

Employee Handbook



Construction Ahead, Inc. – Employee Handbook

To: Employees

At Construction Ahead, Inc. dba Pavement Surface Control & dba Tri-City Sign and Barricade (The Company as referenced in this handbook), we believe that each employee contributes directly to our success, and we hope that you take pride in being a member of the team. The success of Construction Ahead, Inc. is determined by our ability to operate as a unified team.

A company operates successfully only to the degree its employees recognize and accept their responsibilities. Each of us must do his or her part to maintain a working climate that will lead to our overall success. To do this, work must be performed with full use of skills and abilities, in a safe and efficient manner. It is our desire, to have every employee succeed in their job.

Prompt, regular attendance is essential, and all of us should be pleasant and considerate in our interactions with all employees, and contractors on the job. The proper application of rules and policies require continuing good judgment.

This handbook has been prepared for the information and guidance of employees working at Construction Ahead, Inc. It is intended to cover the procedures, rules, and policies that most often apply to day-to-day work activities. Some of the information will change from time to time since our policies are under constant review and are revised when appropriate. Such changes will be communicated to you, in advance of their implementation. This handbook is not a contract guaranteeing employment for any duration. Both you and Construction Ahead, Inc. have the right to terminate your employment at any time. The content of this handbook is presented as a matter of information only. If in any instance, the handbook does not comply with federal and/or state laws, the federal and/or state law supersedes the handbook. This handbook supersedes all previous handbooks and all other rules or policy statements on subjects contained herein.

We hope this handbook will answer most of your questions. If, however, you have additional questions, please feel free to speak to the Human Resources Manager or your supervisor.

On behalf of all of us at Construction Ahead, Inc. we welcome you to our team.

Sincerely,

Dorothy McDaniel, President

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I. COMPANY POLICIES

I.1 Open Door Policy

Communication and teamwork lead us to achieving our business goals. However, every work group can experience conflict. Our goal is to quickly resolve issues, while maximizing our work relationships. Open, honest communication is the key to achieving this goal. If you have a problem, suggestion or question regarding your job or working conditions, we encourage you to voice your concerns openly and directly to your supervisor. If you feel it is not appropriate to contact your supervisor, or you feel that the situation has not been resolved, you may wish to bring the issue to the HR Manager. This procedure, which we believe is important for both you and Construction Ahead, Inc., cannot result in every problem being resolved to your satisfaction. However, we value your input and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

I.2 Employment-At-Will

It is the goal of Construction Ahead, Inc. to provide a positive work environment and a solid economic foundation upon which all employees may build a future. However, we are aware that personnel changes are sometimes initiated by employees and management alike. In this regard, it is expressly understood that employment at Construction Ahead, Inc. shall continue only so long as it is mutually agreeable to each employee and Construction Ahead, Inc. Your employment with us is at-will. This means that neither you nor Construction Ahead, Inc. has entered into a contract regarding the duration of your employment. Either an employee or Construction Ahead, Inc. may terminate employment for any reason whatsoever, with or without cause and/or notice, at any time.

No section of this handbook is meant to be construed, nor should be construed as establishing anything other than an employment-at-will relationship, nor does it limit management's discretion to make personnel decisions.

Construction Ahead, Inc. will consider you to have voluntarily terminated your employment for some of the reasons listed below:

- Turn in a handwritten resignation letter.
- Fail to return, or are unable to return with a reasonable accommodation from an approved leave of absence on the date specified.
- Fail to report to work or call in for two (2) or more consecutive workdays.

Please note that this is not a complete list of reasons for voluntary termination.

I.3 Equal Employment Opportunity

It is the policy of Construction Ahead, Inc. to provide equal employment opportunity for all applicants and employees. Construction Ahead, Inc. will not allow discrimination on the basis of race, color, creed, sex, gender identity, national origin or ancestry, age, religion, marital status, sexual orientation, mental or physical disability, medical condition, or any other factor rendered unlawful by federal, state or local law. Construction Ahead, Inc. also prohibits discrimination

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based on the perception that an individual possesses any of these characteristics, or is associated with a person who possesses or is perceived as possessing any of these characteristics. All such discrimination is unlawful.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and transfers. Further, it is our policy that employees not discriminate against each other or non-employees based upon these factors. In addition, we prohibit the harassment of any individual.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Construction Ahead, Inc. will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of their position should contact the HR Manager and request such an accommodation. Construction Ahead, Inc. will then conduct an investigation and identify possible accommodations, if any. If the accommodation is reasonable and will not impose an undue hardship, Construction Ahead, Inc. will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, provide a verbal or written complaint to HR Manager. Construction Ahead, Inc. will complete a thorough investigation and attempt to resolve the situation. If Construction Ahead, Inc. determines that unlawful discrimination has occurred, appropriate action will be taken. Construction Ahead, Inc. will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management or your co-workers.

I.4 American Disabilities Act

Policy Statement

Construction Ahead Inc. is committed to complying with all applicable provisions of the American with Disabilities Act (“ADA”). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job, should contact the HR Manager.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, the HR Manager and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Construction Ahead Inc. might make to help overcome those limitations. Construction Ahead Inc. will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, Construction Ahead Inc. overall financial resources and the accommodation’s impact on the operation of the Company, including its impact on the ability of other employees to perform their duties and Construction Ahead Inc.’s ability to

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conduct business. The Company will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final. The ADA does not require the Company to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the HR Manager. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

I.5 Employment Eligibility

It is the policy of Construction Ahead, Inc. to hire only those persons legally eligible to work in the United States. Accordingly, before any employee begins work, the United States Citizenship and Immigration Services-requires an I-9 form be completed and the appropriate documentation provided.

I.6 Rehires

Construction Ahead, Inc. will consider former employees for re-employment. Former employees are subject to the same hiring procedures as other applicants. To be considered, an applicant must have been in good standing at the time of termination from their previous employment with the company.

I.7 Employment Categories

Construction Ahead, Inc. will maintain standard definitions of employment status and will classify employees under defined categories so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Exempt or Non-Exempt

Exempt employees are not required to complete daily time sheets and are paid on a salary basis. Exempt employees are not eligible for overtime.

Non-Exempt employees are paid for each hour worked, required to complete daily time sheets, and entitled to (authorized) overtime pay and other provisions of wage and hour laws.

Full-Time or Part-Time

Employees who work 30 hours per workweek, on a regular basis, will be considered Full-Time.

Employees who work less than 30 hours per workweek, on a regular basis, are considered Part-Time.

Regular or Temporary/Seasonal

Employees are considered regular when they are working for an indefinite and unspecified period.

Temporary/Seasonal employees are hired to fill a position for a period of time, not to exceed

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6 months in a fiscal year.

I.8 Introductory Period

For regular full-time employees, the first 60 days of employment are your introductory period. During this period you will have the opportunity to determine whether you are comfortable with your position, and your supervisor will determine your qualifications and suitability for continued employment. Your supervisor will conduct an informal review of your performance. During or after the completion of the introductory period, you may be eligible for some of the benefits described in this handbook.

Should you or your supervisor decide you are not suited for this position, your employment may be terminated before the end of the introductory period. Construction Ahead, Inc. also reserves the right to extend the introductory period in certain cases where the individual circumstances justify an extension. Successful completion of the introductory period does not alter the nature of your employment relationship, which remains at will.

I.9 Job Duties

During your introductory period, your supervisor will explain your job responsibilities and performance expectations. However, the Company reserves the right to alter or change job responsibilities, reassign or transfer positions, and/or assign additional responsibilities. For example, you may be asked to work on special projects or to assist with other work. Your cooperation and assistance in performing such work is expected and appreciated.

I.10 Work Schedules and Hours

Our business office, located at 9312 W.10th Ave in Kennewick, is open from 8:00 AM to 5:00 PM, Monday through Friday. Individual work schedules and hours vary, depending upon the employee's classification and department, and the operating requirements of the company. Your supervisor will inform you of your work schedule.

I.11 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. A positive performance evaluation does not guarantee an increase in salary or a promotion. Pay increases and promotions are based on many factors in addition to performance and are solely within the discretion of the Company, nor is it a promise of continued employment.

Formal performance evaluations are conducted yearly for regular employees. Please note that a written performance evaluation may be conducted at any time to address performance and/or disciplinary problems.

I.12 Employee Records

In order to keep complete and current records, it is mandatory that you provide our office with the following information and fill out a Status Change Form whenever there is a change in your:

Address

Telephone number

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Name, through marriage or otherwise
Marital status
Number of dependents
Insurance beneficiary
Military status
Emergency contact information

Confidential employee information will not be given out without the prior authorization of the employee, except as legally required.

I.13 Access to Personnel Files

Construction Ahead, Inc. maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, and salary increases, payroll records, and other employment records.

Personnel files are the property of Construction Ahead, Inc. and access to the information they contain is restricted. Employees who wish to review their own file should contact the HR Manager. With reasonable advance notice, employees may review the contents of their own personnel files in the administrative office and in the presence of the HR Manager. If you wish to receive copies of your file and/or paystubs, there will be a printing fee of \$.10 per page.

I.14 Employee Medical Records

Any medical records of the employees will be held in confidence in order to avoid unauthorized disclosure. In compliance with state and federal laws, Construction Ahead, Inc. shall keep the employees' medical records separate from their personnel files. Access to employees' medical records shall be limited to those in management, on a need-to-know basis.

I.15 Garnishment of Wages

Garnishment of wages results when an unpaid creditor has taken the matter to court. A garnishment is legal permission for creditors to collect part of an employee's pay directly from the Company. Although Construction Ahead, Inc. does not wish to become involved in an employee's private matters, we are compelled by law to administer the court's orders. If you have any questions regarding garnishments, please contact Payroll.

I.16 Confidential Information

Employees may be privy to or have access to confidential information during the course of work. None of this information should be discussed, revealed, or provided to any person, employee, or non-employee unless specifically authorized or required in the course of daily business. An employee who discloses confidential information, except as provided above, is subject to disciplinary action, up to and including termination, and to other civil and equitable remedies that Construction Ahead, Inc. may have. Confidential information includes, but is not limited to, personnel records of others, payroll and financial information of others, property locations, business plans and strategies, and policy and personnel manuals. Additionally, confidential information includes, but is not limited to: bid information, productivity, labor usage, costs, constructability, feasibility, alternative methods of construction, customers and vendors (especially contact persons), special terms and/or discounts offered by vendors, means and methods of estimating and bidding, terms and conditions of prime contracts and subcontracts, quality control, construction claims, lawsuits and other legal actions, accounting systems and

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controls, financial reports and formats, and computer programs.

