out only after all PTO accrual has been exhausted. When the 26 weeks of STD benefits have expired, the employee must return to work with medical approval or be terminated from the company.

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### 302: Paid Time Off, continued...

- **PAYMENT OF UNUSED PAID TIME OFF:**

Upon termination, all accrued, unused PTO will be paid out on the terminated employee's final paycheck. Employees who are terminated voluntarily without adequate two-week notice and employees who are terminated involuntarily for any reason, are not entitled to payment for accrued, unused PTO, apart from PTO accrued on prevailing wage/Davis Bacon projects.

Employees who resign or retire with a two-week notice will be paid for all unused, accrued PTO. PTO can not be paid out while employed. It is expected that employees will work until the last day stated on his/her notice, at the convenience of the company without utilizing PTO.

- **CARRYOVER**

There is no cap on the amount of PTO hours that are carried over into the next year. The only caps that apply are the yearly caps mentioned earlier.

### 303: Holidays

Stief Concrete Work, Inc. will grant holiday time off to all employees on the holidays listed below.

- New Year's Day (January 1st)
- Memorial Day (last Monday in May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Christmas (December 25th)
- Floating Holiday (determined by management)

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### **303: Holidays, continued...**

We will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. We will calculate holiday pay based on the employee's straight-time pay rate (as of the date of the holiday) times eight (8) hours.

To be eligible for holiday pay, hourly employees must work the last scheduled day immediately preceding the holiday and the first scheduled day immediately following it unless they are on approved paid or unpaid vacation leave.

We will observe a recognized holiday that falls on a Saturday on the preceding Friday. We will observe a recognized holiday that falls on a Sunday on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation), we will provide holiday pay instead of the paid time off benefit that would otherwise have applied. If a recognized holiday falls during an unpaid leave of absence we will not pay the employee for that holiday.

If an eligible employee works on a recognized holiday, he or she will receive holiday pay plus double time at his or her straight-time rate for the hours worked on the holiday.

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### **304: Workers' Compensation Insurance**

Stief Concrete Work, Inc. provides a comprehensive workers' compensation insurance program at no cost to the employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Any employee who sustains a work-related injury or illness, as defined by law, should inform his or her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that you report it immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

### **305: Bereavement Leave**

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

We will provide all employees on Stief Concrete Work, Inc.'s payroll with three days of paid bereavement leave.

Bereavement pay is calculated based on the employee's base pay times eight (8) hours per day.

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### **305: Bereavement Leave, continued...**

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave (e.g. vacation time) for additional time off as necessary. We will also grant unpaid time off to allow the employee to attend the funeral and make any necessary arrangements associated with the death.

The employer defines "immediate family" as the employee's spouse, parent, grandparent, child, grandchild, brother, or sister; the employee's spouse's parent, grandparent, child, grandchild, brother, or sister.

### **306: Military Leave**

You must be fully employed by the company for ninety (90) consecutive days to qualify for military leave for Reserves/National Guard duty. You must provide a written request to your supervisor, plus a copy of your orders, two (2) months in advance of your training period. Upon return to work, you must present your approved military pay voucher.

In the event that you become involved in a full-time tour of duty, your position will be protected for 60 days after discharge from the reserves.

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### 307: Jury Duty

Stief Concrete Work, Inc. encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of 365 calendar days (1 year) of service in an eligible classification, may request up to two weeks of paid jury duty leave, over any three years. We will calculate jury duty pay on the employee's base pay rate times eight (8) hours, per day.

Only regular full-time employees qualify for paid jury duty leave.

If an employee is required to serve jury duty beyond the period of paid jury duty leave, he or she may use any available paid time off (for example, PTO benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. Of course, we expect the employee to report for work where the court schedule permits.

Insurance benefits will remain in effect and unchanged for the full term of the jury duty absence.

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### **308: Witness Duty**

Stief Concrete Work, Inc. encourages employees to appear in court for witness duty whenever subpoenaed to do so.

We will grant employees a maximum of two, 8-hour, days of paid time off to appear in court as a witness. We will pay employees at their base rate and they are free to use any applicable paid leave benefits (e.g. vacation leave) to receive compensation for any remaining period of witness duty absence that would otherwise be unpaid.

The employee should show the subpoena to their supervisor immediately after they receive it so that we can adjust operating requirements, where necessary, to accommodate the employee's absence. We expect the employee to report for work whenever the court schedule permits.

If the court subpoenaed employee has been a witness of Stief Concrete Work, Inc. as a result of a job-related event, he or she will receive paid time off for the entire period of witness duty.

### **309: 401K**

To encourage employee participation in our 401K retirement plan and to better help you prepare for the future, we will match employee 401K contributions. The amount of the match will be determined by the management.

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### 310: Mileage Reimbursement/Travel Time/Tolls

- **MILEAGE REIMBURSEMENT:**

Mileage reimbursement will be paid per the actual mileage from an employee's home address to the job site, less 25 "commuting miles." Mileage will be paid both ways, from home to the job and from the job returning to the employee's home address. The 25 commuting miles will be deducted both ways (to and from the project site).