I.17 Conflict of Interest

Construction Ahead, Inc. policy requires that you do not engage in any outside activities that might result in a conflict of interest. The Company expects you to observe the highest standards of ethics and good judgment in all transactions relating to your duties as representatives of the Company. If you are unsure whether your actions may constitute a conflict of interest or lead to a conflict of interest, you must immediately discuss the matter with your supervisor. Violation of this policy may result in disciplinary action up to and including possible termination.

While it is not possible to list all possible conflicts of interest that could develop, some of the more common conflicts are listed below.

- **Competitive Relationship**

Construction Ahead, Inc. may not collaborate with competitors or their representatives for the purposes of establishing or maintaining prices at any particular level or to collaborate with them in any way in the restraint of trade. Construction Ahead, Inc. prohibits discussion of prices with competitors or disclosing prices to any outside source at any time except for legitimate sales or purchase purposes. The privacy of the methods used to establish prices, terms, and conditions of sale should be constantly maintained without exception.

- **Accepting Outside Employment/School**

All employees are prohibited from being employed by, or performing services for, competitors of Construction Ahead, Inc. or any businesses that have business dealings with the Company. In addition, accepting outside jobs with unrelated companies may take your time, skills, or energy away from your normal work duties, and thus may interfere with you being able to carry out your work responsibilities at Construction Ahead, Inc. The nature of the company's business requires the complete commitment of employees. Accordingly, the Company discourages employees from holding an outside job or attending school classes of any sort during the busy season months.

All employees must discuss the appropriateness of any outside job or school schedules with their supervisor before accepting outside employment and/or attending school.

- **Financial or Other Interest**

Being financially involved or interested in a company that has business dealings with, or competes with Construction Ahead, Inc. may result in a conflict of interest. Therefore, all employees shall not, directly or indirectly, become interested in any other corporation, or other entity which directly competes with the company in any line of business engaged in (or planned to be engaged in) by Construction Ahead, Inc. or its affiliates, or that has business dealings with the company.

I.18 Anti-Harassment

Construction Ahead, Inc. is committed to providing a work environment free of unlawful harassment. This includes sexual harassment, as well as harassment based on such factors as race, color, creed, religion, national origin or ancestry, age, gender identity, medical condition, marital status, physical or mental disability, sexual orientation, or any other basis protected by federal, state or local law. All such harassment is unlawful. This includes harassment based on the perception that a person possesses any of these characteristics, or is associated with a person

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who possesses, or is perceived as possessing, any of these characteristics. The Company will not tolerate harassment of our employees by anyone, including any supervisor, co-worker, vendor, associate, or customer of ours.

Harassment Defined: Harassment refers to behavior that is unwelcome, is personally offensive, debilitates morale, and interferes with the work performance and effectiveness of an employee. It includes inappropriate and disrespectful conduct and communication. Prohibited harassment includes, but is not limited to, the following behavior: Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments. This also includes verbal, physical or behavior on any form of social media outlets, including but not limited to internet forums, pictures, videos, blogs including but not limited to Facebook, Myspace, YouTube, Twitter, and LinkedIn. All social media outlets should be considered an extension of the workplace and behavior requirements of Construction Ahead, Inc.

Violations: Violations of this policy will not be tolerated. Anyone engaging in such activity is acting beyond the scope of any authority they may have from the Company. Any supervisor who is made aware of a complaint of harassment and fails to take action will be subject to corrective action, which may include termination.

Complaint Procedure: If you feel that you have experienced or witnessed harassment, you are encouraged to first confront the individual (if you are comfortable doing so), and ask him or her to stop. The next step is to notify HR Manager, verbally or in writing. Construction Ahead, Inc. encourages all employees to report any incidents of harassment immediately so that complaints can be quickly resolved.

No employee should feel they must tolerate an inappropriate or uncomfortable situation. We will take your concerns seriously. Every complaint of harassment that is reported will be investigated thoroughly, promptly, and in as confidential a manner as possible. If a harassment investigation determines that inappropriate and/or unlawful harassment has occurred, Construction Ahead, Inc. will take specific action that is in line with the severity of the offense. Any employee determined by Construction Ahead, Inc. to be responsible for harassment will be subject to appropriate corrective action, up to and including termination of employment. In addition, appropriate action will be taken to prevent any future harassment.

Construction Ahead, Inc. will not retaliate against any employee for filing a complaint, and will not knowingly permit retaliation by any representative of the organization. If we become aware of any retaliatory activity, appropriate corrective action will be taken.

Your Rights: Construction Ahead, Inc. encourages all employees to report any incidents of harassment immediately, using the complaint procedures described above. You should also be aware that you have the right to contact the Federal Equal Employment Opportunity Commission (EEOC).

I.19 Workplace Violence

Construction Ahead, Inc. has adopted a **Zero Tolerance Policy** to workplace violence because the safety and security of our employees are of vital importance. The costs of workplace violence are great, both in human and financial terms, and has been recognized as a growing problem nationwide.

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Workplace violence is considered any act of physical violence, attempts to act or threats of physical violence, acts with the intent to cause a harmful or offensive contact, harassment, intimidation, or other threatening, disruptive behavior that occurs at the job site. Workplace violence can affect or involve employees, clients, and other individuals including but not limited to the public.

A number of different actions in the work environment can trigger or cause workplace violence. Non-work-related situations such as domestic violence or “road rage” that lead to violence occurring on the job, or acts by an employee or to an employee because of their employment relationship (even if off the job) are covered under our policy.

Workplace violence can be inflicted by an abusive employee, manager, supervisor, customer, family member, or even a stranger. Whatever the cause or whoever the perpetrator, workplace violence is not tolerated at Construction Ahead, Inc.

General examples of prohibited conduct include, but are not limited to, the following:

- All threats or acts of violence occurring on Construction Ahead, Inc. property or job sites, regardless of the relationship between the parties involved in the incident.
- All threats or acts of violence not occurring on company property or jobsite, but that involves an individual who is acting in the capacity of a representative of the Company.
- All threats or acts of violence not occurring on company property or job site, but that involves an individual whose threats or acts of violence affect the legitimate interests of the Company.
- Any threats or acts resulting in the conviction of an employee or agent of Construction Ahead, Inc. or of an individual performing services on the companies behalf on a contract or temporary basis, under a criminal code provision related to threats or acts of violence that adversely affect the legitimate interests and goals of Construction Ahead, Inc.

Specific examples of prohibited conduct include, but are not limited to:

- Hitting, shoving or any offensive or harmful contact with an individual (any physical assault).
- Threatening to harm an individual or his/her family, friends, associates, or their property.
- Making harassing or threatening telephone calls, letters or other forms of written or electronic communication.
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of Construction Ahead, Inc.
- Harassing surveillance, also known as “stalking”: the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
- Possession or inappropriate use of firearms, weapons, or any other dangerous devices on Construction Ahead, Inc. property or job site.

Violations:

Violation by an employee or agent of Construction Ahead, Inc. of this policy will lead to appropriate disciplinary action (up to and including termination). Non-employees engaged in violent acts on Construction Ahead, Inc. property or job sites will be reported to the proper authorities and the

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Company will fully cooperate with prosecution possible by law.

To make deliberate false accusations of workplace violence will also be considered a violation of the Construction Ahead, Inc. Workplace Violence Policy. In such instances, the accuser will be subject to disciplinary action. However, failure to prove a claim of workplace violence does not constitute proof of a false and/or malicious accusation.

Any individual that is aware, or a victim, of workplace violence is encouraged to report the incident immediately to your supervisor. Part of your job duties as an employee is to participate in making Construction Ahead, Inc. free of workplace violence. Your failure to timely report known instances of workplace violence is a violation of our policy and may have serious consequences to the victim and to other employees later.

Employees who, in good faith, report what they believe to be workplace violence or who cooperate in any investigation will not be subjected to retaliation. Any employee who believes he/she has been the victim of retaliation for reporting workplace violence or cooperating in an investigation should immediately contact HR Manager.

I.21 Progressive Disciplinary Policy

Purpose

Progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of the Company's progressive discipline policy and procedures. The company reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Company and its employees.

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem. The supervisor will prepare written documentation of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

The Step 2 is a written warning involving a more-formal documentation of the performance, conduct or attendance issues and consequences. During Step 2, the immediate supervisor will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations. The written warning may also include a statement indicating that the

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employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 3: Suspension and final written warning

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation. Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from a next-level manager and HR depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued PTO in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, the Company will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, the Company reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's personnel file.

I.21 Use of Electronic Media (E-mail/Internet Use)

Construction Ahead, Inc. computers, phones (including cell phones), fax machines, and electronic and voice mail systems are company property, and are generally to be used for conducting company business only. The use of this equipment for personal purposes should be limited.

Employees may not access a computer file, or retrieve or store communication, other than where authorized, unless there has been prior clearance by an authorized Construction Ahead, Inc. representative. In order to protect the integrity of the system, employees wishing to download programs or files, and/or to load personal or other external software onto company equipment should first check with Dorothy McDaniel, President.

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Our phone system should generally be used for job-related purposes only. To maintain the efficiency of our operation, please limit personal calls to as few occasions and as short a conversation as possible. In addition, whenever possible, please make personal calls during your meal and rest periods. Long-distance calls should generally be limited to emergency situations, and should be made on your cellular phone, or charged to your home phone or credit card. You are expected to reimburse Construction Ahead, Inc. for any personal calls that may be inadvertently charged to the Company.

Personal use of electronic mail and other computer systems should be limited, and should generally occur only during break and meal periods. Excessive personal use will not be tolerated. The use of the internet, whether for business or personal use, should not include accessing offensive or otherwise inappropriate sites.

Electronic media (including the internet) may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against company policy or not in the best interest of Construction Ahead, Inc. Voice or e-mail messages may not contain content that may reasonably be considered offensive or disruptive to any employee. Offensive content would include, but not limited to, sexual comments or images, racial slurs, gender-specific comments, and any comment that would offend someone based on their age, sexual orientation, religious or political beliefs, national origin, disability or any other basis protected by law.

Construction Ahead, Inc. reserves and will exercise the right to review, audit, intercept, access and disclose all matters on the company's e-mail system at any time, with or without employee notice. This access may occur during or after working hours. The use of a company-provided password or code does not restrict Construction Ahead, Inc.'s right to access electronic communications.

Violations of this policy may lead to disciplinary action, up to and including termination.

I.22 Social Media

At Construction Ahead, Inc. we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines:

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Construction Ahead, Inc., as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects the , customers, suppliers, people who work on behalf of the company and

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Construction Ahead Inc.'s legitimate business interests may result in disciplinary action up to and including termination. Post only appropriate and respectful content!! Maintain the confidentiality of the Company's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to the Company website without identifying yourself as an employee. Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If Construction Ahead, Inc. is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of the company, fellow associates, members, customers, suppliers or people working on behalf of the company. You are not permitted to use social media sites while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. Posting pictures from jobsites may result in disciplinary action. Do not use company email addresses to register on social networks, blogs or other online tools utilized for personal use.