Mileage will be determined via Google Maps. Reimbursement will be made at the current IRS mileage reimbursement rate. To receive reimbursement, employees must record their daily mileage on their weekly timecard and signed timecards must be submitted to the office no later than 7:00 a.m. Monday morning.

- **TOLLS**

Tolls will be reimbursed at the EZ Pass rate. Employees must turn in a receipt or a copy of their EZ Pass statement to receive reimbursement.

- **CREW**

\*Driver in Stief vehicle without materials:

Receives travel one way from the shop at the project rate established by estimating.

\*Driver in Stief vehicle with materials:

Receives regular pay starting at the shop. Receives regular pay when returning to shop only if returning with materials and/or equipment.

\*Passenger in Stief vehicle:

Receives travel one way from the shop after the first 45 minutes of travel time, at the project rate established by estimating.

# SECTION 3:

## EMPLOYEE BENEFIT PROGRAMS

### **310: Mileage Reimbursement/Travel Time/Tolls, continued...**

- FOREMEN:

Foreman driving or riding in Stief vehicles will receive travel one way from the shop, as per the project rate established by estimating.

- WAGE DIFFERENTIAL

All field employees, foreman, and crew will receive an additional \$2.00 per hour, added to their base hourly rate, when assigned to a job site that is greater than 65 miles from their primary residence. This applies to private projects only. It does not apply to state prevailing wage or federal Davis Bacon projects.

# SECTION 4:

## EMPLOYEE COMPENSATION

### **400: Time Keeping**

All hourly employees are required to record their time at the start of each day and the end of each day. Your supervisor will determine which device you should use to record your time. Your lunch period is automatically removed from your time. Training will be provided on the use of the data collector.

# SECTION 4:

## EMPLOYEE COMPENSATION

### **401: Pay Period**

The pay week begins on Sunday and runs through Saturday. You are paid weekly on the following Friday. If our pay day falls on a designated company holiday, employees will be paid on the business day before the holiday.

In addition, the company offers direct deposit of your payroll check. Contact the payroll department for additional details.

### **402: Pay Advances**

We cannot provide pay advances or extensions of credit on unearned wages to employees.

If a regular pay day falls during an employee's vacation, we will make the employee's paycheck available upon his or her return from vacation.

### **403: Administrative Pay Corrections**

We take all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled pay day.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to our attention so that we can make corrections as quickly as possible.

# SECTION 4:

## EMPLOYEE COMPENSATION

### **403: Administrative Pay Corrections, continued...**

Once underpayments are identified, we will correct them either immediately or in the next regular paycheck.

We will also correct overpayments in the next regular paycheck unless this presents a burden to the employee, where there is a substantial amount owed. In that case, we will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

### **404: Deductions From Paycheck (Mandatory)**

Stief Concrete Work, Inc. is required by law to take certain deductions from your paycheck each time one is prepared. Among these are your federal and state income taxes, and your contribution to Social Security and Medicare, as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you provide on your federal "W-4" form, regarding the number of dependents/exemptions/allowances you claim. Any change in name, address, telephone number, marital status, or number of exemptions must be reported to the payroll department immediately, to ensure proper credit for tax purposes.

The W-2 tax form you receive at the end of each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Stief Concrete Work, Inc. is ordered to make such deductions.

# SECTION 5:

## WORK CONDITIONS

### 500: Safety

#### COMPANY SAFETY POLICY:

We are genuinely concerned about the health and welfare of our employees and other project team members. We strive to achieve a hazard-free work environment on each and every construction project. We strictly, without exception adhere to federal, state, and local safety regulations as they pertain to our industry. We faithfully support our employees who strive to better the conditions in their workplace. Conversely, any employee who willfully disregards safety rules and regulations will be disciplined within the guidelines of written policy. We continue to educate our employees to provide a safer and healthier job site environment for all.

Stief Concrete Work, Inc. does not have a specific company physician. In lieu of this, we have created a list of panel providers to treat all Workers' Compensation inquiries. If an emergency occurs, or if a work-related injury occurs after physician hours, you will be directed to the local emergency room. Follow-up visits will be scheduled with one of the listed panel providers.

If a work-related injury should occur, you are to report the injury to your supervisor immediately. This will ensure faster, more efficient treatment of Workers' Compensation injuries.

A safety packet outlining the company's general safety guidelines can be found in Appendix A.

# SECTION 5:

## WORK CONDITIONS

### 501: Work Schedules

Supervisors and foremen will give employees their individual work schedules.

Staffing needs and the operational demands of the concrete business necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Finishers (or another person designated by the foreman), must be responsible to complete the job for the day if the foreman must leave.

### 502: Use of Telephones

Due to a large number of business calls daily, we must restrict the phones to company business only. Personal calls, incoming or outgoing, are only for emergencies. Cell phones are for work only.

### 503: Use of Mobile Devices on Worksites

- **MOBILE PHONE POLICY:**

The use of your mobile device on the worksite is prohibited unless consent is granted by the foreman. This includes talking, texting, emailing, playing games, etc.

The use of your mobile device is not permitted while operating any vehicle or equipment, or while performing work activities.

The use of your mobile device is not permitted while attending safety meetings, or while receiving safety-related information (ex: during the "Morning Huddle").

Supervisors should make every reasonable effort to avoid using their mobile devices or making calls while directing activities on the worksite.

# SECTION 5:

## WORK CONDITIONS

### **503: Use of Mobile Devices on Worksites, continued...**

If an urgent family matter requires an employee to use their mobile device, the employee must coordinate with the foreman/supervisor so that communication can be done safely.

- **PERMITTED USE OF CELL PHONES:**

Employees are permitted to use their mobile devices on worksites when contacted by office personnel, during lunch, or when on a break. If there is an emergency, refer to the policy above.

Foreman/supervisors may use their mobile devices on worksites when coordinating work specific activities, to get in contact with office personnel, and/or when contacted by office personnel.

- **DISCIPLINE:**

Anyone who violates this policy will be subject to disciplinary measures, up to and including dismissal. Foremen may verify if an employee is on the phone with office personnel, by contacting said office personnel to confirm. Foremen are expected to enforce this policy, as well as all other policies found in our Handbook.

# SECTION 5:

## WORK CONDITIONS

### **504: Rest and Meal Periods**

The Foreman will provide full-time hourly employees with a rest period each workday. They will advise employees of the regular rest period length and schedule. Since we count and pay this time as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

We generally provide all full-time employees with one unpaid meal period each workday. The foreman will schedule meal periods to accommodate operating requirements.

### **505: Overtime**

When we cannot meet our operating requirements or other needs during regular working hours, we will schedule employees to work overtime hours. We will distribute overtime assignments as equitably as possible to all employees who are qualified to perform the required work.

All company policies remain in effect during overtime hours. Due to the short notice in scheduling, supervisors shall ask employees according to qualifications and those who are regularly available for work on these days. If employees with more seniority and proper qualifications wish to be doing that work, it is their responsibility to notify the supervisor, one week in advance of their availability.

# SECTION 5:

## WORK CONDITIONS

### **505: Overtime, continued...**

Overtime compensation is paid to all hourly employees at the following rate(s):

- One and one-half times the straight-time rate for all hours over 40 in a work week.
- One and one-half times the straight-time rate for all hours worked Saturday.
- Two times the straight time rate for all hours worked on Sundays.
- Two times the straight time rate for all hours worked on holidays, plus holiday pay.

Failure to work scheduled overtime may result in disciplinary action, up to and including possible discharge.

### **506: Use of Equipment and Vehicles**

Equipment and vehicles are essential to accomplishing job duties. They are also expensive and may be difficult to replace. When using company property, we expect employees to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Check all equipment used daily and notify the supervisor if any equipment, machines, tools, or vehicles appear damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs prevents deterioration of equipment and possible injury to employees or others. Foreman should make the arrangements for any repairs that may be needed. Supervisors can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

# SECTION 5:

## WORK CONDITIONS

### **506: Use of Equipment and Vehicles, continued...**

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, negligent use of company fuel cards, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, including discharge.

Trucks and equipment are for work use only. Employees may not use them for personal use unless approved by management. In such cases, the employee assumes liability.

Gas and oil should be charged for company vehicles only. Employees may not charge gas and oil for private vehicles!

CMV drivers will abide by all state rules and regulations including the following:

- CMV drivers are prohibited from holding, dialing, or reaching for a hand held cell phone.
- The use of push-to-talk functions on phones is prohibited.

# SECTION 5:

## WORK CONDITIONS

### **507: Driver's License and Transportation**

It has always been the general policy of Stief Concrete to hire personnel with a valid PA Driver's License and reliable transportation to and from a designated pick-up point or job site. However, during periods of peak employment, we sometimes waive this policy for certain individuals, with the understanding that these individuals will acquire a valid driver's license and reliable transportation. Whenever possible, arrangements are made to facilitate a smooth commute to and from the job, but at no time has Stief Concrete guaranteed transportation from an employee's home to the job requirements.

Any employee without a valid PA Driver's License will forfeit their pay for travel time, as will employees who consistently require special transportation arrangements at the expense of Stief Concrete Work, Inc.

Employees that do not have access to a vehicle must make arrangements to have someone drop them off and pick them up at the designated pick-up point or job site. Stief Concrete vehicles are not permitted to be used as a shuttle service for employees. Persons choosing to pick someone up may do so in their personal vehicle before the normal departure time. Travel time will not be paid for this purpose.

Employees who lose their license for any reason should notify the office immediately. If you temporarily have your license suspended, we will attempt to accommodate the situation for a first offense. Secondary offenses will result in disciplinary action and possible termination.