Any language posted to social media that is negative in nature to the Company will result in disciplinary action, up to and including termination.

I.23 Substance Abuse

Construction Ahead, Inc. is committed to providing a safe work environment and promoting the well-being and health of its employees. That commitment is jeopardized when any company employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes, or sells drugs in the workplace. These activities may adversely affect an employee's work performance, efficiency, safety, and health, and therefore seriously impairs his/her value as an employee. In addition, these activities constitute a potential danger to the welfare and safety of other employees and the public, and exposes the Company to risks of property loss or damage.

Drug/Alcohol Testing

Drug and alcohol testing will be performed under the following circumstances: reasonable suspicion testing, random (per legal restrictions), and post-accident testing.

When suspicion testing and post-accident testing occurs, the employee must remain off work until a negative test result is received.

If an existing employee's test results are positive or refuse to test, the employee shall be removed from duty and be subject to immediate termination.

If an employee refuses to test, the company will consider that as the employee resigning his/her position.

The Company encourages any employee with an alcohol or drug problem to ask for help. Employees are eligible for assistance in obtaining a leave of absence and entering a rehabilitation program. Matters of this nature are treated in a confidential manner. Should an employee successfully complete a rehab program, they may be eligible for rehire.

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Only designated individuals of Construction Ahead, Inc. will receive testing results. He or she will notify other managers of Construction Ahead, Inc. strictly on a need-to-know basis.

**For CDL Drivers, please refer to the Department of Transportation Alcohol and Drug Testing handbook provided at new hire orientation.

Substance Abuse Guidelines

Construction Ahead, Inc. has established the following guidelines:

1. The company will not tolerate or condone substance abuse. It is the policy of Construction Ahead, Inc. to maintain a workplace free from alcohol and other forms of drug abuse and its effects.
2. It is a violation of company policy for any employee to possess, use, buy, trade, or offer for sale illegal drugs or alcohol, or otherwise engage in the illegal use of drugs or alcohol on the job.
3. It is a violation of company policy for anyone to report to work under the influence of illegal drugs or alcohol.
4. It is a violation of company policy for anyone to use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of **legally** prescribed medications, unless doing so hinders the performance of essential job functions and/or creates identified safety hazards. Employees who believe, or have been informed, that their use of any prescription drug may present a safety risk are to report such drug use to their supervisor or management to insure the safety of themselves, other employees, the public, and employer property.
5. It is a violation of this policy to utilize prescribed medication, during the course of employment, which impairs performance.

Violations of this policy are subject to disciplinary action up to and including immediate termination. Employees found to be engaged in the sale or purchase of illegal drugs during working hours shall be reported to the appropriate law enforcement agency and be subject to immediate termination and may not be eligible for rehire.

Employee Voluntary Referrals

An employee who abuses drugs and/or alcohol is encouraged to participate in an Employee Voluntary Self-Help Program. Employees who seek voluntary assistance for alcohol and/or substance abuse may not be disciplined for seeking such assistance. C o n s t r u c t i o n A h e a d , I n c . reserves the right to approve a reasonable time for a leave of absence under this policy. The leave of absence will be handled confidentially. Voluntary assistance obtained independently, or under the condition of an informal referral, will be considered confidential.

No information can be released to Construction Ahead, Inc. without the employee's written consent.

Employer/Company Responsibility

To provide a drug and alcohol-free working environment, Construction Ahead, Inc. will:

1. Establish definitive rules and regulations.
2. Recognize that there may be employees who have an alcohol or other drug problem and stand willing to assist in the solution of that problem by encouraging employees to seek help through employee assistance programs provided by their respective health care providers.
3. Administer a program that takes into consideration an employee's rights and is within legal

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- boundaries.
4. Inspect persons and their property in our employment or doing business with the Company, within legal boundaries.
 5. Maintain consistent enforcement of the company Substance Abuse Policy. Any supervisor who knowingly permits a violation of this policy by employees under his/her direct supervision shall be subject to disciplinary action.
 6. Cooperate with outside law enforcement agencies.
 7. Conduct post-accident, and post-injury, drug and alcohol testing (within legal restrictions) immediately following any accident that results in bodily injury or property damage, whether a citation is issued or not. Post-accident testing includes any accident that occurs during the course of work. This includes accidents in personal vehicles while performing job tasks.

Employee Responsibility

Construction Ahead, Inc. believes that each employee has the responsibility to:

1. Report to work at all times free of alcohol or other drugs and their effects.
2. Not possess or use, or have the odor of alcohol or drugs on his/her breathe.
3. Seek and accept assistance for alcohol and drug abuse.
4. Support efforts to eliminate alcohol and other drug abuse among employees where it exists.
5. Not engage in any work related activity when taking medications or drugs (prescription or non-prescription), and/or alcohol that may create an unsafe or dangerous situation for the employee, the public, or the employee's co-workers.
6. Not engage in the use of alcohol at least 3 hours prior to working.
7. Immediately report any incident involving property damage or bodily injury that would require post-accident/post-injury drug testing to the supervisor.

Testing must be performed by a designated facility immediately after occurrence of an incident where the employee appears to be the cause of, or contributed to, an accident involving bodily injury or property damage. For on-site testing, the employee must remain at the work site location. If circumstances require off-site testing, the employee must be accompanied to a designated testing facility by a company-representative immediately, but not to exceed 4-hours, after occurrence.

Confidentiality

Every effort will be made to ensure that all employees' substance abuse problems will be discussed in private and actions taken will not be made known to anyone other than those directly involved in coordinating the testing and obtaining the results, or who are required to be involved in the disciplinary procedures.

Only designated company individuals will receive testing results. He/she will notify other Construction Ahead, Inc. managers strictly on a need-to-know basis.

No laboratory or medical reports or test results shall appear in an employee's personnel folder. All necessary measures shall be taken to keep the results of the test confidential.

I.24 Company Credit Card Policy

Credit cards are issued at the discretion of management to current employees who have been determined to incur legitimate business expenses. The employee (i.e. cardholder) agrees to comply with all applicable Construction Ahead, Inc.'s policies and procedures.

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It is Construction Ahead, Inc.'s policy that all **itemized** receipts must accompany the employee's weekly expense report. Failure to provide supporting documentation may result in forfeiture of right of reimbursement and the card holder could be held responsible for all expenses. It is the cardholder's responsibility to obtain transaction receipts from the merchant each time the credit card is used. Itemized receipts are to be attached to the **weekly expense report** and submitted to the accounting department. Receipts and expense reports are to be turned in every Monday before 12:00pm for the prior week.

Weekly expense reports will not be accepted if any part of form is incomplete. If receipts and expense reports are not turned in weekly by 12:00pm, the Company will follow the disciplinary policy.

Compliance with Policy, Violations and Consequences

Cardholder violations to this agreement will be investigated and appropriate action will be taken. Construction Ahead, Inc. will consider the facts and circumstances of each incident, and will take action as deemed appropriate, and as permitted by applicable law and/or the Company's policy.

Credit Card Violations

Violations may include but are not limited to:

- Purchase of items for personal use.
- Purchase of alcoholic beverages for personal use.
- Allowing unauthorized users to use the corporate credit card.
- Use of the credit card for cash advances.
- Exceeding credit line limit.
- Failure to provide proper documentation with weekly expense reports.
- Failure to turn in weekly expense reports by 12:00pm every Monday.

Protecting the Credit Card

The credit card is valuable property which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping

Sign the credit card immediately upon receipt. The credit card should always be treated with the same care as personal credit cards, bankcards, cash and checks. Keep your card in an accessible, but secure location. Make sure the credit card is returned to you after each charge and verify that the returned credit card has the correct name on it. When using the credit card for internet purchases, cardholders should make sure that the site utilizes industry recognized encryption transmission tools (e.g. such as VeriSign). When the expiration date is passed and/or after you have received a new credit card, return the expired card to the accounting department.

Lost or Stolen Credit Cards

If the credit card is lost or stolen, contact your supervisor or the accounting department immediately.

Responsibilities

Cardholders must use the card responsibly and in accordance with this policy. Responsibilities include: Purchasing items for company business use only, never lending or sharing the credit card

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or account number, purchasing only goods and services that are approved by the company, attaching purchasing documents, such as sales receipts, with expense reports to the accounting department and submitting expense reports by 12:00pm on Monday for the previous week.

I.25 Visitors

No visitors are allowed in our workplace or on company property unless authorized by management. All employees are to challenge strangers on company property to determine their authority access to our facility. Unauthorized visitors should be escorted courteously but quickly from the workplace or to the administration office.

I.26 Smoking/Vaping

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, use of any tobacco products in company offices, facilities and vehicles is strictly prohibited (RCW 70.160.030). Smoking/vaping is also prohibited within 25 feet from entrances and exits of work buildings (RCW 70.160.070). Employees are not allowed to smoke/vape on any job site. Smoking, using tobacco products of any kind, and vaping in any non-smoking area may be subject to disciplinary action, up to and including termination.

If you take a break to smoke or vape, please limit the frequency and length of time to a minimum to be fair to your co-workers and to minimize the effect that it has on our business. Scheduling of smoke breaks will be at the discretion of management. Please contact your supervisor or the HR Manager if you have any questions regarding this policy.

I.27 Employment References

Construction Ahead, Inc. observes a neutral reference policy, whereby the only information typically provided are dates of employment, job title, and eligibility for rehire. Unless it is required by law, qualitative and personal information may not be divulged.

I.28 Weapons

It is the intent of Construction Ahead, Inc. to provide a safe and secure workplace for employees, clients, customers, visitors, and others with whom we do business with. The Company expressly forbids the possession of firearms on Company property. The Company has “zero tolerance” for possession of any type of weapon, firearm, explosive, or ammunition. Company property includes, but is not limited to, all Company facilities, vehicles, and equipment, whether leased or owned by the Company or its client. In addition, firearms in employee-owned vehicles parked on Company property are strictly forbidden.

The possession of firearms on company property may be cause for discipline including immediate termination of employment. In enforcing this guideline, the Company reserves the right to request inspections of any employee and their personal effects, including personal vehicles while on company premises. Any employee who refuses to allow inspection will be subject to the same disciplinary action as being found in possession of firearms. Employees within the Company share the responsibility of identifying violators of this guideline. An employee who witnesses or suspects another individual of violating this guideline should immediately report this information to their supervisor.

I.29 Personal Appearance Policy

Construction Ahead, Inc. has established guidelines for office employees regarding appropriate

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dress, grooming and personal hygiene. Employees are expected to maintain an appearance that is appropriate to the work situation. The personal appearance of office employees is to be governed by the following:

- Clean, properly fitting casual attire is appropriate
- Personal hygiene must be maintained

The following are some examples of inappropriate dress:

- Items containing obscene, profane, discriminatory, provocative or inflammatory words or pictures
- Items advertising alcoholic beverages, and drug paraphernalia
- Clothing revealing bare backs or midriffs and any revealing or provocative clothing (see-through garments)
- Pool/beach attire

Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours. Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing may not be worn during business hours.

Management is responsible for evaluating the dress and appearance of employees under his or her supervision. If deemed necessary, the employee may be sent home to change into appropriate clothing (time spent in transit will not be considered working time). Further violations may result in disciplinary action, up to and including termination. If you have any questions related to the content of this policy or its interpretation, please contact the HR Manager.

II. EMPLOYEE COMPENSATION

II.1. Paydays

Paychecks are received via direct deposit only. Payday is every Friday. For purposes of the Fair Labor Standards Act, the workweek consists of seven (7) days beginning immediately after 12:00 midnight on Monday and ending at 12:00 midnight the following Sunday.

II.2 Timekeeping

Federal and state laws require an employer to keep accurate records of the time worked by all non-exempt employees. Exempt employees are not required to submit daily timecards, but must submit vacation requests and notice of sick/vacation days. If you are staying home from work, it is your responsibility to notify your Supervisor and HR Manager so that PTO may be used.

Non-exempt employees should accurately record the time they begin and end their workday, as well as the beginning and ending time of each meal period, or departure from work for personal reasons. Overtime work must always be approved by your supervisor before it is performed.

Timecards need to be completed and approved every Monday by 12:00PM.

II.3 Attendance Policy

Employees are responsible for being at work at the beginning of their scheduled shift. If an employee cannot report for work, or cannot be there at the starting time, he/she must notify their supervisor before the beginning of his/her shift. Construction Ahead, Inc. reserves the right

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to require a verification of illness and medical release to return to work from any employee absent for 3 or more days. Failure to follow these procedures may result in disciplinary action. Excessive absenteeism or tardiness will result in disciplinary action.

II.4 Lunch Period

Non-exempt employees must take a minimum 1/2-hour lunch period to be designated by the supervisor. Per Washington State law, all employees are required to take a lunch break after working 5 hours in a shift.

II.5 Overtime

It should be recognized that overtime and additional work other than that which is regularly scheduled may be required. Overtime for non-exempt personnel will be paid at the rate established by state or federal law, whichever is applicable. Overtime will be paid the week following the week worked. The work week is considered Monday through Sunday. Only actual hours worked are counted toward overtime eligibility.

II.6 Per Diem Stipend

Employees who have to stay out of town overnight for work are eligible to receive a \$30.00 per night stipend (you do not receive the stipend for the day you are driving back home). Before clocking out for the day, please ensure that you have written in the description box “per diem”. If you are working on force account, please notate “FA per diem” in the description box and the city where the work was performed. Once the pay period has ended, per diem will not be paid. Phone calls, texts, emails, and verbal requests will not be accepted as notification to receive per diem.

II.7 Pay Adjustments

Salary increases or decreases are based on merit, business conditions or other appropriate factors determined by management in its sole discretion.

II.8 Pay Advances

Construction Ahead, Inc. does not provide pay advances on unearned wages to employees.

II.9 Administrative Pay Corrections

Construction Ahead, Inc. takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy up with their immediate supervisor. Your supervisor will then work with payroll to get the timecard corrected.

II.10 Make-up Time

Construction Ahead, Inc. allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Make-up time worked will not be paid at an overtime rate. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

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An employee's use of make-up time is completely voluntary. Construction Ahead, Inc. does not encourage, discourage or solicit the use of make-up time.

II.11 Resignation

As an at-will employee you can resign at any time. However, should you decide to leave Construction Ahead, Inc., we request that you notify us, in writing, at least two (2) weeks in advance. Your consideration in this regard will enable us to arrange for a replacement. You will also be asked at this time to give us an evaluation of your employment with us. This information will be helpful in our continuing program of seeking to improve the company. Failure to provide a two week notice may result in the employee not being eligible for rehire and a negative employment reference.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

II.13 Final Pay

If the employer/employee relationship has been terminated, your final paycheck will be direct deposited to you on the next regular pay cycle.

III. EMPLOYEE BENEFITS

III.1 Benefit Plans

Construction Ahead, Inc. is pleased to offer medical benefits to our qualified employees. Our policy is to provide meaningful benefits for the protection and well-being of eligible employees. Information on available benefits will be provided to you at the time of hire. Open enrollment occurs every year during the month of April. Please see the HR Manager if you have any questions.

III.2 Workers' Compensation

Washington employers are required by law to provide workers' compensation insurance coverage at no cost to employees. This insurance covers injury or illness that requires medical, surgical, or hospital treatment, sustained because of, and during the course of, employment. Injured employees are eligible for applicable benefits as defined/determined under Washington law.

You are required to report all injuries, no matter how slight, to your supervisor immediately.

In the case where you need to be seen by a physician for a work-related injury, you are required to report directly back to your supervisor. If your shift has ended and/or the physician sends you home, contact your supervisor as soon as possible. Employees will be permitted to return to work following an injury only upon presenting a return to work form. Should your provider decide you can return to work but with restrictions, the Company has light duty work available and you will need to contact the HR Manager to make an appointment to discuss options.

III.3 Paid Time Off

Authorized Uses of Paid Time Off

PTO may be used for the following reasons:

- An employee’s mental or physical illness, injury or health condition;
- Preventive care such as a medical, dental, or other health-related appointments or treatment (such as optical, pediatric, chiropractic, or other medical professional appointments)
- Care of a family member for any reason identified above
- Closure of Construction Ahead, Inc.’s place of business where employee reports or is expected to report or perform work by order of a public official for any health-related reasons
- Closure of an employee’s child’s school or place of care by order of a public official for any health-related reasons
- For leave qualified and permitted under the Domestic Violence Leave Act (See RCW 49.76).
- For personal time off, such as vacation, bereavement, rest and relaxation, or other personal reason.

For the purpose of this Plan, “Family member” is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse’s parent, grandparent, grandchild, or sibling.

Accrual and Rollover of Paid Time Off

PTO accrues at the commencement of employment for all hours worked at a rate of one hour accrued per forty hours worked. Paid Sick Leave does not accrue for hours paid but not worked, such as holiday pay, vacation pay, or comp-time. Construction Ahead, Inc.’s PTO plan year runs from January 1 to December 31. Employees with unused PTO as of the last day of the plan year will retain and roll-over to the next plan year up to 40 hours of the unused PTO. All unused hours over 40 will be forfeited.

Use of Accrued Paid Sick Leave

Employees are eligible to begin using accrued PTO beginning when there are accrued hours available. PTO will be paid at the hourly rate the employee would have earned had they reported to work and worked their scheduled shift. Notwithstanding the foregoing, PTO does not include tips, gratuities, service charges, holiday pay, or other premium rates.

PTO time is not used in calculating overtime hours worked, and is not payable at overtime rates, even if the employee would have earned overtime during the missed scheduled shift.

For unscheduled PTO absences of greater than three working days, employee must provide verification of PTO to supervisor within 10 days of returning to work.

- Verification means evidence that establishes or confirms that an

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employee's use of PTO was for an authorized purpose under RCW 49.46.210 (1)(b) and (c), and under this Plan.

- Construction Ahead, Inc. reserves the right to refuse to approve vacations during peak business cycles and when such vacation conflicts with other employees' vacations.

Notification of Use of Paid Time Off

An employee must provide notification to his or her immediate superior prior to using PTO. Failure to provide notification in accordance with this plan will result in an unpaid absence from work, and disciplinary actions in accordance with Construction Ahead, Inc.'s policy regarding absenteeism.

Notification of use of PTO is required as follows:

- For use of PTO that is foreseeable, an employee must provide at least two weeks' notice, or notice as early as practicable.
- For use of PTO that is unforeseeable, an employee must provide notice as soon as possible before the start of their scheduled shift, unless it is not practicable to do so.
- If an employee is unable to provide notice, or it is impracticable for the employee to provide notice, a person on the employees' behalf may notify Construction Ahead, Inc. of employee's absence and use of PTO.
- If an employee uses PTO for leave permitted under the Domestic Violence Leave Act, such leave shall be considered unforeseeable, and shall require notice pursuant to Section IV.(2), above.

Employer's Notification of PTO Accrued and Available

Employees will be notified of their PTO balances each week on the website, eaccess.foundationsoft.com including:

- Accrued PTO since the last notification
- Used PTO since the last notification
- Current balance of PTO available for use

All employees have access to the website 24 hours per day. If you do not receive notification of your PTO accruals and current balance in any given month, please contact your immediate supervisor immediately or HR Manager.

Separation from Employment

Upon separation from employment, employees will have the opportunity to cash out unused PTO hours at their base rate of pay. If an employee is rehired with Construction Ahead, Inc. within 12 months of separation, all accrued, unused PTO will be reinstated up to 40 hours. Any hours that were cashed out will not be reinstated. Employees who were eligible to use PTO prior to separation may immediately begin using accrued PTO upon rehire. Employees who are involuntarily terminated will not be allowed to cash out unused PTO hours.

Retaliation by Employer or Supervisors

Construction Ahead, Inc. and Construction Ahead, Inc.'s managers, supervisors, and other employees are prohibited from discriminating or retaliating against any

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employee or individual who uses, requests to use, or has used PTO in accordance with this policy.

If an employee feels or believes they have been treated discriminatorily or retaliated against as a result of the use of PTO, please contact the HR Manager as soon as possible. All complaints will be treated fairly and confidentially.

Construction Ahead, Inc. reserves the right to refuse to schedule vacations during peak business cycles and when such vacation conflicts with other employees' vacations.

III.4 Holidays

Construction Ahead, Inc. provides the following (7) paid holidays each year for eligible employees.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day/Day After
- Christmas Day

The following list of employees are eligible for holiday pay:

- Administration Staff
- Managers
- Superintendents
- Mechanics
- Foremen
- TCSB employees

The listed employees are paid based on the hours they would have regularly been scheduled. Please note that the holiday schedule is subject to change from year to year.

III.5 Bereavement Leave

When death occurs in an employee's immediate family, the employee shall be granted upon request, a personal unpaid leave of up to three consecutive days off.

An employee's immediate family is defined as the employee's spouse, domestic partner, sons, stepsons, daughters, stepdaughters, mother, father, grandparents, grandchildren, brothers, sisters, mother-in-law, and father-in-law.

III.6 Jury Duty/Witness Leave

Construction Ahead, Inc. recognizes the civic obligations of our employees to serve on juries. If you are summoned to serve for jury duty, provide a copy of the summons to your supervisor immediately. Employees are required to contact their respective supervisor after completing jury duty each day to advise of the status of the jury duty. Failure to return to work (during normal work hours) on the day you are excused from jury duty is treated as an unexcused absence. Per legal requirements, exempt employees will be paid their full salary for any partial weeks worked during jury/witness duty.