# SECTION 5:

## WORK CONDITIONS

### 508: Training and Education

Training and education constitute an important part of each employee's work with Stief Concrete Work, Inc. We will set training and educational goals each year for each employee. The company will pay for all training with the understanding that employees will not miss more than one class during any course of study. Employees who miss more than one class or who do not receive a passing grade will be required to reimburse the company for any tuition that was pre-paid on their behalf.

### 509: Tool Policy

Employees are required to wear and/or have in their possession the following items on all Stief Concrete Work job sites.

#### 1. Clothing/Safety Items

- \*Hard Hat-Company provided (must turn in old one to receive a new one)
- \*Safety Glasses-Company provided (must turn in old pair to receive a new pair)
- \*Gloves-Company provided (must turn in old pair to receive a new pair)
- \*Safety Vest-Company provided (must turn in old one to receive a new one)
- \*Respirator & Filters-Company provided (if lost, the employee is responsible to obtain a new one of the same make and model)
- \*Ear plugs-Company provided
- \*Long pants required
- \*Shirts with 3-inch sleeves minimum (no sleeveless shirts)
- \*Leather Work Boots
- \*Rubber Concrete Boots (DAY 1 ON THE JOB)

# SECTION 5:

## WORK CONDITIONS

### 509: Tool Policy, continued...

\*2. Tools – Must be purchased within two weeks of employment!

\*25' Tape Measure

\*Claw Hammer

\*6 or 8-pound Sledge Hammer

\* Nail Bag with Hammer Holder

\*Lineman Pliers

\*Concrete Float

\*Concrete Finishing Trowel

\*Margin Trowel

\*\*If you use someone else's tool or tools and you misplace them or break them, then you will be responsible for replacing them.

\*\*If you show up on the job without tools the Foreman may send you home for the day. If you are sent home you must find your own transportation.

\*\* If you fail to exchange broken or worn-out safety items you will be responsible to provide them for yourself.

# SECTION 5:

## WORK CONDITIONS

### 510: Tobacco Use

The Stief Concrete office and shop area is a smoke-free facility due to Pennsylvania's enactment of the Clean Indoor Air Act. Smoking is permitted outside the building, and the state recommends that all smokers be at least 20 feet away from any door or opening into the building. Noncompliance with the law may result in fines to the individual and company of \$1,000.

Because the Clean Indoor Air Act was put in place to protect indoor air quality, caution must be taken on construction sites as the construction of a building nears completion. The law states that when a building is enclosed with a floor, walls, and a ceiling, the building (or part of thereof) is now considered to be a smoke-free workplace. If you have any questions on how this state law affects you, please call the office.

# SECTION 6:

## EMPLOYEE LEAVES OF ABSENCE

### 600: Medical Leave

Stief Concrete Work, Inc. will provide unpaid medical leave to eligible employees who are temporarily unable to work due to medical disability.

It is your responsibility to notify the Controller if you need to request leave under the Family and Medical Leave Act (FMLA).

# SECTION 6:

## EMPLOYEE LEAVE

### 601: Personal Leave

In accordance with the guidelines set forth in this policy, Stief Concrete Work, Inc. will provide unpaid personal leave to eligible employees who wish to take time off from work duties to fulfill personal obligations.

Only regular full-time employees are eligible for personal leave.

Employees may request personal leave only after having completed 365 days (1 year) of service in an eligible employment classification. Generally, we will only grant personal leave for a period of up to 30 calendar days (1 month) every year.

We will evaluate requests for personal leave based on several factors, including anticipated operational requirements and staffing considerations during the proposed period of absence. The continuation of health insurance benefits will be at the employee's expense.

To the extent that it is possible, we will return employees who are coming back from personal leave to their former position or will offer them the first available comparable position for which they are qualified.

If an employee fails to report to work at the expiration of the approved leave, we will assume the employee has resigned! It is your responsibility to notify the Controller if you would like to request leave under the Family and Medical Leave Act (FMLA).

# SECTION 6:

## EMPLOYEE LEAVE

### 602: Maternity Leave

We will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. The employee must make any requests in accordance with the medical leave policy that is outlined in this handbook (policy 601). We will evaluate requests in accordance with these provisions.

We will consider requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) in the same manner as any other request for unpaid personal leave.

# SECTION 7:

## EMPLOYEE CONDUCT

### 700: Rules for Employee Conduct in the Workplace

To assure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct that will protect the interests and safety of all employees and the company. It is not possible to list all the forms of behavior that we consider unacceptable in the workplace, but the following are examples of infractions of the rules of conduct, that may result in disciplinary action: (beginning on the following page).

# SECTION 7:

## EMPLOYEE CONDUCT

### **700: Rules for Employee Conduct in the Workplace, continued...**

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Charging of gas for personal use to the company account
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful harassment
- Excessive absenteeism or any absence without notice

# SECTION 7:

## EMPLOYEE CONDUCT

### **700: Rules for Employee Conduct in the Workplace, continued...**

- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Poor workmanship
- Arguments between employees and customers

Employment with this Company is at the mutual consent of the employer and the employee, and either party may terminate that relationship at any time, with or without cause and with or without advance notice.