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III.7 Personal Leave

Requests for personal leaves of absence will be considered and evaluated on an individual basis. Approval or denial of such requests will be entirely at the discretion of Construction Ahead, Inc. In determining the feasibility of granting such requests, factors such as the purpose of the requested leave, availability of coverage for job responsibilities during the requested leave, previous absences, length of employment, prior work record and performance, and similar considerations will be reviewed. Such requests shall be submitted in writing to your supervisor.

Construction Ahead, Inc. will attempt to return an employee to his/her former position, or a comparable position, upon return from a personal leave. However, given changing business needs, no guarantee of reinstatement can be made and is solely at the Company's discretion.

Employees on leave are asked to confirm their return date at least two weeks before they return to work. Requests for additional leave must be made as soon as possible. The employee should notify his/her supervisor. Employees on leave who do not return as scheduled, and fail to request or cannot show good reason, in Construction Ahead, Inc. discretion, why an extension should be granted, will be terminated as of the day the original leave expires.

III.8 FMLA Leave

The Company offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). Under FMLA, an employee may be eligible for an unpaid family and medical leave of absence under certain circumstances.

Under the Federal FMLA, a person who has worked as an employee of this company for at least 1,250 hours for 12 months is eligible for FMLA leave. Up to 12 weeks of unpaid leave per year is available for the following reasons:

- The birth of a child and to care for a newborn child;
- Placement of a child into adoptive or foster care with the employee;
- Care for a spouse, son, daughter or parent who has a serious health condition; or
- Care for the employee's own serious health condition.

If the need for FMLA is foreseeable, employees should notify their supervisor 30 days prior to taking FMLA. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work. Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Leave may be taken on an intermittent or reduced schedule to care for an illness; yet, may not be taken intermittently for the care of a newborn or newly adopted child. When leave is taken intermittently, the company may transfer the employee to another position with equivalent pay and benefits, which is better suited to periods of absence.

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Subject to certain conditions, the employee or the company may choose to use PTO leave concurrent with FMLA.

The company will maintain health insurance coverage for an employee on FMLA on the same terms as if the employee had continued work. If applicable, arrangements will be made for the employee to pay their share of health insurance premiums while on leave. The company may recover premiums paid to maintain health coverage for an employee who fails to return to work from FMLA.

Upon returning from FMLA, an employee will be restored to his/her original job or an equivalent job with equivalent benefits, pay, seniority, and other employment terms and conditions as provided by FMLA.

III.9 Paid Family & Medical Leave

Paid Family and Medical Leave is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care.

If you qualify, this program will allow you to take up to 12 weeks, as needed, if you:

- Welcome a child into your family (through birth, adoption or foster parent)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured relative
- Need time to prepare for a family member's pre and post deployment activities, as well as time for childcare issues related to a family member's military deployment. For specifics on military connected paid leave, visit www.dol.gov/whd/regs/compliance/whdfs28mc.pdf

If you face multiple events in a year, you might be eligible to receive up to 16 weeks, and up to 18 weeks if you experience a serious health condition during pregnancy that results in incapacity. Payment of premiums. The program is funded by premiums paid by both employees and employers. It will be administered by the Employment Security Department (ESD).

Premium collection started on Jan. 1, 2019. In 2019, the premium is 0.4 percent of wages. Employers can either pay the full premium or withhold a portion of the premium from their employees. Employers who choose to withhold premiums from their employees may withhold up to about 63 percent of the total premium, or \$2.44 per week for an employee making \$50,000 annually. The employer is responsible for paying the other 37 percent. Businesses with fewer than 50 employees are exempt from the employer portion of the premium but must still collect or opt to pay the employee portion of the premium. Premium collection began Jan. 1, 2019. Your employer will calculate and withhold premiums from your paycheck and send both your share and theirs to ESD on a quarterly basis.

Starting Jan. 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.

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While on leave, you are entitled to partial wage replacement. That means you will receive a portion of your average weekly pay. The benefit is generally up to 90 percent of your weekly wage, with a minimum of \$100 per week and a maximum of \$1,000 per week. You will be paid by the Employment Security Department rather than your employer.

Unlike the federal Family and Medical Leave Act (FMLA), employees of small businesses may take Paid Family and Medical Leave if they meet the standard eligibility requirements.

More information on applying for benefits will come in 2019. Please go to paidleave.wa.gov for more information.

Employees who return from leave under this law will be restored to a same or equivalent job if they work for an employer with 50 or more employees, have worked for this employer for at least 12 months, and have worked 1,250 hours in the 12 months before taking leave (about 24 hours per week, on average).

You can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

Your employer is prohibited from discriminating or retaliating against you for requesting or taking leave.

IV. WORK RULES

IV.1 Performance and Professional Conduct

The success of Construction Ahead, Inc. depends on the fair and honest way our employees conduct themselves when dealing with other employees, customers, suppliers and the public at large. We must all share the goal of maintaining high standards of ethical and professional behavior as we conduct our day-to-day business.

All employees are expected to exhibit professional conduct based on respect, honesty, teamwork, and a commitment to achieving the mission of Construction Ahead, Inc. We will strive to keep you informed in the event that we feel your work performance is below standard, or your conduct does not meet our policies or rules. Unacceptable employee conduct or performance may result in disciplinary action being taken.

Below are some but not all forms of conduct that is prohibited and will not be tolerated by Construction Ahead, Inc. While it is not possible to list all possible prohibited behavior, some of the more common are listed below. The inclusion of this list does not change the at-will nature of your employment relations with Construction Ahead, Inc.

- Failure to comply with Company work, safety, health, and/or security policies, rules and procedures.
- Failure to comply with the Company's non-harassment policy.
- Insubordination, including but not limited to failure or refusal to follow the orders or instructions of any supervisor, or the use of abusive or threatening language toward any supervisor.
- Failure to work certain jobs after Supervisor/Project Manager has assigned you to the job

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(i.e. turning down private jobs and only wanting to work prevailing wage jobs).

- Failing to properly notify the immediate manager or supervisor or other person in charge, before the scheduled start time, when the employee will be late or absent.
- Being absent from work for three (3) consecutive workdays without notifying the immediate manager.
- Failure to observe working schedules, including rest and meal periods.
- Unsatisfactory job performance and/or continued failure to properly carry out assigned tasks.
- Working overtime without authorization, or refusing to work assigned overtime.
- Having excessive tardiness or absenteeism.
- Altering, falsifying, or tampering with time sheets/records. This includes recording the work time of another employee, or allowing another employee to record your work time.
- Negligent or careless actions which endanger the life or safety of another person.
- Fighting, threatening of another employee, or engaging in horseplay on Company premises.
- Using language at work that is abusive, threatening or demeaning toward co-workers and clients.
- Theft, deliberate or careless damage or destruction of any Company property or the property of any employee or customer.
- Possessing, using, or offering for sale firearms, or explosive materials, while on Company time.
- Engaging in criminal conduct, whether or not related to job performance.
- Soliciting employees for any purpose on Company property at any time by persons not employed by the Company is strictly prohibited. Likewise, persons not employed by the Company may not distribute materials of any kind to employees while on Company property without the express permission of the Company.

Discipline may be administered for poor work performance, violations of standards of conduct, or for other reasons. Depending upon the nature, frequency and severity of conduct, the likelihood of remediation, and other factors Construction Ahead, Inc. believes relevant, Construction Ahead, Inc. may use one or a combination of the following types of action: counseling, verbal warning, written warning, and suspension without pay, decreases in pay, reassignment, termination of employment, or any other action deemed appropriate. Some or any of these actions may be taken. In an effort to correct unacceptable conduct or avoid its repetition, Construction Ahead, Inc. tries to use progressive disciplinary steps where appropriate. However, no order or progression of discipline is required. This policy does not limit Construction Ahead, Inc.'s discretion to take the action it believes appropriate, including the right to terminate employees, at will, with or without notice and with or without prior disciplinary action.

IV.2 Customer Relations

We are a service business and must remember that the customer always comes first. Employees are expected to be polite, courteous, prompt and attentive to every customer. If a situation arises where you do not feel comfortable or capable of handling a situation with a customer, your supervisor should be contacted immediately.

IV.3 Company Property

Desks, computers and related equipment, vehicles, and all other work-related equipment are company property and must be maintained according to Company rules and regulations. They must be kept clean, and are generally to be used only for work-related purposes. The Company reserves

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the right to inspect all Company property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence. Please get authorization from Construction Ahead, Inc. before any personal use of Company property, or before any property is removed from the premises. Any loaned property must be kept in good working order.

IV.4 Leaving Work

If you are leaving the office for the day at other than your regular quitting time for any reason, be sure to alert your supervisor as to the time you are leaving. If you are leaving the office but expect to return during the day, alert your supervisor as to the time you are leaving, destination point, and expected time of return.

V. VEHICLE FLEET POLICY

Overview

As a driver of a company vehicle, the authorized driver has been given certain privileges. He/she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following.

V.1 Purpose

Company vehicles are provided to support business activities and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use. Use of company vehicles without authorization may result in termination. Company vehicles may not be used for:

- Business activities of other companies.
- Driving across state lines without prior approval.
- Driving out of the country.

V.2 GPS Fleet Tracking

It is the policy of Construction Ahead, Inc. to safely operate company vehicles in adherence with all applicable laws and regulations. This driver policy reflects the requirements and standards to effectively manage our fleet of company vehicles through the implementation of GPS fleet tracking. Construction Ahead, Inc. recognizes that the responsibilities for safety, loss prevention and maximum fleet efficiency must be shared by everyone.

Vehicle Tracking is the use of GPS technology to identify, locate and maintain contact with our vehicles in real-time. Immediate access to the location history of individual fleet vehicles allows precisely time-managed, current and forward route dispatching and allows us to provide proof of service to our customers.

What will be tracked?

Our GPS tracking software records a vehicle speed, location, idle time, when a vehicle stops, when ignition is turned on, the first movement of the day and when it enters or exits landmarks that we define. This data is updated every two minutes when the vehicle is on and every hour when the vehicle is turned off.

There are several reasons why we decided to implement GPS Fleet Tracking. There are many

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advantages for you the driver. Here are some listed below:

- **Protection against Claims of “No One Came” or “They Were Late”**

With GPS fleet tracking, we can provide irrefutable data showing when and where each vehicle has traveled, providing verification that a service call was made or attempted.

- **Increased Company Profits**

Increased savings, better maintenance programs to minimize on-the-road problems, replacement of aging equipment, etc. We can pass along those savings to you.

- **Vehicle Theft Protection**

If a vehicle is stolen and it is equipped with a GPS-based fleet management tracking system can be located quickly for a quick recovery.