### **701: Drug and Alcohol Use**

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may work under the influence of illicit drugs or alcohol while in the workplace, while on duty, during lunch time, traveling to or returning from a job, or while operating a vehicle or equipment owned or leased by the employer. Foreman will send the employee home, report the incident to the supervisors immediately and record the infraction on the time sheets.

# SECTION 7:

## EMPLOYEE CONDUCT

### **701: Drug and Alcohol Use, continued...**

We strictly prohibit the possession, distribution, purchase, sale, use of, or being under the influence of alcoholic beverages or illegal drugs while on our property, while attending business-related activities, while on duty, or while operating a vehicle or machine leased or owned by us and we may take disciplinary action, including suspension without pay or discharge. Employees may use physician-prescribed medications, provided that the use of such drugs does not adversely affect job performance or the safety of the employee or other individuals in the workplace

### **702: Drug and Alcohol Abuse Policy**

- **PURPOSE:**

It is in the interest of the entire Stief Concrete Work, Inc. organization to maintain a workplace that is free from the presence of alcohol or drugs and free from the impairments associated with alcohol or drug use. Concerns with respect to employee safety, employee health, product quality, and corporate competitiveness require that Stief Concrete Work, Inc. take an active approach to the resolution of suspected or identified substance abuse situations. In doing so, Stief Concrete Work, Inc. recognizes the rights of employees to be free of unreasonable intrusion into their private affairs, and the need, where practical, to offer assistance to employees in resolving their problems.

This policy applies to all Stief Concrete Work employees, and any controlled substance listed under the Controlled Substance Act, and any paraphernalia used in conjunction with controlled substances. Look-alike or designer drugs, or any alcoholic beverage, falls within the scope of this policy. Abuse of prescription drugs is covered by this policy in the same manner as abuse of any other controlled substance.

# SECTION 7:

## EMPLOYEE CONDUCT

### 702: Drug and Alcohol Abuse Policy, continued...

- PROHIBITED CONDUCT:

1. The use of any item listed within the scope of this policy by an employee on company premises or customer job site.
2. The transport of any item listed within the scope of this policy either on their person or in a vehicle while on company business or premises.
3. The distribution to or receipt from others of any item listed within the scope of this policy while on company business or premises.
4. Reporting to work under the influence of the item or if an employee's work performance is affected by the use of the item.

- CONSEQUENCES:

If any employee engages in any prohibited conduct, the consequences of that action will be discipline, up to and including discharge, depending upon the company's view of the seriousness of the offense. Furthermore, although the company offers help to employees with substance abuse problems, nothing in this policy will excuse an employee from discipline due to poor work performance, or attendance problems which may be related to drugs or alcohol.

# SECTION 7:

## EMPLOYEE CONDUCT

### 702: Drug and Alcohol Abuse Policy, continued...

- SUBSTANCE ABUSE TESTING AND GUIDELINES:

1. Pre-Employment Testing:

All individuals who are offered positions with Stief Concrete Work, Inc. will undergo, as part of the pre-employment process, substance abuse testing as prescribed by the company. Employees who test positive for controlled substances will not be hired unless they have disclosed in advance of the test the use of a lawful prescription drug and the positive test is for that drug only. Employees who are disqualified through this substance abuse testing may not reapply for a period of one year.

2. Reasonable Suspicion Testing:

A manager/supervisor may have a reasonable suspicion that an employee's performance is being impaired as a result of substance abuse, either on or off the job. Reasonable suspicion may exist by: (1) an employee's visible impairment on the job (ordinarily observed by more than one supervisor); (2) an objective evaluation of an employee's declining productivity, quality performance, or attendance; (3) an accident resulting in the need for medical care of a grossly unsafe act; (4) otherwise unexplainable behavior by the employee; or (5) other objective signals.

In these situations, Stief Concrete Work, Inc. will conduct an appropriate investigation which may include requiring employees to undergo testing for substance abuse.

# SECTION 7:

## EMPLOYEE CONDUCT

### 702: Drug and Alcohol Abuse Policy, continued...

#### 2. Reasonable Suspicion Testing (continued):

It is anticipated in situations of declining performance, that the manager/supervisor will exercise his/her normal supervisory responsibilities and will initiate communication with the employee, to inform the employee of the perceived problems and to correct the performance problem. During such conversations, the employee should be provided the opportunity to bring forward possible substance abuse problems, although the manager or supervisor should take care not to jump to conclusions or confront the employee in an accusatory manner.

#### 3. Requirement to Work on Job Site:

Stief Concrete Work, Inc. may require any employee to undergo substance abuse testing as a condition of working on a particular job site, where the contractor in charge of the job site, or the owner of the job site, requires that such a test be conducted as a condition of working the job site.

#### 4. Random:

Stief Concrete Work, Inc. may require any employee to undergo substance abuse testing as a condition of employment. The selection of employees will be random. Management has the right to determine the number of employees to be tested and the frequency of the testing. Stief Concrete Work, Inc. has employed the use of an outside testing company to conduct testing at our Main Office located at 541 Hollander Road New Holland, PA. Employees selected will be notified the evening before their test to report for testing the next day at 7:00 A

# SECTION 7:

## EMPLOYEE CONDUCT

### 702: Drug and Alcohol Abuse Policy, continued...

- **SUBSTANCE ABUSE TESTING AND CONFIDENTIALITY:**

When it has been established by Stief Concrete Work, Inc. that a testing procedure for substance abuse is warranted, Stief Concrete Work, Inc. will employ a breathalyzer test (alcohol) or a urine screen (drugs) to measure the level of a substance in the employee's system, if any. If positive, the urine screening will be confirmed by a GC Mass Spectrometer Test. A proper chain of custody will be followed in handling a sample.

The results of the testing will become part of the employee's medical file, but not the employee's personnel file. The employee will be provided with the written results of the tests upon request.

The company will respect the confidentiality of these test results. Only management personnel who need to know will be provided access to test information.

- **DISCIPLINE:**

When Stief Concrete Work, Inc. has a reasonable suspicion of an on-the-job impairment, and/or when an employee is tested upon return to work, or to qualify to work on a job site, and the results of substance abuse testing are positive, the employee will be subject to discipline. Employees testing positive for substance abuse during their probationary period will be terminated. Employees in their first year of employment will generally be terminated unless, in the opinion of the company, there is reason to offer rehabilitation. Typically, for employees with one year of service or more, a positive test alone may not result in termination for the first offense, provided the employee cooperates in all recommended counseling/medical rehabilitation.

# SECTION 7:

## EMPLOYEE CONDUCT

### 702: Drug and Alcohol Abuse Policy, continued...

- COUNSELING/MEDICAL REHABILITATION:

Where substance abuse testing based on reasonable suspicion has resulted in confirmed positive readings, it may be appropriate for an employee to receive counseling and/or medical rehabilitation. This determination will be made based on an evaluation, performed by an appropriately trained professional, outside of Stief Concrete Work, Inc.

- STATUS OF EMPLOYEES DURING EVALUATION PERIOD:

A situation may arise in which an employee is sent for drug testing, under the substance abuse guidelines. In some cases, it will be appropriate for the employee to continue work during the pendency of the test results and medical evaluation. In other cases, a suspension without pay may be appropriate, pending such results. These decisions will be made on a case-by-case basis by the management. Where a rehabilitation program is recommended, an appropriate leave of absence will be arranged for the employee, and the employee will be allowed to return to work, only after medical authorities have concluded the employee is ready for duty.

- POST-COUNSELING / POST-REHABILITATION TESTING

When an employee tests positive for substance abuse in accordance with these guidelines, Stief Concrete Work, Inc. may invoke a period of post-counseling/post-rehabilitation substance abuse testing. Such testing will be performed no more frequently than six times per year. Employees will be provided with a 24-hour notice that the test will be administered. Testing will be conducted for a maximum of one year from the date of return to work from rehabilitation, or if rehabilitation was not appropriate, one year from the date of the initial positive test.

# SECTION 7:

## EMPLOYEE CONDUCT

### 702: Drug and Alcohol Abuse Policy, continued...

- POST-COUNSELING / POST-REHABILITATION TESTING, CONTINUED...

Should the employee test positive during this period of post-rehabilitation testing, the employee will be terminated, unless, in the sole opinion of the company, there are mitigating circumstances.

Should the employee not be discharged for the first positive post-rehabilitation test, a subsequent positive test during this period will result in discharge.

- VOLUNTARY TREATMENT:

Employees who voluntarily request counseling/medical assistance for substance abuse problems, will not be subject to discipline for having a substance abuse problem.

- EMPLOYEE COOPERATION:

Failure of any employee to undergo substance abuse testing when required to under this policy will be considered insubordination and will subject the employee to appropriate discipline for that offense. Efforts by employees to “beat” the test by any method (including the substitution of alternate urine) will result in immediate discharge.

# SECTION 7:

## EMPLOYEE CONDUCT

### 702: Drug and Alcohol Abuse Policy, continued...

- **EMPLOYEES SUBJECT TO DOT TESTING:**

The company has adopted a separate substance abuse policy for those individuals whose employment is regulated under Federal Motor Carrier Safety Regulations. Those employees are expected to abide by all aspects of the DOT Substance Abuse Policy, as well as all aspects of this policy. The more stringent provisions will be applied in any circumstances where the two policies are different.

- **EMPLOYEE CONSENT:**

To assist in maintaining a safe working environment for employees, a policy has been established regarding the prohibition of illegal drugs and alcohol from any of this company's affiliates or subsidiary's premises, property, facilities, installations, work locations, work areas, or vehicles (whether owned, leased or used).

It is understood that, if there is reasonable cause to suspect that an employee violates this policy, action by management may be taken, including urine drug screening. Any employee who is subsequently found to be in violation of the company's drug and alcohol policy will be subject to disciplinary action, up to and including discharge from employment.