- **Assistance to Lost Drivers**

We now have the ability to know exactly where your vehicle is located at all times. We can easily tell you how to get from your current location to the desired location.

- **Help in Routing and Dispatching**

We can more accurately use dispatch to send the most appropriate vehicle to a particular job. This allows us to maximize fleet productivity while minimizing fuel costs and saves you unnecessary “window time”

- **Reduced Interruptions**

If a customer wants to know when you will arrive at their location, the main office can tell them without having to call you and decipher where you are at. Less interruptions means you can focus on your driving and your work and let the office take care of the customer questions.

- **Payroll back-up**

The system allows us to have a back-up of your hours logged if there are ever times which you forget to log- in your hours on the trip report or it is misplaced.

Speeding

Vehicles should never be driven in a reckless manner that puts yourself or others at risk. Not only is speeding dangerous, but it also influences public perception of the company. As a driver for this company, you must always obey posted speed limits on highways, residential neighborhoods, and school zones.

Aggressive Driving

Aggressive driving is very dangerous and is one of the leading causes of vehicular accidents. Rapidly accelerating and hard braking puts yourself and others in danger, leads to negative public perception of the company, and is a liability risk. Aggressive driving is never appropriate, and will not be tolerated.

Cellphone Use

Cellphone use and texting while driving is extremely dangerous and is one of the leading causes of vehicular accidents. Texting while driving, even at stoplights, is unacceptable and will not be tolerated. Personal and work-issued cellphones are only to be used when the vehicle is parked in a safe place. This includes any work related messaging also.

Idle Time

Reducing unnecessary engine idle time is an effective way that we can save on fuel costs and extend the life of the fleet’s vehicles. We understand that it is impossible to never idle, however here is our

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policy on engine idling time. Examples of acceptable idling are as follows:

- When it is necessary to complete a function of the vehicle.
- Hydraulic power to a crane or fuel pump.
- When idling is required for safety reasons.
- When warming up a vehicle to operating temperatures as specified by the equipment manufacturer.
- When queuing, such as when a line of barrier trucks forms to be loaded and off loaded.
 - Queuing does not include leaving a truck running part of or during an entire shift when active hauling is not occurring. Truck drivers who are outside of the truck setting barrier or pulling pins need to turn engines off.
- When it is necessary for servicing or maintenance.
 - The exemption for servicing includes idling necessary to regenerate exhaust filters which require the engine to be idled periodically to regenerate or burn off solids collected in the filter.

It is not acceptable to allow trucks to idle while drivers are pulled over to sleep in the vehicles. PSC provides hotels when needed and is encouraged after a long shift. Please note that time should not be charged when you are sleeping in a vehicle and will be means for disciplinary action if it is found that you were on the clock while sleeping.

Device Tampering

We have made a significant investment on the GPS devices that are installed on your vehicle. If for any reason you think the device is loose, missing or not operating correctly please notify your superintendent. If you are caught tampering or unplugging the device, Construction Ahead, Inc. will follow the disciplinary policy.

V.3 Driver Licensing

Company drivers and anyone authorized to drive company vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. Obtaining a driver's license is a personal expense.

V.4 Review of Motor Vehicle Record

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. New hires are required to turn an updated driving abstract prior to driving a company vehicle. The beginning of every year, you are required to turn in driving abstract to Human Resources. The Company asks for the 3-year employment driving abstract. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken. Construction Ahead, Inc. uses a driver history matrix to score driving abstracts. Obtaining a yearly driver's abstract is a personal expense.

V.5 Personal Use

Company vehicles are provided primarily for business purposes; however, occasional personal use may be permitted. **Personal use is a privilege extended only to the authorized employee.** The privilege of personal use may be withdrawn at any time without notice by the Company.

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The following rules apply to personal use of company vehicles:

- Only authorized employee may drive.
- Personal trailers, including boat and recreational vehicles, are not to be pulled without prior authorization.
- Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Report any accident immediately to police and your manager.
- Use of handheld gadgets such as phones, tablets, laptop computers and gaming devices while driving is prohibited.

Any exceptions to these rules requires advance approval by supervisor. Violation of these rules will result in disciplinary action from removal of driving privileges up to termination.

V.6 Maintenance

Authorized drivers are required to properly maintain their company vehicle at all times. **A DVIR (Daily Vehicle Inspection Report) is required to be filled out every day before driving the vehicle.** DVIR reports are to be turned in **daily** to the mechanic's box outside of the shop. Vehicles should not be driven if license tabs and/or registrations are expired. If tabs and/or registrations are expired, please notify your supervisor immediately. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventive maintenance such as regular oil changes, lubrication, tire pressure, and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. Preventive maintenance must be completed on your vehicle. Vehicle repairs or service, outside of the company's in house mechanic shop, must have prior approval by Dorothy McDaniel or Matt McDaniel.

V.7 Personal Cars Used on Company Business

The Company does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own car. The reimbursement to the employee for the operation of his/her car on company business includes the allowance for the expense of automobile insurance. You are required to have minimum of \$100,000 in property coverage and \$300,000 in bodily injury.

V.8 Rental Vehicles

If an employee needs to rent a vehicle for work purposes, the employee must have personal insurance. The employee should also purchase the additional insurance that is offered through the car rental company. The Company will reimburse the employee the cost for the additional insurance.

V.9 Traffic Violations

Fines for parking or moving violations are the personal responsibility of the assigned operator. The company will not condone nor excuse ignorance of traffic citations that result in court summons being directed to itself as owner of the vehicle. For commercial vehicles, weigh station

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violations/tickets may also be your responsibility.

Each driver is required to report all moving violations to your supervisor within 24 hours. This requirement applies to violations involving the use of any vehicle (company, personal or other) while on company business. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic violations incurred during non-business (personal use) hours will affect your driving status as well and are subject to review.

V.10 Accidents Involving Company Vehicles

In the event of an accident:

- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witness if possible.

Turn all information over to your supervisor within 24 hours.

V.11 Thefts

In event of the theft of a company vehicle, notify police immediately.

V.12 Fuel Cards

Every vehicle is issued a specific fuel card. Fuel cards are not to be used for any other vehicle than the number vehicle in which the card is issued in. Fuel cards are to be used for company vehicles only. If fuel cards are used for anything other than the company vehicles and/or company equipment, it will result in disciplinary action from removal of driving privileges up to termination.

V.13 Driver Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- No texting, dialing, or hand held devices while operating company vehicles.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacture's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver only.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to your supervisor.
- Smoking is prohibited in any of the company vehicles.
- Do not operate a vehicle that you have not been properly trained on.
- Clean out your garbage when you bring the vehicle back to the yard!!

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Failure to comply with any of these responsibilities will result in appropriate disciplinary action.

VI. SAFETY

VI.1 Policy

It is the policy of the Company to provide a safe and healthful work environment for employees at every level through the awareness and prevention of occupational injuries and illness.

The objective of our Company Safety and Health Management Program is to reduce work-related accidents and illness and to promote safety and health in every task undertaken by employees on behalf of the company. Our Safety and Health Management Program includes:

- Implementation of a company-wide safety committee for overseeing all aspects of safety and health activities.
- Implementation of a program for conducting routine safety and health inspections to identify and eliminate unsafe working conditions or practices and control health hazards.
- A comprehensive safety and health training program for all new and existing personnel.
- Provisions for the use of personal protective equipment by all employees as dictated by their respective job descriptions.
- Provisions for mechanical and physical safeguards to the maximum extent possible.
- Company-wide safety and health policies, requiring every employee of the company to comply with these policies as a condition of employment.
- Provisions for a thorough and prompt investigation of every accident to determine its cause, correct the problem, and reduce the likelihood of it happening again.

Responsibility and commitment to employee safety and health begins at the top. We recognize that effectiveness of our company Safety and Health Management Program rests on the shoulders of each and every individual within our company. Our commitment to a safe and healthful work environment is one of great importance. In turn, we ask that every employee of the Company adopt a strong commitment to safety and health through their active involvement in our program for their own safety and health, that of their co-workers and for the benefit of the Company as a whole.

VI.2 Accident Prevention

Each employee has a personal responsibility in accident prevention. He or she has a responsibility to his/her family, to his/her fellow workers, and to his/her employer.

Some but not all of the employee's responsibilities are:

- To report all injuries immediately.
- To know and obey safety rules.
- To understand the consequences for violating established company safety rules.
- To caution fellow workers when they perform unsafe acts.
- To discuss questions or concerns with your supervisor when there is any doubt concerning safety.
- To refrain from tampering with anything which you do not understand.
- To report all unsafe conditions or equipment to your supervisor immediately.

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VI.3 Safety Committee

It is the responsibility of the safety committee to focus on the overall safety requirements of the company and whenever possible to anticipate safety issues prior to their becoming problems. The safety committee is responsible for the following:

- Administering the safety program.
- Acting as a resource for employees of the Company, whereby employees can make suggestions, file complaints and report safety deficiencies.
- Review all accident and injury reports and ensure corrective actions are taken.
- Identify new hazards (i.e., new machinery or chemicals) that are introduced to the company and provide all supervisors with pertinent information relating to these hazards prior to their use.
- In conjunction with supervisors, implement a training program for all new hazards and ensure that personnel receive training.

VI.4 Safety Rules for Administration Staff

Your safety, and that of those who work with you, is one of our greatest concerns. Construction Ahead, Inc. will strive to provide a clean, healthy, and safe place to work.

The following is an outline of Construction Ahead, Inc.'s safety practices and procedures established for administrative employees. All Construction Ahead, Inc. personnel are required to read and observe these safety rules. For employees exposed to job site hazards, refer to the Construction Ahead, Inc. safety section VII for additional rules and regulations. Failure to comply with established safety rules can be cause for disciplinary action. Construction Ahead, Inc. firmly believes in preventive safety measures and encourages all employees to participate in the further development of our safety program by making safety suggestions and/or recommendations.

Safety Tips:

- Report any injuries immediately to your supervisor.
- Report to work rested, and mentally and physically fit to perform your work.
- All employees shall drive safely and obey all traffic laws.
- Report any unsafe conditions to your supervisor.
- Keep “horseplay” and rough housing away from the work place. Practical jokes often become painful injuries.
- Keep your mind on your job – and temper under control always!
- Never perform a task that you feel is unsafe. Report to your supervisor immediately.

VI.5 Electrical Considerations:

Do not overload circuits. Notify your supervisor if additional power outlets are needed. Power strips may be used where necessary, but must not overload circuits. Do not use electrical cords that are frayed or otherwise defective. Electrical equipment with defective cords should be taken out of service immediately and reported to your supervisor.