- **MEDICAL MARIJUANA ACT (MMA):**

The recently enacted Pennsylvania Medical Marijuana Act (MMA) allows individuals with specific serious medical conditions, to obtain a medical marijuana license from the Department of Health when authorized to do so by an appropriately credentialed physician. Specifically, licenses are potentially available under the ACT to patients diagnosed with any one of the following serious medical conditions: (continued on next page):

# SECTION 7:

## EMPLOYEE CONDUCT

### 702: Drug and Alcohol Abuse Policy, continued...

- MEDICAL MARIJUANA ACT (MMA), continued:

Lou Gehrig's Disease, Autism, Cancer, Crohn's Disease, damage to the nervous tissue of the spinal cord with an objective neurological indication of intractable spasticity, Epilepsy, Glaucoma, HIV/AIDS, Huntington's Disease, Inflammatory Bowel Disease, Multiple Sclerosis, Neuropathy, Parkinson's Disease, Post-Traumatic Stress Disorder (PTSD), Severe Chronic or Intractable pain of neuropathic origin or severe chronic or intractable pain in which conventional therapeutic intervention and opiate therapy is contraindicated or ineffective, Sickle Cell Anemia, and Intractable Seizures.

Under the requisites of the MMA, if an employee or applicant provides the company with a valid medical marijuana card, the company will not discriminate regarding the terms and conditions of employment, against that individual, based solely on his or her status as a medical marijuana license holder.

The MMA does not require the accommodation of medical marijuana use on property or while an employee is performing his or her job duties. If any employee applies for and is granted a medical marijuana license under the Act, and subsequently begins utilizing the medical marijuana prescription, the employee must disclose this fact to the company within 24 hours. In addition, supporting documentation including the license itself must be made available for review and inclusion in the employee's medical file. Any attempt to fraudulently manufacture any such license and pass the license off to the company as legitimate will be considered a terminable offense.

# SECTION 7:

## EMPLOYEE CONDUCT

### 702: Drug and Alcohol Abuse Policy, continued...

- MEDICAL MARIJUANA ACT (MMA), continued:

Furthermore, employees should be aware that nothing in the MMA protects an individual from civil or criminal liability for acts or omissions committed while under the influence of medical marijuana. Federal law does not recognize the legitimacy or legality of medical marijuana in any context, let alone an employment one. However, competing regulations at a state level suggest that there is value to participation by both employer and employee in the interactive process to determine what, if any, accommodation may be provided for the use of medical marijuana, where legally prescribed, for the above-referenced conditions.

As stated above, under the requisites of the MMA, the company will not discriminate against an applicant or employee based solely on his or her status as a qualifying medical marijuana user. The company is not required to make any accommodations for the use of medical marijuana on the property or premises of any place of employment. The company retains the ability to discipline an employee for being under the influence of medical marijuana, particularly where the employee's conduct falls below the standard of care normally accepted for that position. If an employee has questions regarding the use of medical marijuana, the performance requisites of his or her position, or the standard of care required for his or her position, such questions should be directed to the Controller.

Please be advised that company supervisors have been trained to identify the signs of marijuana impairment. Supervisors will remove any employee from performing any task with the company that he or she believes to be: (1) life-threatening to the employee or other employees; and/or (2) could result in a public health or safety risk. The MMA specifically permits this action to protect the integrity and safety of the workplace. As such, any corresponding economic loss does not constitute an act of discrimination by the company.

# SECTION 7:

## EMPLOYEE CONDUCT

### **702: Drug and Alcohol Abuse Policy, continued...**

- MEDICAL MARIJUANA ACT (MMA), continued:

Additionally, the MMA specifically prohibits an employee under the influence of medical marijuana from working at heights or in a confined space. If a position involves working with chemicals requiring a state or federal permit, or with high-voltage electricity or any other public utility, an employee may not do so with a blood content of more than 10 nanograms of active THC per millimeter of blood in serum. If the company learns that an employee has either (1) failed to appropriately disclose medical marijuana use, which could potentially cause impairment; or (2) has violated the above statutory prohibitions, it will take disciplinary action up to and including termination from employment.

If you have any questions or concerns about this provision, or if you need to report the obtaining of a medical marijuana license, please contact the Controller.

### **703: Sexual and Other Impermissible Forms of Harassment**

We are committed to providing a work environment that is free of discrimination. We will not tolerate actions, words, jokes, or comments based on an individual's sex, race, ethnic background, age, religion, or any other legally protected characteristic. Sexual conduct (both overt and subtle) can serve to create an offensive work environment and we thus prohibit it.

# SECTION 7:

## EMPLOYEE CONDUCT

### **703: Sexual and Other Impermissible Forms of Harassment, continued...**

For the purpose of this policy we define sexual harassment as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, as to which (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile work environment.

Any individual who has reason to believe that he or she is the victim of impermissible harassment should promptly report the facts of the incident to his or her supervisor or the Operations Supervisor, in writing. We will conduct a prompt investigation and we will take appropriate corrective action where it is warranted.