VI.6 Preventing Cuts and Punctures:

Cuts and punctures happen when people use every day office supplies, without exercising care. Tips

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for avoiding cuts and punctures include:

- Use a liquid dispenser, not your tongue, to seal envelopes!
- Be careful when using kitchen knives, scissors, staplers, letter openers, and box openers. Use the proper tool to perform the task.
- Identify objects that expose sharp points or edges. Report exposures to your supervisor immediately.

VI.7 Equipment Safety:

Common office machines require special safety considerations. When using copiers, microwaves, adding machines, paper cutters, typewriters, computers, and other common office equipment, be sure you know how to operate the equipment before using it. Never attempt to repair defective office equipment, unless properly trained to do so. Identify the equipment as defective and notify your supervisor or HR Manager immediately.

VI.8 Lifting and Ergonomic Hazards:

Poor lifting habits are a typical cause of strains and other muscular/skeletal injuries. So is over-extending your arms and back attempting to grab or pull something just out of reach. Following are safety tips to avoid unnecessary strains:

- Never attempt to lift or move an object that may be too heavy or awkward for you. Ask for help!
- Never twist your body while you are holding heavy objects.
- Never lift objects over your head.
- Use good sitting and standing posture.
- Exercise to help strengthen the stomach and back muscles.
- A poorly designed workstation or work environment can cause health problems. It also impairs concentration and productivity. No matter how comfortable your workstation, sitting in essentially the same position for long periods of time can be tiring and stressful. So can prolonged periods of reading or viewing a computer screen. Eyestrain usually results in headaches and fatigue, as well as loss of concentration. Take stretch breaks, use eye-relaxation exercises, and make a point of diversifying work activities. As a general rule, variety of physical motion reduces the likelihood of stress or repetitive motion injury. If you have concerns regarding your work environment, let your supervisor know immediately. Additional educational materials on office ergonomics are available upon request.

VI.9 Good Housekeeping Practices:

Many office accidents are caused by poor housekeeping practices. By keeping the office floor both neat and clean, you can eliminate most slipping, tripping, and falling hazards. Additional safe housekeeping practices include:

- Making sure electrical cords and phone cords do not cross walkways
- Cleaning spills and picking up debris immediately.
- Storing items in approved areas only.
- Do not stack boxed or other items too high.
- Make sure boxes are clearly labeled with their contents.
- Report tripping hazards (i.e. defective floor tiles, boards, or carpet) immediately.

VII. SAFETY FOR FIELD WORKERS

VII.1 Employer Responsibility

As your employer, we will provide leadership and guidance in our Safety and Health Management Program. We are committed to the program's effectiveness and continual improvement as well as to providing the required policies, procedures, tools and safeguards to ensure a safe work environment.

VII.2 Supervisor Responsibility

Employee on-the-job safety is the primary responsibility of every supervisor. Employee safety cannot succeed without the sincere on-going effort of every supervisor. Therefore, it is the responsibility of every supervisor to do the following:

- Develop a positive attitude toward safety and health and foster this attitude within their respective department.
- Ensure that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- Ensure that all new employees within their department receive all required training as outlined throughout this program.
- Ensure that all existing employees within their department receive all required on-going training as outlined throughout this program.
- Ensure, through frequent inspections, that the workplace is safe and that the employees are working in a safe manner.
- Ensure that **all** noted safety and health deficiencies are reported to the Safety Committee, corrected immediately and not repeated.
- Ensure that all personnel within their department attend regular safety meetings with emphasis on noted deficiencies and corrective actions taken.
- Ensure that **all** accidents are promptly reported on a Report of Injury/Illness Form, thoroughly investigated and that corrective actions are taken whenever necessary.

VII.3 Employee Responsibility

Employees are responsible for adopting a positive attitude toward safety and health through active cooperation with their supervisor and compliance with **all** aspects of the Safety and Health Management Program. To this end, every employee of the Company is responsible for:

- Practicing safe work habits in every job undertaken.
- Promoting safety and health for their overall well-being and that of their co-workers.
- Practicing good housekeeping.
- Actively participating in all required training.
- Utilizing **all** safety and health related tools and materials provided by the company.
- Reporting to their supervisor any and all safety and health deficiencies observed and implementing corrective actions as required.
- Reporting all work-related accidents, injuries or illnesses to their supervisor immediately.
- Employees will be disciplined for failure to report an injury that occurred in the work place.

VII.4 Housekeeping

- Keep all aisles clear of obstructions.
- Remove or bend all protruding nails.
- Keep all emergency equipment readily available for use. Emergency equipment includes fire extinguishers, SCBA's, blankets, first aid supplies, emergency eyewash stations, stairways, fixed ladders and the like.
- Always sweep up broken glass and discard in designated containers as soon as the breakage occurs.
- Always store materials, equipment and tools in their designated storage areas.
- Never store and materials, tools or equipment in stairwells or beneath stairways.
- Remove all scrap, metal, and trash at the end of each shift.

VII.5 Personal Protective Clothing and Equipment

Personal protective clothing and equipment is provided to employees and is dictated by the job to be performed. All employees must wear vest (or laborers can wear reflective shirts/sweatshirts that are the correct ANSI class level for the jobsite), hard hat, night pants when applicable, and work boots on **every** job. Anytime an employee on the shop yard premises, work boots must be worn. Employees who fail to show up on the job without one of the above will be sent home and disciplinary action will be taken. We will follow the disciplinary policy should you not adhere to the Company policy.

Employees of Construction Ahead, Inc. will be provided with the following personal protective equipment: hard hat, reflective vest, ear plugs, and safety glasses. Worn out equipment must be **returned** for a no-cost replacement. Lost, stolen or damaged equipment will be replaced at the employee's expense. All company provided safety equipment must be returned when the employee terminates otherwise employees authorize the Company to deduct the cost of the equipment from the last paycheck.

Foot Protection

Over the ankles leather work boots with a hard sole are required on all jobs. No tennis shoes or high tops. Hiking boots with part leather and canvas are allowed only if you are not doing an activity that will cause burns or caustic material to damage the boot.

Hand Protection

Gloves will be worn when protection is needed against sharp objects, caustic environments, temperature extremes, chemicals or abrasive materials.

Head Protection

Hard hats shall be worn at all times by all employees and visitors. Cowboy hard hats are not acceptable. Hard hats shall not have any modification such as holes or objects piercing the shell.

Hearing Protection

Hearing protection devices shall be worn when working in areas where area noise is at such a level that raising the voice is necessary to communicate. Hearing protection is required when using any high-noise producing tools.

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Respiratory Protection

In any construction environment, engineering control measures should always be evaluated first to eliminate gases, dust, and fumes. If there is no feasible way, then air filtration devices may be worn only when the employee has been medically fit tested.

Eye Protection

Eye protection shall be worn when working in areas where any loose debris may be present.

VII.6 Ladders

Prior to using a ladder, inspect it for defects such as broken or loose steps or rungs, cracks or weak side rails, frayed rope on extension ladders, and damaged feet on extension ladders. Always secure ladder from slipping, shifting or other potential hazards prior to use. Never separate an extension ladder. Always extend a ladder a minimum of 36 inches (3 rungs) above the level to be reached. If this cannot be accomplished, ensure that a grab rail is accessible.

Never use stepladders as straight ladders. Do not leave unopened ladders against a wall unless first securing it from falling. Always face the ladder when climbing up or down. Always hoist or lower any materials in a safe manner to prevent dropping.

VII.7 Lifting

One of the most frequent injuries that occur is a back problem. However, there are no excuses for poor lifting. Review the following and change any bad habits. Save yourself a lot of pain and agony from a strained back.

- “Size up” the load before trying to lift it. Test the weight by lifting at one of the corners. If the load is too heavy or has an awkward shape, the best thing to do is to get help from a fellow worker or use a mechanical lifting device.
- Clear the path to make sure that the pathway that you are intending to take the load is free from debris. If not, take a minute to remove any material that might cause you to trip.
- **Bend the knees**-This is the single most important rule when lifting moderate to heavy objects. When lifting, position your feet so that you are close to it, setting yourself over the load, bend your knees, get a good hand hold, lift straight up smoothly, and allow your legs (not your back) to do the work.
- Do not twist or turn your body once you have made the lift. Keep the load close to your body and keep it steady. Any sudden twisting or turning may result in lumbar strain.
- Set the load down properly. Setting the load down is just as important as lifting it. Lower the load slowly by bending your knees, letting your legs do most of the work. Do not let go of the load until it is secure on the floor.
- Always push, not pull, the object when possible. When moving an object on rollers, for example, pushing puts less strain on your back and is safer should the object tip.

VII.8 Compressed Air or Compressed Nitrogen

If a cylinder develops a leak, report immediately to your supervisor. **Do not** move the cylinder. Compressed gas cylinders must **always** be upright and secured by a strap, chain bar or other rigid retaining device. Compressed gas cylinders must be kept free from rust and leaks. Cylinders are outfitted with regulators to reduce compressed gases to safe operating levels. Regulators will be marked for only one type of gas cylinder and will be used for that purpose only. All cylinders are

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permanently labeled in accordance with American National Standards Institute (ANSI) to identify the type of gas in the cylinder. Cylinders are to be stored in a safe manner in their designated storage area only. Never use grease or oil to lubricate the valve or joints of compressed gas cylinders. Oxygen and oil react violently under pressure. Using grease to lubricate an oxygen valve can result in an explosion. Store oxygen and acetylene cylinders a minimum of twenty feet apart in an upright position only. Always ensure that cylinder valves are closed tightly when not in use and at the end of each work day. Place protective caps on cylinders when not in use. Never subject cylinders to dropping, bumping or where the atmosphere or cylinder temperature exceeds 130 degrees.

VII.9 Hand and Power Tools

Always inspect hand and power tools to ensure safe operating conditions. Prior to using hand or power tools, ensure that proper training for safe operation has been received. Do not over strain tools to accomplish work they are not intended for. Never leave tools on stepladders, scaffolds, stairs or places where they may become dislodged and fall. Always use non-sparking tools in areas where flammables are handled or where sparks could create and explosion. When in doubt, ask your supervisor. When using pneumatic or air-powered tools, handle with care and turn air hoses off when not in use. When operating a jack-hammer, hearing protection and work boots are required. All pneumatic impact (percussion) tools will be outfitted with safety clips or retainers to prevent attachments from being ejected.

VII.10 Grinding

Eye protection is required prior to grinding, buffing or working with wire brushes. Face shields must be worn whenever the potential for flying objects presents itself. Prior to operating grinding wheels or buffers, the employee must ensure that equipment is equipped with safety guards.

VII.11 Smoking and Using Open Flames

Never smoke or use open flames in areas where flammable liquids, gases or highly combustible materials are stored, handled, or processed.

VII.12 Gas Heaters, Burning, Welding, Cutting or Grinding

Any personnel using open-flame or spark-producing equipment for the purpose of burning, soldering, cutting, grinding, and any personnel operating gas heaters or salamanders must first receive training specific to the operation. Whenever burning, welding, cutting or grinding operations are performed in and around combustible materials, the employee must ensure that a fire watch is assigned and maintained for a period of one-half hour upon completion of the job. Always wet down the immediate area prior to welding or cutting. Whenever cutting through or welding an existing roof or wall, always provide a fire watch on both sides of the roof or wall. Always wear welding shields or screens when exposed to flash burns. Personnel must be trained in the proper use of fire extinguishers prior to any operations utilizing equipment that produces open flames or sparks.

VII.13 Mobile Cranes, Boom Truck, Backhoe or Forklift

Prior to operating cranes, boom trucks, backhoes, forklifts, derricks, power shovels or similar equipment, always check to ensure proper clearance from overhead electrical power lines. All cranes will be certified annually. Backhoes and other excavating equipment will be certified in the same manner as cranes when this equipment is used as a crane. Only those individuals who have received Construction Ahead, Inc. forklift training may operate any forklift. Training received from another company is invalid. Crane operators shall not swing loads above areas where others

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are working and shall stop use of crane during high winds or lightning storms. Riding the hook, ball, load or equipment buckets is strictly prohibited. Tag lines shall be used for controlling loads when the load could create a hazard for employees. Only one signal person using proper hand signals shall direct equipment.

VII.14 Personal Fall Protection

Fall protection will be used on all projects where there is potential to fall 6'0" or greater. The 4 (four) basic kinds of protection are, but not limited to, the following:

1. Safety Net: Safety nets are placed around perimeters to building or leading edges to protect objects from falling below. Nets need to be placed as close under the surface but no more than 30'0". Drop tests may be required to prove efficacy.
2. Hole Cover: Holes that are 1" to 12" or more must be covered. Holes have to be covered with an object that can withstand twice the weight of the intended load either man, material, or equipment. They have to be secured to the ground and clearly marked "hole" or "cover".
3. Guardrail: Guardrails can be erected around an opening but must contain a top rail and mid rail. The top rail has to be 42" +/-3" from the floor; the midrail has to be 21" +/- 3" from the floor. Mesh netting or toe guards might be necessary when construction occurs around the general public where there is a potential for tools or material falling to the ground. Constructed guardrails must be able to withstand a 200 pound downward and outward force.
4. Personal Fall Protection System: Full body harness should be used with appropriate attachments to secure to an anchorage point. Some attachments may be a lanyard, self-retracting lifeline, horizontal or vertical lifelines, rope grab, or other approved safety attachments. The anchorage point must be able to hold 5000 pounds per person. Fall protection systems must be rigged so that no person can free fall more than 6'0". Anchorage points should be overhead if possible. Use of this equipment requires proper training.

- Warning lines can be placed 15'-0" from the leading edge. Workers can work inside this area without the use of any fall protection equipment of flat roofs or floors. If an individual has to leave the warning line system, one of the 4 (four) methods listed above have to be used. Points of access, material handling areas and storage shall be connected to the work area by a clear access path formed by 2 (two) warning lines. When the path to a point of access is not in use, a rope or similar material shall be placed across the path.
- A safety monitor is a worker who is distinguished from others by a safety vest and whose sole responsibility is to alert other workers when they are getting close to the leading edge zone. This individual must be competent and can only monitor 8 (eight) workers at a time. This individual is not allowed to perform any other type of work. Warning lines and safety monitor systems can only be used on 4/12 or less pitched roofs. (See WAC296-155-24520).

VII.15 Chemicals and Paints

All containers must be properly labeled with the original manufacturer's label and must include the chemical name and its hazards. All precautions must be adhered to at all times when handling chemicals. Review of SDS is mandatory prior to handling chemicals. All chemical waste or empty chemical containers will be disposed of in accordance with the standards set forth in the company. Report all chemical spills immediately to your supervisor.

VII.16 Transporting Material and Equipment

When carrying pipe or conduit in excess of ten feet in length, the services of two men is recommended. Never leave carts, tools, equipment or materials unattended in aisles unless providing for a barricade.

VII.17 Heat Stress

The construction work performed by Construction Ahead, Inc. is outdoors in all types of weather conditions especially the hot temperature of summer. Many employees working in these weather conditions perform traffic control, construction, signing, and pavement maintenance. Working in hot condition may pose safety and health hazards to workers.

Environmental factors affect the amount of stress a worker experiences in a hot environment: temperature, humidity, air velocity and radiant heat (such as direct heat from the sun). Factors on the job include work rate and physical effort required, type of clothing, protective equipment used, and duration of activity. All of these factors need to be considered in order to minimize their impact on the worker. Personal characteristics such as age, weight, physical fitness, and acclimatization to heat also need to be determined for those people at high risk.

Superintendents are responsible for the annual training of employees who work in high heat areas. They are also responsible for monitoring signs and symptoms of heat stress in worker and ensuring that they take the necessary precautions to control heat stress and ensure this policy is followed. Supervisors are responsible for making sure that all crews have adequate water jugs and disposable cups on all jobsites. Superintendents need to make sure that their crews know the closest area to the jobsite where they can replenish water if needed.

Employees are responsible for completing yearly training and following the instructions given. Employees are also responsible for monitoring themselves for signs and symptoms of heat stress and reporting to their supervisor as soon as symptoms occur.

- **Heat Stress Information**

High temperature and humidity stress the body's ability to cool itself, and heat illness becomes a special concern during hot weather. There are three major forms of heat illnesses: **heat cramps**, **heat exhaustion**, and **heat stroke**, with the heat stroke being a life threatening condition.

- **Heat Cramps**

Heat cramps are muscle spasms which usually affect the arms, legs, or stomach. Frequently they don't occur until sometime later after work, at night, or when relaxing. Heat cramps are caused by heavy sweating, especially when water is replaced by drinking, but not salt or potassium. Although heat cramps can be quite painful, they usually don't result in permanent damage. To prevent cramps, drink electrolyte solutions such as Gatorade during the day and try eating more fruits like bananas.

- **Heat Exhaustion**

Heat Exhaustion is more serious than heat cramps. It occurs when the body's internal air-conditioning system is overworked, but hasn't completely shut down. In heat exhaustion, the

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surface blood vessels and capillaries which originally enlarge to cool the blood collapse from loss of body fluids and necessary minerals. This happens when you don't drink enough fluids to replace what you're sweating away.

The symptoms of heat exhaustion include: headache, heavy sweating, intense thirst, dizziness, fatigue, loss of coordination, nausea, impaired judgment, loss of appetite, hyperventilation, tingling in hands or feet, anxiety, cool moist skin, weak and rapid pulse (120-200), and low to normal blood pressure.

Somebody suffering these symptoms should be moved to a cool location such as a shaded area or air-conditioned building. Have them lie down with their feet slightly elevated. Loosen their clothing, apply cool, wet clothes or fan them. Have them drink water or electrolyte drinks. Have them checked by medical personnel. Victims of heat exhaustion should avoid strenuous activity for at least a day, and they should continue to drink water to replace lost body fluids.

- **Heat Stroke**

Heat stroke is a life threatening illness with a high death rate. It occurs when the body has depleted its supply of water and salt, and the victim's body temperature rises to deadly levels. A heat stroke victim may first suffer heat cramps and/or the heat exhaustion before progressing into the heat stroke stage, but this is not always the case. It should be noted that, on the job, heat stroke is sometimes mistaken for a heart attack. It is therefore very important to be able to recognize the signs and symptoms of heat stroke – and to check for them anytime an employee collapses while working in a hot environment.

The early symptoms of heat stroke include a high body temperature (103 degrees F); a distinct absence of sweating (usually); hot red or flushed dry skin; rapid pulse; difficulty breathing; constricted pupils; any/all the signs or symptoms of heat exhaustion such as dizziness, headache, nausea, vomiting, or confusion, but more severe; bizarre behavior; and high blood pressure. Advance symptoms may be seizure or convulsion, collapse, loss of consciousness, and a body temperature of over 108 degrees F.

It is vital to lower a heat stroke victim's body temperature. Seconds count. Pour water on them, fan them, or apply cold packs. Call 911 and get an ambulance on the way as soon as possible.

Anyone can suffer a heat-related illness, but by taking a few simple precautions, they can be prevented:

- Condition yourself for working in hot environments – start slowly then build up to more physical work. Allow your body to adjust over a few days.
- Drink lots of liquids. Don't wait until you're thirsty, by then, there's a good chance you're already on your way to being dehydrated. Electrolyte drinks are good for replacing both water and minerals lost through sweating.
- Take a break if you notice you're getting a headache or you start feeling overheated. Cool off for a few minutes before returning to work.
- Wear light weight, light colored clothing when working out in the sun.
- Get enough sleep at night.
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VII.18 Hazard Communication

Hazard chemicals and materials should be handled with respect. The Hazard Communication Standard says you have the right to know what hazardous materials you are working with and around.

Types of Hazards

1. **Physical Hazard**: Chemicals may cause hazards because of their physical properties such as being flammable, corrosive, toxic or reactive.
2. **Health Hazard**: Chemicals may cause acute or chronic health affects after exposure. Sometimes problems arise immediately (acute) or other times only after repeated use (chronic). Chemicals may not make you sick right away. In fact, you may not see, feel or even smell the danger.

Labels & Labeling

The easiest way to tell if a chemical or materials is hazardous is to read the label. Watch out for 3 (three) words: **Caution, Warning, and Danger**. These words are to let you know the hazards associated with the use of the product. Pay special attention to **Danger** since you may have to take special precautions or use personal protective equipment before using. Every container on the jobsite must have a label. This label will identify the chemical or material, give appropriate hazard warnings and handling procedures, and will give the name, phone number, and address of the manufacturer. However, a container does not need to be labeled if it is intended for immediate use and the unused portion is returned to its original container. If a container on the jobsite does not have a label, bring it to the attention of the supervisor immediately, he/she will be responsible to have it labeled properly or remove it from the jobsite.

Safety Data Sheet (SDS)

SDS is a fact sheet for a specific chemical or material. SDS includes information on chemical identity, physical hazards, health hazards, whether it is a carcinogen, safe handling or use, emergency and first aid procedures, and the manufacturer's name, address and phone number. SDS data is kept in a central location at the job site in the work vehicles, and are available for reference by any employee. Supervisors are responsible to make sure that SDS sheets are available for each hazardous material or chemical used and assure that every employee has access to and knows where they are kept. If a new chemical or material is being used, please inform the HR Manager so that all SDS books can be updated.

Written Program

Construction Ahead, Inc. has a written Hazard Communication Program, which includes requirements for labeling, SDS, emergency response, employee training and personal protective equipment. New hires are given a copy during new hire orientation.