We will subject anyone engaging in any improper harassment to disciplinary action, including possible discharge.

### **704: Attendance and Punctuality**

To maintain a safe and productive work environment, we expect employees to be sober, reliable, and punctual in reporting for work. Absenteeism, drunkenness, and lateness place a burden on other employees and the employer. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify the supervisor as soon as possible in advance of the anticipated tardiness or absence. If working conditions are questionable, or your job is canceled due to weather, mud, etc., contact your foreman or supervisor as soon as possible.

# SECTION 7:

## EMPLOYEE CONDUCT

### **704: Attendance and Punctuality, continued...**

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, including termination of employment.

It is mandatory, after missing three consecutive working days, that the employee has a doctor's excuse to return to work.

The foreman and supervisor in charge of each project will establish starting times. The employees are responsible for being on time. Regarding disciplinary action for being late, the foremen will make note of late employees on their time sheets. They also have the option of sending the employee home and may take any other disciplinary action that may be appropriate.

The employee is responsible to stay on the job each day until the work is complete. The employee must prearrange early leave with the foreman or supervisor in charge. Foremen are to report the abuse of this rule to the supervisors immediately and they will take corrective action!

Finishers (or other individuals whom the foreman designates) are responsible to complete the job for the day if a foreman must leave.

### **705: Company Policy Regarding Attendance**

All employees are expected to report to work, on time, on every scheduled workday. Employees who are unable to report to work due to illness or other circumstances must call the shop before 6:00 AM and speak to a supervisor. **THOSE WHO FAIL TO REPORT TO WORK OR CALL A SUPERVISOR BY 6:00 AM WILL BE GIVEN 1 DAY OFF AT A FUTURE DATE AT THE DISCRETION OF THE COMPANY. THE SECOND TIME IT HAPPENS WILL BE 3 DAYS OFF AND THE THIRD TIME IT HAPPENS WILL BE IMMEDIATE DISMISSAL.**

# SECTION 7:

## EMPLOYEE CONDUCT

### **706: Warnings and Termination**

The company will provide, whenever possible, three (3) written warnings before termination. You will be allowed to respond in writing to these warnings. However, at all times, the company reserves the right to terminate for any reason it sees fit and without warning or allowing for an employee response.

### **707: Return of Property**

Employees are responsible for the following items, which may be either issued to them or in their possession:

- Credit cards
- Equipment
- Identification badges
- Keys
- Manuals
- Protective equipment
- Security passes
- Tools
- Uniforms
- Vehicles
- Written materials

Employees must return all property of Stief Concrete Work, Inc. that is in their possession or control immediately upon request, in the event of termination of employment, resignation, or layoff. Where permitted by applicable laws, we may withhold the cost of any items that the employee did not return when required. We may also take all action deemed appropriate to recover or protect our property.

# SECTION 7:

## EMPLOYEE CONDUCT

### **708: Security Inspections**

Stief Concrete Work, Inc. wishes to maintain a work environment that is free of illegal drugs, alcohol, or other improper materials. To this end, we prohibit the control, possession, transfer, sale, or use of such materials on our premises. We require the cooperation of all employees in carrying out this policy.

We may provide trucks, toolboxes, and other storage devices for the convenience of employees but they will remain the sole property of Stief Concrete Work, Inc. Accordingly, any agent or representative of Stief Concrete Work, Inc. can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

### **709: Customer Relations**

Customer service, quality workmanship, and customer satisfaction are essential to the continued growth and success of Stief Concrete Work, Inc. You are a reflection of Stief and your actions speak for the company. It is important that you conduct yourself and perform your duties with the highest standards. You are required to be polite and courteous to customers and vendors at all times.

### **710: Our Customer Service**

Our customers pay our wages and should be treated as “welcome guests.” Remember that our reputation and success are in your hands when you deal with customers. Customers judge a company, more than any other way, by the manner in which employees treat them. Your actions and attitudes will either bring them back again, or drive them away to our competitors.

# SECTION 7:

## EMPLOYEE CONDUCT

### 710: Our Customer Service, continued...

No matter what your job is, your primary responsibility is to provide quality workmanship and service to the customer. Customer satisfaction should be your main priority.

Suggestions to develop customer goodwill:

1. Most importantly: be professional and courteous with customers!
2. If you are speaking with them, call them by name.
3. Use direct eye contact when speaking to our customers. This communicates that they have your interest and full attention.
4. Listen attentively to problems and sincerely try to solve them.
5. Use patience and tact in explaining our policies and do it in a friendly manner.
6. Present appropriate recommendations when necessary.
7. Do not present your opinions as being better than a customer's. Be open-minded. Eliminate prejudice from your thinking.
8. Complete each conversation by thanking the customer.

### 711: Posting Messages

If an employee has a message of interest to the work place, he or she may submit it to the Vice President for approval. The company will post all approved messages.

# CONTACT INFORMATION



**717-354-0955**



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